

**United Kingdom-Glasgow: Legal services**  
**OJ S 101/2017 27/05/2017**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Maryhill Housing Association Ltd

Postal address: 45 Garrioch Road

Town: Glasgow

NUTS code: UKM34 Glasgow City

Postal code: G20 8RG

Country: United Kingdom

E-mail: [ebiggs@maryhill.org.uk](mailto:ebiggs@maryhill.org.uk)

**Internet address(es):**

Main address: [www.maryhill.org.uk](http://www.maryhill.org.uk)

Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA13703](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13703)

**I.1. Name and addresses**

Official name: ng homes

Town: Glasgow

NUTS code: UKM34 Glasgow City

Country: United Kingdom

E-mail: [rhartness@nghomes.net](mailto:rhartness@nghomes.net)

**Internet address(es):**

Main address: [www.nghomes.net](http://www.nghomes.net)

**I.1. Name and addresses**

Official name: New Gorbals Housing Association Ltd

Town: Glasgow

NUTS code: UKM34 Glasgow City

Country: United Kingdom

E-mail: [Simon@newgorbalsha.org.uk](mailto:Simon@newgorbalsha.org.uk)

**Internet address(es):**

Main address: [www.newgorbalsha.org.uk](http://www.newgorbalsha.org.uk)

**I.1. Name and addresses**

Official name: Queens Cross Housing Association Ltd

Town: Glasgow

NUTS code: UKM34 Glasgow City

Country: United Kingdom

E-mail: [NManley@qcha.org.uk](mailto:NManley@qcha.org.uk)

**Internet address(es):**

Main address: [www.qcha.org.uk](http://www.qcha.org.uk)

## **I.2. Information about joint procurement**

The contract involves joint procurement

## **I.3. Communication**

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

Tenders or requests to participate must be submitted electronically via: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from another address:

Official name: Ewing Somerville Partnership (Scotland) Ltd

Postal address: 40 Speirs Wharf

Town: Glasgow

NUTS code: UKM34 Glasgow City

Postal code: G4 9TH

Country: United Kingdom

E-mail: [info@ewing-somerville.com](mailto:info@ewing-somerville.com)

Telephone: +44 1413533531

**Internet address(es):**

Main address: [www.ewing-somerville.com](http://www.ewing-somerville.com)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: [www.publiccontractsscotland.gov.uk](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

## **Section II: Object**

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

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

Legal Services Framework Agreement.

Reference number: ESP 3903

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

79100000 Legal services

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

Services

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

Legal services framework agreement for four Registered Social Landlords.

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

Value excluding VAT: 2 500 000,00 GBP

#### **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**

Procurement, Construction and Acquisitions  
Lot No: 2

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

79110000 Legal advisory and representation services, 79140000 Legal advisory and information services

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

NUTS code: UKM34 Glasgow City

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

The purpose of this procurement is to appoint between 1 and 2 Suppliers to operate under a framework agreement to supply the following services:

- i. Advice on relevant Scottish, United Kingdom and European legislation, constitutional / governance issues (regulation, charitable status, group structures, etc.).
  - ii. Advice on business development and diversification opportunities (including partnership working, strategic alliances, joint ventures, acquisitions, disposals, transfers of engagement, etc.).
  - iii. Advice on risk management / insurance, health and safety, procurement, data protection, equalities, etc.
  - iv. Advice on contracts relating to repairs and maintenance, development, construction, consultancy services, property and equipment leases, ICT, disputes and arbitration, etc.
  - v. Advice on the processing of Shared Equity / Shared Ownership / Ownership sales, Mortgage to Rent acquisitions, land sales, acquisitions and leases, property sales, etc.
  - vi. Advice on complaints management and referrals to the Scottish Public Services Ombudsman (SPSO), Home Owner Housing Panel (HOHP), Private Rented Housing Panel (PRHP), etc.
  - vii. Advice around procurement legal challenges.
- Sub contracting of the works will not be acceptable.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: 280 000,00 GBP

### **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:

Option to extend the Framework for a further 1-year period.

### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5  
Objective criteria for choosing the limited number of candidates  
:

This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made via the PCS Portal.

The process we will apply will be:

— Statements including the specific requirements can be found within Section III.1.1, III.1.2 and III.1.3 of the Contract Notice.

— Bidder's must pass the minimum standards sections of the ESPD (Scotland). Part III. and Section B of Part IV will be scored on a pass/fail basis, and Section C of Part IV of the ESPD (Scotland) will be scored in the following way:

0 — Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience /capacity/capability relevant to this criterion.

1 — Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability.

2 — Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature.

3 — Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

4 — Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills /capacity/capability relevant to providing similar service to similar Clients.

The responses to the questions of Section III of the Contract Notice will be weighted in the following way: Please see ESPD (Scotland).  
Question 4C.1.2: 80 % 4C.6: 20 %.

#### **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**

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**

Governance, Financial Management and Charity.

Lot No: 4

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

79110000 Legal advisory and representation services, 79140000 Legal advisory and information services

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

NUTS code: UKM34 Glasgow City

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

The purpose of this procurement is to appoint between 1 and 2 suppliers operating under a framework agreement to provide the following services:

- i Legislation and guidance on issues related to organisational governance, regulation of services and the interpretation and advice on charity law, advice and guidance on the agreement of loan finance arrangements and associated work including the security of loans and guidance and advice on loan covenants.
  - ii Advice on relevant Scottish, United Kingdom and European legislation, constitutional / governance issues (regulation, charitable status, group structures, etc.).
  - iii Advice on private finance arrangements, facility agreements, bonds, securities, refinancing, taxation, etc.
  - iv Advice on risk management / insurance, health and safety, procurement, data protection, equalities, etc.
- Sub contracting of the works will not be acceptable.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: 208 000,00 GBP

#### **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:

Option to extend the contract for a further period of 1 year.

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5  
Objective criteria for choosing the limited number of candidates :

This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made via the PCS Portal.

The process we will apply will be:

— Statements including the specific requirements can be found within Section III.1.1, III.1.2 and III.1.3 of the Contract Notice.

— Bidder's must pass the minimum standards sections of the ESPD (Scotland).

Part III. and Section B of Part IV will be scored on a pass/fail basis, and Section C of Part IV of the ESPD (Scotland) will be scored in the following way:

0 — Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience /capacity/capability relevant to this criterion.

1 — Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience/ capacity/capability.

2 — Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature.

3 — Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

4 — Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills /capacity/capability relevant to providing similar service to similar Clients.

The responses to the questions of Section III of the Contract Notice will be weighted in the following way: Please see ESPD (Scotland).

Question 4C.1.2: 80 % 4C.6: 20 %.

**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**

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 Conveyancing  
Lot No: 5

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

79110000 Legal advisory and representation services, 79140000 Legal advisory and information services

**II.2.3. Place of performance**

NUTS code: UKM34 Glasgow City

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

The purpose of this procurement is to appoint between 1 and 2 suppliers to provide the following services:

Purchase and sale of individual units including residential and commercial units and shared ownership and new supply shared equity or similar. Leasing commercial properties and granting leases for commercial properties.

Sub contracting of the works will not be acceptable.

**II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6. Estimated value**

Value excluding VAT: 196 000,00 GBP

**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:

Option to extend the Framework for a further period of 1 year.

**II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5  
Objective criteria for choosing the limited number of candidates  
:

This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made via the PCS Portal.

The process we will apply will be:

— Statements including the specific requirements can be found within Section III.1.1, III.1.2 and III.1.3 of the Contract Notice.

— Bidder's must pass the minimum standards sections of the ESPD (Scotland).

Part III. and Section B of Part IV will be scored on a pass/fail basis, and Section C of Part IV of the ESPD (Scotland) will be scored in the following way:

0 — Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience /capacity/capability relevant to this criterion.

1 — Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability.

2 — Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature.

3 — Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

4 — Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills /capacity/capability relevant to providing similar service to similar Clients.

The responses to the questions of Section III of the Contract Notice will be weighted in the following way: Please see ESPD (Scotland).

Question 4C.1.2: 80 % 4C.6: 20 %.

