

United Kingdom-Derby: Legal services
OJ S 224/2016 19/11/2016
Contract notice
Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Derby College
Postal address: The Roundhouse, Pride Park
Town: Derby
NUTS code: UKF11 Derby
Postal code: DE24 8JE
Country: United Kingdom
Contact person: Rosie O'Doherty
E-mail: rosie.odoherty@derby-college.ac.uk
Internet address(es):
Main address: www.derby-college.ac.uk

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://in-tendhost.co.uk/fe>
Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted to the abovementioned address
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: <http://in-tendhost.co.uk/fe>

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

Provision of Legal Services.
Reference number: PR116

II.1.2. Main CPV code

79100000 Legal services

II.1.3. Type of contract

Services

II.1.4. Short description

Provision of a wide range of legal services.

II.1.5. Estimated total value

Value excluding VAT: 180 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

79110000 Legal advisory and representation services, 79130000 Legal documentation and certification services, 79140000 Legal advisory and information services

II.2.3. Place of performance

NUTS code: UKF11 Derby

Main site or place of performance: Derby College main Roundhouse campus.

II.2.4. Description of the procurement

Provision of a wide range of legal services.

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: 180 000,00 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 for a further 12 months.

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

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

Criteria set out in pre-qualification documents.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: yes

Description of options:

Option to extend for a further 1 x 12 month period.

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

III.1. Conditions for participation

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

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:

Limited to suitably qualified members of the legal profession.

Section IV: Procedure

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: 3

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: 19/12/2016 Local time: 13:00

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

Date: 24/01/2017

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

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

42 months.

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

This is an electronic tender. The tender process will be managed via the e-tender system provided and hosted by In-Tend Ltd. In-Tend Ltd is a University of Sheffield subsidiary organisation which provides procurement services to public and private sector organisations. The bidders attention is drawn to the Step by Step Supplier Guide which explains how to register on the system and ultimately manage the procurement process from a bidders perspective.

The Step by Step Supplier Guide is provided with the suite of tender documents associated with this tender, but can also be downloaded from the In-Tend website by following the instructions below:

- i) Visit <http://in-tendhost.co.uk/fe>
- ii) Click on the 'Guidance for Suppliers' Tab.
- iii) Download document entitled 'Supplier E-Tendering Guide.doc'.

Bidders wanting to take part in this tender process must register on the In-Tend system and manage the process via this system.

All tender submissions must be returned via the In-Tend system, using the 'My Tender Return' section of the website. The College is unable to accept tender submissions in hard copy format or via fax or email. Tender submissions received in this manner will be disqualified from the tender process.

Bidders should note the following:

- It is the bidders responsibility to ensure that a copy of All documentation is retained by the operator prior to any submission.
- Ensure that no attachments uploaded to the e-tender system possess any software virus that prevents the College opening the documents post-deadline. Ensure also that any software media / file types used are commonplace to the College (e.g. Word, PDF, Excel) and that file types are not corrupt when uploaded. It is always recommended to present documents in a PDF format to avoid such issues. The College reserves the right to disqualify any tender submission which cannot be opened (for the reasons discussed) post-deadline.
- It is the bidders responsibility to maintain an 'active' tender account throughout the process. Accounts tend to become inactive if an operator mistakenly keys-in an incorrect password several times. It is not the responsibility of the College to monitor the status of tenderer accounts. Please be aware that any tender communications may not be available to view if an account is inactive. In the first instance, please contact In-Tend Ltd direct to get the account re-instated. It is required that the bidder regularly checks the status of their tender accounts during a procurement. The College is not responsible for any missed communications (or the consequences) due to inactive accounts.
- All technical queries regarding the e-tender system should be directed to the In-Tend Support Desk, the contact details of which are as follows:
 - Tel: 0844 272 8810.
 - Email: support@in-tend.co.uk

VI.4. Procedures for review

VI.4.1. Review body

Official name: Derby College
Town: Derby
Country: United Kingdom

VI.5. Date of dispatch of this notice

17/11/2016