

**United Kingdom-Glasgow: Legal services**  
**OJ S 49/2019 11/03/2019**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Govan Housing Association Ltd

Postal address: 35 McKechnie Street

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G51 3AQ

Country: United Kingdom

Contact person: Natalya Macholla

E-mail: [Natalya.Macholla@govanha.org.uk](mailto:Natalya.Macholla@govanha.org.uk)

Telephone: +44 1414400308

**Internet address(es):**

Main address: <http://www.govanha.org.uk>

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA12342](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA12342)

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <http://www.publiccontractsscotland.gov.uk/>

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

Body governed by public law

**I.5. Main activity**

Housing and community amenities

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**Section II: Object**

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

**II.1.1. Title**

Provision of Legal Services 2019-2024

**II.1.2. Main CPV code**

79100000 Legal services

**II.1.3. Type of contract**

Services

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

Provision of legal services 2019-2024.

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

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

This contract is divided into lots: yes

Tenders may be submitted for maximum number of lots: 4

Maximum number of lots that may be awarded to one tenderer: 3The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Lots 1+3, Lots 2+3, Lots 1+3+4 or Lots 2+3+4 only.

### **II.2. Description**

#### **II.2.1. Title**

Lot 1: General Legal, Contractual, Procurement, Construction, Acquisitions and Property Conveyancing

Lot No: 1

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

79100000 Legal services

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

NUTS code: UKM82 Glasgow City

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

General legal, contractual, procurement, construction, acquisitions and property conveyancing services.

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70 %

Cost criterion - Name: Cost of service / Weighting: 30 %

#### **II.2.6. Estimated value**

#### **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 MTCA for legal services will be for a 3 year period with the option to extend for 2 x single 1 year periods solely at Govans discretion.

#### **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:  
no

#### **II.2.14. Additional information**

## **II.2. Description**

### **II.2.1. Title**

Lot 3: Governance, Financial Management and Charity  
Lot No: 3

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

79100000 Legal services

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

NUTS code: UKM82 Glasgow City

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

Governance, financial management and charity services.

### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70 %

Cost criterion - Name: Cost of service / Weighting: 30 %

### **II.2.6. Estimated value**

### **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 MTCA for legal services will be for a 3 year period with the option to extend for 2 x single 1 year periods solely at Govan HA discretion.

### **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:  
no

### **II.2.14. Additional information**

## **II.2. Description**

### **II.2.1. Title**

Lot 2: Housing and Estate Management which includes Factoring  
Lot No: 2

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

79100000 Legal services

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

NUTS code: UKM82 Glasgow City

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

Housing and estate management which includes factoring services.

### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70 %

Cost criterion - Name: Cost of service / Weighting: 30 %

### **II.2.6. Estimated value**

### **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 MTCA for legal services will be for a 3 year period with the option to extend for 2 x single 1 year periods solely at Govans discretion.

### **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:  
no

### **II.2.14. Additional information**

#### **II.2. Description**

#### **II.2.1. Title**

Lot 4: Employment Law

Lot No: 4

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

79100000 Legal services

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

NUTS code: UKM82 Glasgow City

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

Employment law services.

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Quality / Weighting: 70 %

Cost criterion - Name: Cost of service / Weighting: 30 %

#### **II.2.6. Estimated value**

#### **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 MTCA for legal services will be for a 3 year period with the option to extend for 2 x single 1 year periods solely at Govan HA discretion.

## **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:  
no

## **II.2.14. Additional information**

### **Section III: Legal, economic, financial and technical information**

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#### **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:

Section A relates to suitability to pursue the professional activity. For this procurement, Govan HA requires that Suppliers are authorised to provide legal advice in accordance with the requirements of the Solicitors (Scotland) Act 1980. Consequently, question 4A.2 should be answered. Evidence must be provided with the ESPD.

This will be on a pass or fail basis.

##### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

Section B relates to suppliers' economic and financial standing. Suppliers should only provide information in their response where the selection criteria concerned have been required by Govan HA in the Contract Notice. Consequently, bidders should complete the following boxes: Suppliers must be able to confirm that they hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below: evidence must be provided with the ESPD.

Employer's liability insurance with a limit of at least 10 000 000 GBP (ten million pounds sterling) per claim.

Public liability insurance policy with a limit of at least 5 000 000 GBP (five million pounds sterling) per claim.

Professional indemnity insurance policy with a limit of at least 5 000 000 GBP (five million pounds sterling) per claim.

This will be on a pass or fail basis.

##### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

Section C relates to suppliers' technical and professional ability. 4C.1.2 for this procurement, Govan HA require at least 3 relevant examples of similar size and nature services provided by the supplier over the past 3 years to demonstrate that the supplier holds the relevant experience to deliver the services as set out in this ITT for Govan HA. Consequently, Question 4C.1.2 should be completed. Evidence must be provided with the ESPD giving contact details and email address so references can be sought if required by Govan HA.

This will be on a pass or fail basis.

#### **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:

Tenderers must be authorised to provide legal advice in accordance with the requirements of the Solicitors (Scotland) Act 1980.

### **III.2.2. Contract performance conditions**

KPI's will be agreed at the contract prestart meeting.

## **Section IV: Procedure**

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

#### **IV.1.1. Type of procedure**

Open procedure

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

#### **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.2.2. Time limit for receipt of tenders or requests to participate**

Date: 05/04/2019 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **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: 3 (from the date stated for receipt of tender)

#### **IV.2.7. Conditions for opening of tenders**

Date: 05/04/2019 Local time: 12:00

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

Depending on extension periods chosen.

### **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**

All information in supporting documentation must be read and completed as requested.

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland website at [https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=576379](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=576379)

The buyer has indicated that it will accept electronic responses to this notice via the postbox facility. A user guide is available at [https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx)

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Community benefits are included in this requirement. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

See Community Benefits section within the ITT.

(SC Ref:576379)

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Govan Housing Association Ltd

Postal address: 35 McKechnie Street

Town: Glasgow

Postal code: G51 3AQ

Country: United Kingdom

Telephone: +44 1414400308

Internet address: <http://www.govanha.org.uk>

##### **VI.5. Date of dispatch of this notice**

06/03/2019