#### **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**

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**

Housing Estate Management and Factoring  
Lot No: 3

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

79110000 Legal advisory and representation services, 79140000 Legal advisory and information services

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

NUTS code: UKM34 Glasgow City

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

The purpose of this procurement is to appoint between 1 and 2 suppliers to provide the following services:

- i. Legislation and guidance on tenancy and property maintenance issues, Housing Benefit and other welfare issues, debt recovery, breaches of tenancy, development of appropriate policies / procedures, etc. for all tenancies including but not restricted to secure tenancies, occupancy agreements; mid-market and market rents; shared ownership; Housing in Multiple Occupation, etc.
- ii. Legislation and guidance on property factoring services including debt recovery, factored homeowner obligations; breaches of deed of conditions and property factoring agreements, development of appropriate policies and procedures, factoring written statement, etc.
- iii. Legislation and guidance on the private rented sector, etc.
- iv. Court work and litigation in relation to breaches of tenancy, breaches of deed of conditions and property factoring agreement (including debt recovery for current tenant and factored homeowner arrears, former tenant and factored homeowner arrears, property factoring costs, common repair charges and remedies relating to anti-social behaviour, etc.) public liability, human rights, etc.
- v. Advice on complaints management and referrals to the Scottish Public Services Ombudsman (SPSO), Home Owner Housing Panel (HOHP), Private Rented Housing Panel (PRHP), etc.

Sub contracting of the works will not be acceptable.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: 1 404 000,00 GBP

#### **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:

Option to extend the Framework for a further 1 year.

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5 Objective criteria for choosing the limited number of candidates :

This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made via the PCS Portal.

The process we will apply will be:

— Statements including the specific requirements can be found within Section III.1.1, III.1.2 and III.1.3 of the Contract Notice.

— Bidder's must pass the minimum standards sections of the ESPD (Scotland).

Part III. and Section B of Part IV will be scored on a pass/fail basis, and Section C of Part IV of the ESPD (Scotland) will be scored in the following way:

0 — Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience /capacity/capability relevant to this criterion.

1 — Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability.

2 — Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature.

3 — Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

4 — Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills /capacity/capability relevant to providing similar service to similar Clients.

The responses to the questions of Section III of the Contract Notice will be weighted in the following way: Please see ESPD (Scotland).

Question 4C.1.2: 80 % 4C.6: 20 %.

#### **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**

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**

Employment Law

Lot No: 1

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

79110000 Legal advisory and representation services, 79140000 Legal advisory and information services

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

NUTS code: UKM34 Glasgow City

Main site or place of performance: Glasgow.

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

The purpose of this procurement is to appoint between one and two suppliers to operate under a framework for the supply of the following services:

i. Advice on employment contracts, recruitment, equalities issues, case law, good practice, discipline, grievance, pensions, settlement agreements, TUPE and Terms and Conditions of Employment.

ii. Work in relation to Employment Tribunals, Employment Appeal Tribunals, etc.

Sub contracting of the works will not be acceptable.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: 116 000,00 GBP

## **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 Framework may be extended for a further period of 1 year.

## **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5  
Objective criteria for choosing the limited number of candidates :

This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made via the PCS Portal question and answer facility.

The process we will apply will be:

— Statements including the specific requirements can be found within Section III.1.1, III.1.2 and III.1.3 of the Contract Notice.

— Bidder's must pass the minimum standards sections of the ESPD (Scotland).

Part III. and Section B of Part IV will be scored on a pass/fail basis, and Section C of Part IV of the ESPD (Scotland) will be scored in the following way:

0 — Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience /capacity/capability relevant to this criterion.

1 — Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability.

2 — Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature.

3 — Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

4 — Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills /capacity/capability relevant to providing similar service to similar Clients.

The responses to the questions of Section III of the Contract Notice will be weighted in the following way: Please see ESPD (Scotland).

Question 4C.1.2: 80 % 4C.6: 20 %.

## **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**

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.

