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Tender

Legal Services

APUC Limited

F02: Contract notice

Notice identifier: 2025/S 000-057275

Procurement identifier (OCID): ocids-h6vhtk-04d700

Published 17 September 2025, 12:01pm

Section I: Contracting authority

I.1) Name and addresses

APUC Limited

Unit 27, Stirling Business Centre, Wellgreen

Stirling

FK8 2DZ

Contact

Graeme Kerr

Email

gkerr@apuc-scot.ac.uk

Telephone

+44 1314428930

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.apuc-scot.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10402

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Legal Services

Reference number

PFB1047 AP

II.1.2) Main CPV code

- 79100000 - Legal services

II.1.3) Type of contract

Services

II.1.4) Short description

APUC are seeking Contractor(s) for the provision of specialist Legal Services for the further and higher education sector in Scotland.

APUC are looking to obtain, through this tendering process, price normalisation for all institutions regardless of size and demand.

II.1.5) Estimated total value

Value excluding VAT: £12,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

One-Stop-Shop

Lot No

8

II.2.2) Additional CPV code(s)

- 66513000 - Legal insurance and all-risk insurance services
- 66513100 - Legal expenses insurance services
- 79100000 - Legal services
- 79110000 - Legal advisory and representation services
- 79111000 - Legal advisory services
- 79112000 - Legal representation services
- 79130000 - Legal documentation and certification services
- 79140000 - Legal advisory and information services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Scotland

II.2.4) Description of the procurement

Institutions shall be entitled to appoint a single firm to advise and/or represent on all matters of law, which may include some or all of the specialist areas in technical expertise described above. This may involve the provision of a full legal advice service to an Institution or may involve working in partnership with an in-house legal resource, providing supplementary legal resource or expertise from time to time as caseload requires across more than one of the specialisms.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60%

Price - Weighting: 40%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

Call-offs by member from the resulting framework agreement may be conducted by participating members institutions using sources of EU funds including, but not limited to, Horizon Europe.

II.2.14) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

II.2) Description

II.2.1) Title

Property & Estates

Lot No

2

II.2.2) Additional CPV code(s)

- 66513000 - Legal insurance and all-risk insurance services
- 66513100 - Legal expenses insurance services
- 79100000 - Legal services
- 79110000 - Legal advisory and representation services
- 79111000 - Legal advisory services
- 79112000 - Legal representation services
- 79130000 - Legal documentation and certification services
- 79140000 - Legal advisory and information services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

Provision of legal services in Property & Estates specialism including but not limited to the following:

- Conveyancing
- Landlord and tenant law
- General estate management issues
- Planning law
- Major building projects
- Student accommodation
- Construction and Engineering
- Environmental law
- CONTEST

- Martyn's Law

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60%

Price - Weighting: 40%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

Call-offs by member from the resulting framework agreement may be conducted by participating members institutions using sources of EU funds including, but not limited to, Horizon Europe.

II.2.14) Additional information

Economic operators may be excluded from this competition if they are in any of the

situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2) Description

II.2.1) Title

People / HR Matters

Lot No

3

II.2.2) Additional CPV code(s)

- 66513000 - Legal insurance and all-risk insurance services
- 66513100 - Legal expenses insurance services
- 79100000 - Legal services
- 79110000 - Legal advisory and representation services
- 79111000 - Legal advisory services
- 79112000 - Legal representation services
- 79130000 - Legal documentation and certification services
- 79140000 - Legal advisory and information services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Scotland

II.2.4) Description of the procurement

Provision of legal services in People / HR Matters specialism including, but not limited to, the following:

- Employment relations
- Employment contracts and policies

- UK Visas & Immigration matters
- Equality and diversity
- Organisational change
- Health and safety
- TUPE
- Pension law and advice
- Student support and regulatory matters
- Data protection
- Freedom of Information
- Fair Working Practices
- Employment dispute resolution including tribunals

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60%

Price - Weighting: 40%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

Call-offs by member from the resulting framework agreement may be conducted by participating members institutions using sources of EU funds including, but not limited to, Horizon Europe.

