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Tender

ID3065154 NICS Written Translation and Transcription Services Irish Language

Department for Communities

F02: Contract notice

Notice identifier: 2021/S 000-001880

Procurement identifier (OCID): ocds-h6vhtk-028eae

Published 29 January 2021, 5:08pm

Section I: Contracting authority

I.1) Name and addresses

Department for Communities

Causeway Exchange, 1-7 Bedford Street

BELFAST

BT2 7EG

Email

SSDAdmin.CPD@finance-ni.gov.uk

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

<https://www.communities-ni.gov.uk/>

Buyer's address

<https://www.finance-ni.gov.uk/topics/procurement>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etendersni.gov.uk/epps>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

ID3065154 NICS Written Translation and Transcription Services Irish Language

Reference number

ID3065154

II.1.2) Main CPV code

- 79530000 - Translation services

II.1.3) Type of contract

Services

II.1.4) Short description

Construction and Procurement Delivery (CPD) on behalf of Department for Communities (DfC) and wider Northern Ireland Public sector, invites appropriate Contractors to tender for the provision of Written Translation and Transcription Services. The requirement will be for Irish language. It is envisaged that a maximum of three Suppliers will be allocated to the framework on a ranked basis.. All Tenderers are invited to attend an information session which will be held at 12.30pm on 12 February 2021. With the current restrictions due to Covid-19, a Webex-based online meeting will be used. This session will provide information on how to register on eTendersNI (If you have not already done so) information about the Central Translation Hub, Irish translation required and evaluation model. Ideally any questions should be submitted prior to the session so they can be addressed. To register your attendance at this session, please provide the names of attendees and email addresses via the messaging facility on eTendersNI by no later than 3pm 10 February 2021. If you are not registered on eTendersNI the message should be directed to SSDAdmin.CPD@finance-ni.gov.uk and contain the tender reference i.e. ID3065154

II.1.5) Estimated total value

Value excluding VAT: £1,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79530000 - Translation services

II.2.3) Place of performance

NUTS codes

- UKN - NORTHERN IRELAND

II.2.4) Description of the procurement

Construction and Procurement Delivery (CPD) on behalf of Department for Communities (DfC) and wider Northern Ireland Public sector, invites appropriate Contractors to tender for the provision of Written Translation and Transcription Services. The requirement will be for Irish language. It is envisaged that a maximum of three Suppliers will be allocated to the framework on a ranked basis.. All Tenderers are invited to attend an information session which will be held at 12.30pm on 12 February 2021. With the current restrictions due to Covid-19, a Webex-based online meeting will be used. This session will provide information on how to register on eTendersNI (If you have not already done so) information about the Central Translation Hub, Irish translation required and evaluation model. Ideally any questions should be submitted prior to the session so they can be addressed. To register your attendance at this session, please provide the names of attendees and email addresses via the messaging facility on eTendersNI by no later than 3pm 10 February 2021. If you are not registered on eTendersNI the message should be directed to SSDAdmin.CPD@finance-ni.gov.uk and contain the tender reference i.e. ID3065154

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £1,000,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Framework Agreement will run for an initial period of two years, with two options to extend of one year each.

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

As per Tender documentation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

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

3 March 2021

Local time

3:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 1 June 2021

IV.2.7) Conditions for opening of tenders

Date

3 March 2021

Local time

3:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2024

VI.3) Additional information

All bodies listed in Annex A of the specification document may avail of the Framework Agreement for their requirements. There is no guarantee or commitment as to the usage, volume, or value of services required under this Framework Agreement or indeed that any subsequent call offs will be made by the agencies under Annex A. NI Public Bodies are not obliged to use the framework. The successful Contractor's performance on this Framework will be managed as per the specification and regularly monitored (see Procurement Guidance Note 01/12 - Contract Management - Procedures and Principles). Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. . . If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a Notice of Unsatisfactory Performance and this Contract may be terminated. A central register of such Notices for supplies and services contracts will be maintained and published on the CPD website.. . Any contractor in receipt of a Notice of Unsatisfactory Performance will be required to declare this in future tender submissions for a period of three years from the date of issue of the Notice. It may also result in the contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy..

VI.4) Procedures for review

VI.4.1) Review body

The UK does not have any special review body with responsibility for appeal/mediation procedures in public procurement competitions. Instead; any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR 2015As amended

Belfast

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 (as amended) and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of Framework is communicated to tenderers. That notification will provide full information on the award decision. This provides time for the unsuccessful tenderers to challenge the award decision before the contract is entered into.