### 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:

In response to question 4A.2 of the ESPD attached to this OJEU Site Notice Bidders are required to be regulated and/or authorised (as appropriate) to practice law by the relevant professional regulatory body or bodies in the jurisdiction(s) in which they practice.

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

List and brief description of selection criteria:

Refer to information provided in response to minimum level(s) of standards required.

Minimum level(s) of standards possibly required:

Please refer to this section when completing section 4B of the ESPD (Scotland):

Question Reference 4B.1.2: Bidders bidding only for Lot 1 will require to have an average yearly turnover of 80 000 GBP for the last 3 years.

Bidders bidding only for Lot 2 will require to have an average yearly turnover of 140 000 GBP in the last 3 years. Bidders bidding only for Lot 3 will require to have an average yearly turnover of 800 000 GBP in the last 3 year. Bidders bidding only for Lot 4 will require to have an average yearly turnover of 120 000 GBP in the last 3 years. Bidders bidding only for Lot 5 will require to have an average yearly turnover of 100 000 GBP in the last 3 years.

Bidders applying for all or any combination of Lots will require to add the turnover amounts for each Lot they are applying for and compare against their annual turnover and confirm their annual turnover is sufficient to meet the requirements of each Lot and the overall turnover amount.

As evidence for this annual accounts will be requested from the bidder.

Question Reference 4B.3: Where turnover information is not available for the period requested, the bidder will be required to state the date which they were setup or started trading.

Question Reference 4B.4:

Bidders must demonstrate a return on capital employed at a ratio of greater than 0.

Ratio will be calculated as follows: net profit after tax divided by net assets (total assets less current liabilities).

Bidders must demonstrate a Current Ratio of greater than 1.

Current Ratio will be calculated as follows: new current assets divided by net current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

Question Reference 4B.5.1: It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employers (Compulsory) Liability Insurance — 10 000 000 GBP;

Public Liability Insurance — 10 000 000 GBP;

Professional Indemnity Insurance — 5 000 000 GBP.

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

List and brief description of selection criteria:

Refer to information provided at Minimum Level(s) of standards required below.

Minimum level(s) of standards possibly required:

In response to Question 4C.1.2 Bidders will be required to provide 4 examples from the last 3 years that demonstrate that they have the relevant experience to deliver the service as described in Part II.2.4 of this OJEU Contract Notice and the draft Invitation to Tender document which is attached to this Notice for each Lot they are applying for.

In response to Question 4C.6 Unless otherwise agreed (e.g. in the case of proposed paralegal or trainee solicitors) individuals delivering services under the framework must be legally qualified and must hold an unrestricted practising certificate issued by the relevant professional regulatory body (e.g. the Law Society of Scotland).

### **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 are required to be regulated and/or authorised (as appropriate) to practice law by the relevant professional regulatory body or bodies in the jurisdiction(s) in which they practice. Unless otherwise agreed (e.g. in the case of proposed paralegal or trainee solicitors) individuals delivering services under the framework must be legally qualified and must hold an unrestricted practising certificate issued by the relevant professional regulatory body (e.g. the Law Society of Scotland).

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

Refer to draft Invitation to Tender document attached to this OJEU Contract Notice.

#### **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**

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

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

Restricted 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: 10

#### **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: 26/06/2017 Local time: 12:00

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

Date: 31/07/2017

#### **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)

### **Section VI: Complementary information**

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

This is a recurrent procurement: no

#### **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**

The full award criteria ratios, questions, weightings and scoring regime are published in the draft ITT document.

The Portal will close to questions 7 days prior to the date for return of ESPDs.

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at [http://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=496737](http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=496737)

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

- Training for Residents, this could include for example court observation visits;
- Apprenticeships;
- Support to community bodies;
- Support for local projects.

The full Community Benefit requirements is set out in the draft Invitation to Tender document. (SC Ref:496737)

Download the ESPD document here: [http://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=496737](http://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=496737)

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

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

Official name: Maryhill Housing Association Ltd

Postal address: 45 Garrioch Road

Town: Glasgow

Postal code: G20 8RG

Country: United Kingdom

Internet address: [www.maryhill.org.uk](http://www.maryhill.org.uk)

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

25/05/2017