

**UK-Norwich: legal services**  
**OJ S 146/2012 01/08/2012**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Broadland Housing Group  
Postal address: NCFC, Jarrold Stand, Carrow Road  
Town: Norwich  
Postal code: NR1 1HU  
Country: United Kingdom  
For the attention of: Louise Archer, Executive Property Director  
Telephone: +44 303303003  
Fax: +44 1603750222

**Internet address(es):**

General address of the contracting authority: <http://broadlandhousing.org>

**Additional information can be obtained from:**

Official name: LMC Partnership Ltd  
Postal address: Breckland Business Centre, St Withburga Lane  
Town: Dereham  
Postal code: NR19 1FD  
Country: United Kingdom  
For the attention of: Paul Christian  
E-mail: [broadlandhousing@lmcpartnership.co.uk](mailto:broadlandhousing@lmcpartnership.co.uk)  
Telephone: +44 362693168  
Fax: +44 362692137  
Internet address: <http://www.lmcpartnership.co.uk>

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: LMC Partnership Ltd  
Postal address: Breckland Business Centre, St Withburga Lane  
Town: Dereham  
Postal code: NR19 1FD  
Country: United Kingdom  
For the attention of: Paul Christian  
E-mail: [broadlandhousing@lmcpartnership.co.uk](mailto:broadlandhousing@lmcpartnership.co.uk)  
Telephone: +44 362693168  
Fax: +44 362692137  
Internet address: <http://www.lmcpartnership.co.uk>

**Tenders or requests to participate must be submitted:** Official name: LMC Partnership Ltd

Postal address: Breckland Business Centre, St Withburga Lane  
Town: Dereham  
Postal code: NR19 1FD  
Country: United Kingdom  
For the attention of: Paul Christian

E-mail: [broadlandhousing@lmcpartnership.co.uk](mailto:broadlandhousing@lmcpartnership.co.uk)

Telephone: +44 362693168

Fax: +44 362692137

Internet address: <http://www.lmcpartnership.co.uk>

**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Housing and community amenities

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

Legal Services.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 21: Legal services

NUTS code UKH13 Norfolk,UKH14 Suffolk

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

The notice involves a public contract

**II.1.4. Information about framework agreement**

**II.1.5. Short description of the contract or purchase(s)**

The provision of general legal services, development legal services, and all aspects of housing management legal services serving the Norfolk and Suffolk region. A comprehensive range of services is included in the coverage of this contract involving property and litigation, construction and contract, commercial and public sector housing management legal services. The proposed agreement will initially be for a period of 3 years. However, the performance and technical capacity of the successful applicant will be reassessed throughout this period and, subject to satisfactory performance, may be extended by a further 2 year period. Further details will be included in the tender documentation.

**II.1.6. CPV code(s)**

79100000 Legal services

**II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

**II.1.8. Lots**

This contract is divided into lots: no

**II.1.9. Information about variants**

Variants will be accepted: no

**II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

The estimated total value of the services to be provided under the contract is approximately 1 050 000 GBP over a 3 year period.

Estimated value excluding VAT: 1 050 000,00 GBP

### **II.2.2. Information about options**

Options: no

### **II.2.3. Information about renewals**

This contract is subject to renewal: yes

### **II.3. Duration of the contract or time limit for completion**

Duration in months: 36 (from the award of the contract)

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

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

The contracting authority reserves the rights to require deposits, guarantees, and/or forms of security.

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

The terms of payment will be set out in the tender documentation and any form of appointment.

#### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

No special legal form is required, but grouping of economic operators may either (at the option of the contracting authority) be required to form a single legal entity or to undertake joint and several liability.

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

### **III.2. Conditions for participation**

#### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: Appraisal of Applicants will be by way of a completed pre-qualification questionnaire (PQQ) provided to all parties expressing an interest consistent with the provisions of Directive 2004/18/EC and the Public Contract Regulations 2006 (as amended). The PQQ is available from the address in I.1 above by the date stipulated in IV.3.3. Completed questionnaire responses and any supporting documentation must be received by the Contracting Authority at the address in I.1 by the date stipulated in IV.3.4.

#### **III.2.2. Economic and financial ability**

List and brief description of conditions: Appraisal of Applicants will be by way of a completed pre-qualification questionnaire (PQQ) provided to all parties expressing an interest consistent with the provisions of Directive 2004/18/EC and the Public Contract Regulations 2006 (as amended). The PQQ is available from the address in I.1 above by the date stipulated in IV.3.3. Completed questionnaire responses and any supporting documentation must be received by the Contracting Authority at the address in I.1 by the date stipulated in IV.3.4.

Minimum level(s) of standards possibly required: As set out in the pre-qualification questionnaire.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Appraisal of Applicants will be by way of a completed pre-qualification questionnaire (PQQ) provided to all parties expressing an interest consistent with the provisions of Directive 2004/18 /EC and the Public Contract Regulations 2006 (as amended). The PQQ is available from the address in I.1 above by the date stipulated in IV.3.3. Completed questionnaire responses and any supporting documentation must be received by the Contracting Authority at the address in I.1 by the date stipulated in IV.3.4.

Minimum level(s) of standards possibly required:

As set out in the pre-qualification questionnaire.

### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

#### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: yes

Reference to the relevant law, regulation or administrative provision: To discharge its statutory duties Broadland Housing Group must use staff that have the relevant professional qualifications, experience and competence.

#### **III.3.2. 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: yes

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

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

Restricted

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged minimum number 3: and Maximum number 5

Objective criteria for choosing the limited number of candidates: A maximum of 5 operators will be invited to tender, based upon the assessment of the information provided in response to the pre-qualification questionnaire.

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

### **IV.3. Administrative information**

**IV.3.1. File reference number attributed by the contracting authority**

**IV.3.2. Previous publication concerning this procedure**

no

**IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 3.9.2012

Payable documents: no

**IV.3.4. Time limit for receipt of tenders or requests to participate**

24.9.2012 - 13:00

**IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

**IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

**IV.3.8. Conditions for opening of tenders**

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.2. Information about European Union funds**

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

no

**VI.3. Additional information**

The pre-qualification questionnaire must be completed and returned together with supporting document to Broadland Housing Group's Procurement Consultant, LMC Partnership, as 1 Nr hard copy and 1Nr electronic copy. Any pre-qualification questionnaire not submitted in the required format or containing all the requested information will be rejected. All communications shall be in English. Tenders, when invited, and all supporting documentation must be priced in GBP and all payments under the Contract will be in GBP. Any agreement or form of appointment resulting from the invitation to tender (ITT) will be considered as a contract made in England according to English Law and subject to the exclusive jurisdiction of the English Courts.

The contracting authority does not bind itself to accept any tender and reserves the right not to award any part or all parts of the contract.

The contracting authority, or its agents, will not be liable for any costs incurred by those expressing an interest or tendering for this Contract.

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Royal Courts of Justice

Postal address: The Strand

Town: London

Postal code: WC2A 2LL

Country: United Kingdom

Telephone: +44 2079476000

Internet address: <http://www.hmcourts-services.gov.uk>

#### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The contracting authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period will allow unsuccessful tenderers to seek further debriefing from Broadland Housing Group before the contract is entered into. Applicants have two working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of three working days before the expiry of the standstill period. If an appeal regarding the award of a contract has not been successfully resolved, the Public Contracts Regulations 2006 (SI 2006 No 5) (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England). Any such action must be brought within 3 months. Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages or, where the contract award procedures have not been followed correctly, declare the contract to be "ineffective".

#### **VI.4.3. Service from which information about the review procedure may be obtained**

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

27.7.2012