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Tender

Interpreting and Translation services

Sandwell Metropolitan Borough Council

F02: Contract notice

Notice identifier: 2021/S 000-000497

Procurement identifier (OCID): ocids-h6vhtk-028945

Published 11 January 2021, 2:58pm

Section I: Contracting authority

I.1) Name and addresses

Sandwell Metropolitan Borough Council

Sandwell Council House, Freeth Street

Oldbury

B69 3DB

Contact

Neil Whitehouse

Email

Neil_whitehouse@sandwell.gov.uk

Telephone

+44 1215693625

Country

United Kingdom

NUTS code

UKG37 - Sandwell

Internet address(es)

Main address

www.sandwell.gov.uk

Buyer's address

www.sandwell.gov.uk

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/sandwellmbc>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/sandwellmbc>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Interpreting and Translation services

Reference number

SMBC 20018

II.1.2) Main CPV code

- 79540000 - Interpretation services

II.1.3) Type of contract

Services

II.1.4) Short description

The Council and Sandwell Childrens Trust have a requirement for the provision of Interpretation Services to support a range of Client Services including Adults and Childrens Services, Housing, School Admissions, Taxi Licensing and Welfare Rights at various locations throughout the Borough of Sandwell and on occasions outside of the Council boundaries. This service will need to be delivered through face to face, telephone and video methods (via MS Teams) during normal and outside of office hours, weekends and if and when required on Bank Holidays. There is also a requirement for Translation of the written word in the form of a letter, pamphlet or other publications.

II.1.5) Estimated total value

Value excluding VAT: £400,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Face To Face

Lot No

Lot 1

II.2.2) Additional CPV code(s)

- 79540000 - Interpretation services

II.2.3) Place of performance

NUTS codes

- UKG37 - Sandwell

II.2.4) Description of the procurement

The Council and Sandwell Childrens Trust have a requirement for the provision of Interpretation Services to support a range of Client Services (including Adults & Childrens Services, Housing, School Admissions, Taxi Licensing and Welfare Rights) at various locations throughout the Borough of Sandwell and on occasions outside of the Council boundaries. This service will need to be delivered through face to face, telephone and video methods (via MS Teams) during normal and outside of office hours, weekends and if and when required on Bank Holidays. There is also a requirement for Translation of the written word in the form of a letter, pamphlet or other publications. The contract will commence on 12th April 2021 and will be for a period of 4 years until 31st March 2025. The estimated annual value excluding VAT for the of the contract is £100,000. This value is based on historical spend data and is intended to be used as a guide only and is not a guarantee of the level of business that will be generated from the contract. The Council will be looking to select up to five tenderers to be appointed as the contracted providers of the four lots specified in this document

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

12 April 2021

End date

31 March 2025

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

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) Description

II.2.1) Title

Telephone

Lot No

Lot 2

II.2.2) Additional CPV code(s)

- 79540000 - Interpretation services

II.2.3) Place of performance

NUTS codes

- UKG37 - Sandwell

II.2.4) Description of the procurement

The Council and Sandwell Childrens Trust have a requirement for the provision of Interpretation Services to support a range of Client Services (including Adults & Childrens Services, Housing, School Admissions, Taxi Licensing and Welfare Rights) at various locations throughout the Borough of Sandwell and on occasions outside of the Council

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31 March 2025

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

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) Description

II.2.1) Title

Video

Lot No

Lot 3

II.2.2) Additional CPV code(s)

- 79540000 - Interpretation services

II.2.3) Place of performance

NUTS codes

- UKG37 - Sandwell

II.2.4) Description of the procurement

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31 March 2025

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II.2.11) Information about options

Options: No

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) Description

II.2.1) Title

Written Word

Lot No

Lot 4

II.2.2) Additional CPV code(s)

- 79540000 - Interpretation services

II.2.3) Place of performance

NUTS codes

- UKG37 - Sandwell

II.2.4) Description of the procurement

The Council and Sandwell Childrens Trust have a requirement for the provision of Interpretation Services to support a range of Client Services (including Adults & Childrens Services, Housing, School Admissions, Taxi Licensing and Welfare Rights) at various locations throughout the Borough of Sandwell and on occasions outside of the Council boundaries. This service will need to be delivered through face to face, telephone and video methods (via MS Teams) during normal and outside of office hours, weekends and if and when required on Bank Holidays. There is also a requirement for Translation of the written word in the form of a letter, pamphlet or other publications. The contract will commence on 12th April 2021 and will be for a period of 4 years until 31st March 2025. The estimated annual value excluding VAT for the of the contract is £100,000. This value is based on historical spend data and is intended to be used as a guide only and is not a guarantee of the level of business that will be generated from the contract. The Council will be looking to select up to five tenderers to be appointed as the contracted providers of the four lots specified in this document

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31 March 2025

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Please refer to the ITT documents

III.1.2) Economic and financial standing

List and brief description of selection criteria

Please refer to the ITT documents

Minimum level(s) of standards possibly required

Please refer to the ITT documents

III.1.3) Technical and professional ability

List and brief description of selection criteria

Please refer to the ITT documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

12 February 2021

Local time

3:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

12 February 2021

Local time

3:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

The High Court England

Royal Courts of Justice the Strand

London

WC2A 2LL

Country

United Kingdom