

## **Selection Questions (SQ) Provision of Legal Services**

**OJEU Reference Number: TBC**

**Internal Filing Reference Number: PROC 129**

Issue Date: 10/12/2021	London & Partners
SQ Closing Date: 10/01/2022  Closing Time: 12:00	Contact : Dardan Ljubishtani Email – Procurement@londonandpartners.com

## **Standard Selection Questionnaire**

### **Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion's grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

### **Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, we reserve the right to amend the contract award decision and award to the next compliant bidder.

### **Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

# LONDON

## & PARTNERS

### Background

London & Partners is the business growth and destination agency for London. Our mission is to create economic growth that is resilient, sustainable and inclusive. We are a not-for-profit private company limited by guarantee. We operate as a social enterprise, half funded by the Greater London Authority (GLA) and half from other sources, including our portfolio of commercial ventures.

We work in partnership with organisations in London and across the world to deliver our vision and mission achieving 'good growth' for London and Londoners

Our remit is to drive leisure and business visitors to London as well as bidding to secure major events in the capital, attract new foreign businesses (Foreign Direct Investment) and help existing foreign owned companies expand.

London & Partners employs approximately 200 staff in total. For more information visit our website [www.londonandpartners.com](http://www.londonandpartners.com)

Potential respondents should be aware that London & Partners is subject to public accountability responsibilities in terms of annual reporting to Greater London Authority, which may apply to any contract resulting from this tender process.

The completed Selection Questionnaire (SQ) from suppliers will be evaluated against the minimum requirements of economic and financial standing and technical or professional ability. The top 5 of those potential suppliers following the evaluation of the SQ will be issued with the ITT.

The contract will be awarded to the top scoring supplier following evaluation of the ITT stage.

### Requirement

We are looking for a full service legal firm with a strong understanding of not for profit organisations that also have the requirement to raise commercial revenue. There are a number of projects that we are considering that may require significant legal input e.g. registration and commercialisation of the dot London domain, licensing of the London Brand to partner organisations etc. Experience of working with one or more of London & Partners target audiences would be an advantage as would an understanding of the London political environment.

Please see the ITT for further details.

OJEU Reference	
Issue SQ	10/12/2021
SQ Clarification Deadline	04/01/2022
SQ Return Deadline	10/01/2022
SQ Evaluation	10/01/2022 – 17/01/2022
Issue ITT	19/01/2022
ITT Clarification Deadline	11/02/2022
<b>Deadline for return of ITT</b>	<b>21/02/2022</b>
Evaluation period	21/02/2022 – 28/02/2022
Presentation / Interviews	W/C 01/03/2022
Contract award notification	07/03/2022
Mandatory standstill period ends	17/03/2022
<b>Contract award</b>	<b>18/03/2022</b>
Contract start date	01/04/2022

The proposed timetable above is only a guideline. L&P reserves the right to make any changes it deems necessary to the proposed timetable.

At any time prior to the deadline for receipt of Tenders, L&P may amend the SQ/ITT. Any such amendment will be notified in writing to all prospective Potential suppliers. In order to give potential suppliers reasonable time in which to take the amendment into account in preparing their Tenders, L&P may, at its discretion, extend the deadline for receipt of Tenders.

## Enquiries and Communications

SQ respondents seeking clarifications regarding this SQ may do so in writing and must be submitted by 4<sup>th</sup> January 2022 (Noon). **Suppliers should email [procurement@londonandpartners.com](mailto:procurement@londonandpartners.com) expressing an interest and that they would like to receive the clarification log as part of the SQ stage.** Clarification responses will be sent to all suppliers ensuring transparency and fairness. All questions by respondents should be asked in a generic fashion, thus enabling London & Partners to provide a response that can be distributed to all SQ respondents. The following email address will be the main contact source for all SQ respondents: [procurement@londonandpartners.com](mailto:procurement@londonandpartners.com) Unless stated otherwise in this SQ or in writing from L&P, all communications from potential suppliers (including potential supplier sub-contractors, consortium members, consultants and advisers) during the period of this procurement exercise must be submitted via email to [procurement@londonandpartners.com](mailto:procurement@londonandpartners.com) (marked for the attention of Procurement Manager and with “PROC129 Legal Services” as the subject

# LONDON

## & PARTNERS

line) and in any event no later than the deadline for questions. No further questions will be accepted after the deadline. Enquiries by fax, telephone or verbal enquiries will NOT be accepted nor responded too. Please see above for the proposed timetable.

If L&P considers any query to be of significance to other potential suppliers, L&P will circulate the query together with L&P's response (but not the source of the query) to all potential suppliers that have received this ITT.

Where a potential supplier, believes that a request for clarification is commercially sensitive e.g. where disclosure of such clarification and the response would or would be likely to prejudice its commercial interests, the potential supplier should clearly indicate that the clarification is commercially sensitive. However, if L&P (at its sole discretion) does not consider that the clarification is commercially sensitive or would potentially benefit all potential suppliers, L&P will:

- a) invite the potential supplier submitting the question either to declassify the question and allow the question along with L&Ps response to be circulated to all potential suppliers; or
- b) request the potential supplier, if the potential supplier still considers the query to be commercially sensitive, to withdraw the query.

L&P reserves the right not to respond to a question or request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice L&Ps commercial interests. In such circumstances, L&P will inform the relevant potential supplier.

L&P will endeavour to respond to all queries as quickly as possible but cannot guarantee a minimum response time but in any event will respond at least four (4) days before the deadline for receipt of Tenders.

### **Costs of Tendering**

Potential suppliers shall bear their own costs and expenses incurred in the preparation and submission of their SQ/ITT response and L&P will in no circumstances be responsible or liable for these costs, regardless of the outcome in relation to individual ITT Responses.

## Project Specific Questions Evaluation

Each Project Specific Question will be marked as per table below.

Mark	Comment
0	Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations.
1-3	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.
4-6	Meets the requirements – the response generally meets the requirements but lacks sufficient detail to warrant a higher mark.
7-9	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
10	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

If your organisation scores a 0 on 1 question or more questions, or 4 or less on 2 or more questions this will give grounds for your tender submission to be excluded from the tender processes.

The Tender evaluation panel will comprise members from London & Partners

The Tender evaluation panel will agree either a pass/fail or a score of 0, 1-3, 4-6, 7-9 or 10 (where 10 is the highest score) for questions for which these scores are available. The Tender evaluation panel will undertake independent evaluation of Tender Submissions. Thereafter, a moderation meeting will be held at which time the Tender evaluation panel will reach a consensus score for questions for which scores are available.

All scored questions will add up to 100%. Each scored question is given a percentage weighting to indicate the relative importance in the overall evaluation. Weightings are provided for each scored question.

L&P will invite the top 5 highest scoring suppliers from the SQ stage to the Invitation to tender stage (ITT)