II.2.14) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2) Description

II.2.1) Title

Charity

Lot No

4

II.2.2) Additional CPV code(s)

- 66513000 - Legal insurance and all-risk insurance services
- 66513100 - Legal expenses insurance services
- 79100000 - Legal services
- 79110000 - Legal advisory and representation services
- 79111000 - Legal advisory services
- 79112000 - Legal representation services

- 79130000 - Legal documentation and certification services
- 79140000 - Legal advisory and information services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Scotland

II.2.4) Description of the procurement

Provision of legal services in Charity specialism including, but not limited to, the following:

- Charity law
- Fundraising and sponsorship
- Constitutional and parliamentary issues (including bills, charters and statutes)
- Charity corporate governance.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60%

Price - Weighting: 40%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

Call-offs by member from the resulting framework agreement may be conducted by participating members institutions using sources of EU funds including, but not limited to, Horizon Europe.

II.2.14) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2) Description

II.2.1) Title

International

Lot No

5

II.2.2) Additional CPV code(s)

- 66513000 - Legal insurance and all-risk insurance services
- 66513100 - Legal expenses insurance services
- 79100000 - Legal services
- 79110000 - Legal advisory and representation services
- 79111000 - Legal advisory services

- 79112000 - Legal representation services
- 79130000 - Legal documentation and certification services
- 79140000 - Legal advisory and information services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Scotland

II.2.4) Description of the procurement

Provision of legal services in International specialism including, but not limited to, the following:

- Public International Law
- Law of the Sea
- International Criminal Law
- International ventures
- International Humanitarian Law
- International Human Rights Law
- Refugee Law
- Private International Law
- Supranational Law

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60%

Price - Weighting: 40%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

Call-offs by member from the resulting framework agreement may be conducted by participating members institutions using sources of EU funds including, but not limited to, Horizon Europe.

II.2.14) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2) Description

II.2.1) Title

Dispute Resolution (Including Student Matters)

Lot No

6

II.2.2) Additional CPV code(s)

- 66513000 - Legal insurance and all-risk insurance services
- 66513100 - Legal expenses insurance services
- 79100000 - Legal services
- 79110000 - Legal advisory and representation services
- 79111000 - Legal advisory services
- 79112000 - Legal representation services
- 79130000 - Legal documentation and certification services
- 79140000 - Legal advisory and information services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Scotland

II.2.4) Description of the procurement

Provision of dispute resolution legal services including student matters including, but not limited to, the following:

- Resolution of disputes including litigation, adjudication, mediation and arbitration
- Commercial and property related litigation and dispute resolution
- Health and Safety and Regulatory matters, including the defence of regulatory investigations and prosecutions
- Personal injury litigation, including stress and disease claims
- Reputation management, including defamation
- Judicial review

- Briefing and recommendation of Counsel
- Student academic appeals, student complaints, student disciplinary matters, failure to educate, fitness to practise issues and other student procedures and processes
- Data protection in a staff and student matters context
- Representation on behalf of the University at appeal / complaint / disciplinary hearings as required
- Student contract issues including the procedures for the making of offers and for enrolment
- Compliance with the requirements of the Competition and Markets Authority (CMA), and other regulatory bodies in relation to the student contract for tuition (including fee issues)
- Alternative Dispute Resolution (ADR)
- Ensuring compliance with relevant regulatory requirements in Scotland and provide full assistance with any investigations undertaken by the Scottish Funding Council (SFC) and the Scottish Public Services Ombudsman (SPSO).

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60%

Price - Weighting: 40%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

Call-offs by member from the resulting framework agreement may be conducted by participating members institutions using sources of EU funds including, but not limited to, Horizon Europe.

II.2.14) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

II.2) Description

II.2.1) Title

Education Law and Research

Lot No

7

II.2.2) Additional CPV code(s)

- 66513000 - Legal insurance and all-risk insurance services
- 66513100 - Legal expenses insurance services
- 79100000 - Legal services
- 79110000 - Legal advisory and representation services
- 79111000 - Legal advisory services
- 79112000 - Legal representation services

- 79130000 - Legal documentation and certification services
- 79140000 - Legal advisory and information services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Scotland

II.2.4) Description of the procurement

Provision of legal services in Education and Research specialism including, but not limited to, the following:

- Academic research (including grants) & research originated knowledge transfer.
- Compliance with broader regulatory frameworks, including Material Asset Transfers, the Foreign Influence Registration Scheme (FIRS), and international protocols such as the Nagoya Protocol.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60%

Price - Weighting: 40%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

Call-offs by member from the resulting framework agreement may be conducted by participating members institutions using sources of EU funds including, but not limited to, Horizon Europe.

