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Planning

## **Provision of Scrivener Notary Services**

Foreign Commonwealth and Development Office

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-037849

Procurement identifier (OCID): ocids-h6vhtk-042994

Published 22 December 2023, 1:34pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Foreign Commonwealth and Development Office

King Charles Street

London

SW1A 2AH

#### **Contact**

Corrine Collins

#### **Email**

[corrine.collins@fcdo.gov.uk](mailto:corrine.collins@fcdo.gov.uk)

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.gov.uk/fcdo/](http://www.gov.uk/fcdo/)

Buyer's address

<https://fcdo.bravosolution.co.uk/>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Ministry or any other national or federal authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Provision of Scrivener Notary Services

Reference number

ESND-10064-2023

#### **II.1.2) Main CPV code**

- 79130000 - Legal documentation and certification services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Foreign, Commonwealth & Development Office (FCDO) intend to engage the market in relation to this project as part of early market engagement activity in accordance with Regulation 40 of the Public Contracts Regulations 2015. The purpose of this PIN and Contract Finder Notice is to initiate market engagement and is not being used as a call for competition.

The FCDO are seeking to understand the level of interest from the market to deliver this requirement. If you are interested in delivering the works and any potential future market engagement, please email the contact person listed in this notice.

Please refer to section II.2.4 Description of the Procurement for details in relation to the requirement

#### **II.1.5) Estimated total value**

Value excluding VAT: £308,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 79130000 - Legal documentation and certification services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

The Foreign, Commonwealth & Development Office (the 'FCDO') - is the government department responsible for promoting British interests overseas and supporting our citizens and businesses around the globe.

The FCDO estate consists of British Embassies, High Commissions, Consulates/Consulate General and Heads of Mission Accommodation in more than 280 overseas posts.

The FCDO wishes to appoint a Supplier to provide Scrivener Notary Services to aid in the facilitation of acquiring, executing, and managing this estate.

The Scope of Services will include; notarial services, power of attorney, legalisation, and translation services.

These notary services will be required and used by the FCDO and other Government

Departments and arms-length bodies.

The form of contract is anticipated to be FCDO Terms and Conditions.

The anticipated Procurement Process to be run is an Open Procedure in accordance with the Public Procurement Regulations 2015.

The procurement is planned to commence in January 2024, with an anticipated award date of March 2024. The anticipated start date for the provision of services is the 29th March 2024. It is also anticipated that the contract will run for 5 years with a possible extension of 2 years.

The estimated Contract Value: £308,000. Note that the value range stated is an estimate at this stage and will be finalised and confirmed within the Contract Notice.

### **II.3) Estimated date of publication of contract notice**

12 January 2024

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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## Section VI. Complementary information

### VI.3) Additional information

The FCDO are seeking to understand the level of interest and capacity from the market to deliver this requirement. If you are interested in delivering the services, please email [Corrine.Collins@fcdo.gov.uk](mailto:Corrine.Collins@fcdo.gov.uk).

The requirement will be procured via the Foreign, Commonwealth and Development Office's eprocurement portal: <https://fcdo.bravosolution.co.uk>. Suppliers, not currently registered on the portal, who are interested in being considered for this opportunity must self-register on the site in order to participate - registration is free and instantaneous.

The contracting authority will consider the feedback received to help inform its procurement approach and further decision making. For the avoidance of doubt, this phase of the project is not part of a formal procurement process and the contracting authority is not committing, at this stage, to carrying out such a process. The FCDO reserves the right to change the process at any stage and to undertake this procurement using alternative routes.

The FCDO reserves the right to run further market engagement with suppliers who have expressed an interest in this project. Participation or non-participation in this market engagement exercise shall not prevent any supplier participating in a potential future procurement, nor is it intended that any information supplied as part of this exercise shall place any supplier at an advantage in a potential procurement process. No formal assessment of capability or down selection of bidders will be carried out in relation to any responses received as a result of this.

Please note, the information contained within this Prior Information Notice (PIN) is subject to change.