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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): ocds-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](mailto:Neil.whitehouse@sandwell.gov.uk)

#### Telephone

+44 1215693625

#### Country

United Kingdom

**NUTS code**

UKG37 - Sandwell

**Internet address(es)**

Main address

[www.sandwell.gov.uk](http://www.sandwell.gov.uk)

Buyer's address

[www.sandwell.gov.uk](http://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

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## **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

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**

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#### **II.2.6) Estimated value**

Value excluding VAT: £400,000

#### **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**

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**

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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### **II.2.6) Estimated value**

Value excluding VAT: £400,000

**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**

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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#### **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

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# **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

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## **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

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## **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