II.2.14) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

II.2) Description

II.2.1) Title

Commercial-Business

Lot No

1

II.2.2) Additional CPV code(s)

- 66513000 - Legal insurance and all-risk insurance services
- 66513100 - Legal expenses insurance services
- 79100000 - Legal services
- 79110000 - Legal advisory and representation services
- 79111000 - Legal advisory services

- 79112000 - Legal representation services
- 79130000 - Legal documentation and certification services
- 79140000 - Legal advisory and information services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Scotland

II.2.4) Description of the procurement

Provision of legal services in Commercial-Business specialism including, but not limited to, the following:

- Procurement & other contract law
- Commercial corporate governance
- Joint ventures
- Banking, finance, insurance and taxation
- Company formation
- Corporate finance
- Bond Issuance, mergers and acquisitions
- Competition law
- Freedom of Information
- General Data Protection Regulation (GDPR)
- Intellectual Property
- Technology Law including Software Licensing Agreements
- Software Licensing Agreements

- Debt collection
- Commercial and consumer debt collection

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60%

Price - Weighting: 40%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for a period of up to 12 months subject to satisfactory performance and continued Institutions requirements

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: Yes

Identification of the project

Call-offs by member from the resulting framework agreement may be conducted by participating members institutions using sources of EU funds including, but not limited to, Horizon Europe.

II.2.14) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Providers must be accredited by the professional body relevant to the delivery of these services (Law Society of Scotland).

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

Please refer to Question 4B.5 of the SPD and Economic and Financial Standing section of the Contract Notice. Tenderers must confirm that they can provide the following supporting evidence prior to award:

Professional Risk Indemnity: 3,000,000.00 GBP

Employer's (Compulsory) Liability: 5,000,000.00 GBP

Public Liability: 5,000,000.00 GBP

To demonstrate and evidence suitable economic standing, successful Contractors will be required to provide 2 years audited accounts, or equivalent if awarded to the Framework Agreement. Alternatively, if the Contractor is unable to provide the required accounting information, e.g. due to being a new business, then they will be required to provide a banker's letter demonstrating their willingness to support the Contractor's organisation over the term of the framework agreement.

Please refer to 4B.6 of the SPD

III.1.3) Technical and professional ability

Minimum level(s) of standards possibly required

Tenderers must confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain.

This includes confirmation that they have the systems in place to pay subcontractors through the supply chain promptly (i.e. no later than 30 days after the invoice (or similar claim) relating to the payment is presented) and effectively, and provide evidence when requested of:

a) their standard payment terms

b) 95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Bidders must be a member of the Law Society of Scotland. Please see SPD Question 4A.1a

III.2.2) Contract performance conditions

Submission of Management Information following commencement of the Framework Agreement, the Contractor will provide a performance report to the Authority on a quarterly basis to include spend by Institution under the Framework Agreement for the reporting period. Contractors must provide the information on a quarterly basis, within 10 working days following the start of each quarter. Data must be uploaded to the website: <http://ucsp.ac.uk>.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 48

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

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2025/S 000-002964](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

21 October 2025

Local time

2:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

21 October 2025

Local time

3:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: August 2029

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Suppliers should confirm they will be in a position to complete (at point of award) the following:

Appendix A Form of Tender

Appendix B Freedom of Information

Appendix D APUC Sustain Supply Chain Code of Conduct

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29883. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The Contracting Authority does not intend to include a sub-contract clause as part of

community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

Sub-Contracting is not a significant part of the overall anticipated contract spend.

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The Contractor will work with the Authority to deliver Community Benefits or social value where they are identifiable throughout the term of the Framework Agreement. Examples of Community Benefits or social value are: providing training opportunities to staff and students and investment in the local community. Student law clinics supported or hosted to provide practical learning experience. Mentorships linking professionals with students for career guidance. Work experience placements for students, particularly from disadvantaged backgrounds. Apprenticeships offering structured career entry routes. Sponsorships of student initiatives, community projects, or events. Professional development opportunities such as workshops, seminars, or masterclasses. Investment in the local community (e.g., funding community projects, volunteering, supporting charities).

(SC Ref:804364)

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court House

Viewfield Place

Stirling

FK8 1NH

Country

United Kingdom