

NEPO513 - Regional Legal Services Framework (P-006231/C-011462)

ITT Schedule 3 – Form of Tender

Newcastle City Council are acting as the “Lead” Authority on behalf of the North East Procurement Organisation (NEPO) its Member Authorities and Associate Members, to establish a Framework Agreement for the supply of Legal Services (the Contract).

This Form of Tender to be returned to the Lead Authority

To: **Newcastle City Council**
Civic Centre
Barras Bridge
Newcastle Upon Tyne
NE1 8QH

For the attention of the Procurement Officer: **Heather Rothwell**

Date:

Dear Sir or Madam

Tender for the Contract

I/We, the undersigned, tender and offer to provide the Contract as listed below, which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms of the Contract.

Attached to this Form of Tender are the following:

- 1 My/our response to the issues raised in Section 5 of the Summary instructions and details of Contract (ITT Part 2).
- 2 The completed Pricing Schedule appended to this Form of Tender (ITT Schedule 3).
- 3 A signed Certificate of Non-Collusion and Non-Canvassing (ITT Schedule 4).
- 4 A signed Contract Rebate Form (ITT Schedule 5)
- 5 A completed Selection Questionnaire (ITT Schedule 6)

6 The completed Tender Response Form depending on which Lots you wish to bid for (ITT Schedule 7a – Tender Response Form for Lot 1, ITT Schedule 7b – Tender Response Form for Lots 2 to 12, ITT Schedule 7c – Service Requirements Matrix for all Lots)

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We agree in the event of acceptance of our Tender to execute the Contract within 15 business days of acceptance (or otherwise as agreed with the Lead Authority), and in the interim, provide the Contract in accordance with the Contract if necessary.

I/We understand that the Lead Authority reserves the right to accept or refuse this tender whether it is lower, the same, or higher than any other tender.

I/We confirm that:

- the information supplied to you and forming part of this tender; and
- (to avoid doubt) any information that I/we supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this tender will remain valid for **90** days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as needed.

I/We confirm that the I/we are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by
Name(s) _____
Position _____

For and on behalf of [Tenderer]

Appendix to this Form of Tender (Schedule 3) – The Pricing Schedule

All Pricing Schedules for Lots 1 to 12 are listed below, please complete the relevant Pricing Schedule for the Lot(s) you wish to bid for:

Lot 1 – General Requirements - Pricing Schedule

If you wish to bid for Lot 1, please complete the relevant Pricing Schedule below (Template A or Template B) with reference to the guidance set out in the Summary instructions and details of Contract (ITT Part 2). You must only complete one template (A or B) for Lot 1.

The completed Schedule must be returned with your tender submission. All prices given must be exclusive of VAT.

Template A – Law Firms

Grade	Hourly Rate	Weighting
10 years PQE	£	10% Weighting
5 Years PQE	£	30% Weighting
0-4 years PQE	£	30% Weighting
Trainee	£	20% Weighting
Paralegal/Other	£	10% Weighting

The rates quoted must be inclusive of expenses and disbursements. The prices submitted within this tender are capped rates and must not be exceeded at the point of call off for direct awards or further competitions.

NB: Please note that a single price must be supplied for each grade. Failure to submit a price for each grade may deem your tender bid as non-compliant.

Template B - Barristers

Grade	Hourly Rate	Weighting
QC	£	10% Weighting
Barrister - 10 years Post pupillage	£	30% Weighting
Barrister – 5 years Post pupillage	£	30% Weighting
Barrister – Post pupillage	£	20% Weighting
Pupil	£	10% Weighting

The rates quoted must be inclusive of expenses and disbursements. The prices submitted within this tender are capped rates and must not be exceeded at the point of call off for direct awards or further competitions.

NB: Please note that a single price must be supplied for each grade. Failure to submit a price for each grade may deem your tender bid as non-compliant.

Lot 2 to Lot 12 – Specialist Requirement Lots - Pricing Schedule

If you wish to bid for any of the Specialist Lots (Lot 2 to Lot 12), please complete the relevant Pricing Schedule below (Template A or Template B) with reference to the guidance set out in the Summary instructions and details of Contract (ITT Part 2). You must only complete one template (A or B) for Lots 2 to Lot 12.

The completed Schedule must be returned with your tender. All prices given must be exclusive of VAT. The prices will be applicable to any of the Specialist Lots you have indicated below, that you wish to bid for.

Bidder please indicate below by putting a cross next to the Lot(s) you wish to bid for, in order to deliver services under Lots 2 to Lot 12.

Specialist Requirement Lots	Bidder please insert a cross in the Lot(s) you wish to deliver services
Lot 2 – Specialist requirements – Conveyancing	
Lot 3 – Specialist Requirement – Housing	
Lot 4 – Specialist Requirement – Family	
Lot 5 – Specialist Requirement – Education	
Lot 6 – Specialist Requirement – Prosecutions	
Lot 7 – Specialist Requirement – Licensing	
Lot 8 – Specialist Requirement – Litigation	
Lot 9 – Specialist Requirement – Insolvency	
Lot 10 – Specialist Requirement – Debt Recovery	
Lot 11 – Specialist Requirement – Highways	
Lot 12 – Specialist Requirement – Employment	

Template A – Law Firms

Grade	Hourly Rate	Weighting
10 years PQE	£	10% Weighting
5 Years PQE	£	30% Weighting
0-4 years PQE	£	30% Weighting
Trainee	£	20% Weighting
Paralegal/Other	£	10% Weighting

The rates quoted must be inclusive of expenses and disbursements. The prices submitted within this tender are capped rates and must not be exceeded at the point of call off for direct awards or further competitions.

NB: Please note that a single price must be supplied for each grade. Failure to submit a price for each grade may deem your tender submission as a non-compliant bid.

Template B – Barristers

Grade	Hourly Rate	Weighting
QC	£	10% Weighting
Barrister – 10 years Post pupillage	£	30% Weighting
Barrister – 5 years Post pupillage	£	30% Weighting
Barrister – Post pupillage	£	20% Weighting
Pupil	£	10% Weighting

The rates quoted must be inclusive of expenses and disbursements. The prices submitted within this tender are capped rates and must not be exceeded at the point of call off for direct awards or further competitions.

NB: Please note that a single price must be supplied for each grade. Failure to submit a price for each grade may deem your tender submission as non-compliant bid.