

London Borough of Southwark

Residential Conveyancing Services
Tender

Section 1

Tender Information

Section 1: Tender Information

1. Service Being Tendered

- 1.1. The London Borough of Southwark (hereinafter called “the Authority”) requires the provision of Residential Conveyancing Services (hereinafter called “the Service”) which deals with matters relating to the Authority’s disposals under statutory and discretionary home ownership schemes, post-sales legal transactions arising from such disposals as well as providing advice on matters arising from these and related matters. This may range from assisting the Authority to draft new precedent leases to providing specific advice on individual cases.
- 1.2. The Service is demand-led and charged according to an agreed schedule of rates for each Case Type as specified within the Specification and ITT Documents.
- 1.3. No guarantee of level of work is provided. The Authority reserves the right to retain cases to be dealt with by its in-house legal team and may instruct Counsel in any matter at any time as it deems appropriate.

2. Contract Period

- 2.1. It is envisaged that the term of this Contract will be 3 years with an option for the Authority to extend the term by a maximum of 2 further years through the implementation of 2 separate 1 year extensions at its sole discretion. No guarantee or undertaking is given or implied that the minimum Contract Period will be extended.

3. Background Information

- 3.1. The current Contract is now in its final year and due to expire on 31 March 2016, the Authority having taken advantage of both optional yearly extensions beyond the initial three year period.

4. The Aim of the Service

- 4.1. The new Service will be remain demand-led and requires the provision of the Service which deals with matters relating to the Authority’s disposals under statutory and discretionary home ownership schemes, post-sales legal transactions arising from such disposals as well as providing advice on matters arising from these and related matters. This may range from assisting the Authority to draft new precedent leases to providing specific advice on individual cases.
- 4.2. The Authority is therefore seeking to award this new Contract to one Provider that can offer a consistently high quality and flexible Service based on those requirements laid out in the Specification and ITT Documents.

5. Authority's Requirements

- 5.1. The Conditions of Contract (Section 3) apply to the appointment of the successful Provider.
- 5.2. The successful Provider will liaise and co-operate with the Authority and any former Providers to ensure a smooth and seamless transition of the Service, where appropriate.

6. Tender Timetable

- 6.1. The indicative tender timetable is set out below. Please note that the Authority reserves the right to review and revise this timetable.

Tender timetable	Dates
Tenders out	19/11/2015
Tender return	17/12/2015
Contract award	26/02/2016
Contract start date	01/04/2016

- 6.2. It is intended that the Service shall commence on 1 April 2016 or such other date as may be agreed.

7. Tender Documents

The Tender Documents are listed in the Index of Contents. Enclosed with the Tender Documents is a Tender return address label to be attached to the envelope in which the hard copy of the Tenderer's Tender is to be submitted.