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Tender

ID 5751799 - TEO - Stenography Services for NI Public Inquiries

The Executive Office

F02: Contract notice

Notice identifier: 2025/S 000-006391

Procurement identifier (OCID): ocids-h6vhtk-04e577

Published 20 February 2025, 4:20pm

Section I: Contracting authority

I.1) Name and addresses

The Executive Office

SD03 Stormont Castle Stormont Estate

BELFAST

BT4 3TT

Contact

SSDAdmin.CPDfinance-ni.gov.uk

Email

SSDAdmin.CPD@finance-ni.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

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

Buyer's address

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

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 to the above-mentioned address

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

ID 5751799 - TEO - Stenography Services for NI Public Inquiries

Reference number

ID 5751799

II.1.2) Main CPV code

- 75231100 - Law-courts-related administrative services

II.1.3) Type of contract

Services

II.1.4) Short description

To assist the Chairs in implementing the Inquiries as required by their separate Terms of Reference, the Inquiries Act 2005 and Inquiry Rules 2006, bespoke Inquiry legislation, and the Protocols, and with a particular emphasis on fairness, cost-effectiveness and timeliness, the Northern Ireland Civil Service and the Northern Ireland Office wish to procure stenography and transcription services to support multiple concurrent inquiries. The Contractor must provide the following, Provision of accurate, real-time transcripts of oral hearings (including translated versions, if required); Provision of daily finalised transcripts for Inquiry records within two hours of the end of the oral hearing; and • Initially inquiry locations are expected to be (this will be determined by each inquiry): Bradford Court, 1 Bradford Court, Galwally, Belfast and Corn Exchange, 31 Gordon Street, Belfast. The Contractor will also be required to provide ad-hoc stenography and transcription services at external locations across the UK or in the Republic of Ireland.

II.1.5) Estimated total value

Value excluding VAT: £3,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79551000 - Typing services
- 79550000 - Typing, word-processing and desktop publishing services
- 79530000 - Translation services
- 79540000 - Interpretation services

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

II.2.4) Description of the procurement

To assist the Chairs in implementing the Inquiries as required by their separate Terms of Reference, the Inquiries Act 2005 and Inquiry Rules 2006, bespoke Inquiry legislation, and the Protocols, and with a particular emphasis on fairness, cost-effectiveness and timeliness, the Northern Ireland Civil Service and the Northern Ireland Office wish to procure stenography and transcription services to support multiple concurrent inquiries. The Contractor must provide the following, Provision of accurate, real-time transcripts of oral hearings (including translated versions, if required); Provision of daily finalised transcripts for Inquiry records within two hours of the end of the oral hearing; and initially inquiry locations are expected to be (this will be determined by each inquiry): Bradford Court, 1 Bradford Court, Galwally, Belfast and Corn Exchange, 31 Gordon Street, Belfast. The Contractor will also be required to provide ad-hoc stenography and transcription services at external locations across the UK or in the Republic of Ireland.

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: £3,000,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Option to extend for up to two further periods of twelve months each

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option to extend for up to two further periods of twelve months each

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.1.3) 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.1.8) 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

24 March 2025

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: 22 June 2025

IV.2.7) Conditions for opening of tenders

Date

24 March 2025

Local time

3:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Contract Value. The figure indicated in Section II 1.5 represents the maximum contract value. However, as this is a call off contract that is demand driven there is no guarantee to the level of work. The estimated contract value is a range between £1m and £3m which will be determined by the usage off the contract depending on the number of enquiries at both locations... . Suppliers not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a.. Supplier 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 the 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 their place on the. contract. may be terminated. The issue of a Notice of unsatisfactory Performance will 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 for a period of twelve months from the date of issue of the Notice.

VI.4) Procedures for review

VI.4.1) Review body

The UK does not have any such bodies with responsibility for appeal/mediation procedures. Instead; any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR 2015 as amended.

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 contract 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.