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Contract

DoJ - NICTS - Provision of Transcription Services

Northern Ireland Courts and Tribunals Service

F03: Contract award notice
Notice identifier: 2025/S 000-010364
Procurement identifier (OCID): ocds-h6vhtk-04b66f
Published 20 March 2025, 11:48am

Section I: Contracting authority

I.1) Name and addresses

Northern Ireland Courts and Tribunals Service

c/o CPD Clare House 303 Airport Road West

BELFAST

BT3 9ED

Email

justice.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.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

DoJ - NICTS - Provision of Transcription Services

Reference number

5337195

II.1.2) Main CPV code

- 75230000 - Justice services

II.1.3) Type of contract

Services

II.1.4) Short description

The NICTS wishes to establish a contract with a single supplier for the provision of quality court transcription services that will meet the current business needs. The provision of Court Transcription Services is a mandatory service which is governed by The Criminal Appeal (Northern Ireland) Rules 1968 (Rules 24-29). In addition, the Judicature (NI) Act 1978 (S16 (1) and S46(1)) specifies ‘courts of record’, which includes the High Court, Crown Court, Family Care Centres and Coroner’s Courts. The contract will run for a period of 4 years with options to extend for further periods of up to and including 24

months beyond this period.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £1,000,000

II.2) Description

II.2.2) Additional CPV code(s)

- 75231000 - Judicial services
- 79130000 - Legal documentation and certification services
- 79100000 - Legal services

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

II.2.4) Description of the procurement

The NICTS wishes to establish a contract with a single supplier for the provision of quality court transcription services that will meet the current business needs. The provision of Court Transcription Services is a mandatory service which is governed by The Criminal Appeal (Northern Ireland) Rules 1968 (Rules 24-29). In addition, the Judicature (NI) Act 1978 (S16 (1) and S46(1)) specifies ‘courts of record’, which includes the High Court, Crown Court, Family Care Centres and Coroner’s Courts. The contract will run for a period of 4 years with options to extend for further periods of up to and including 24 months beyond this period.

II.2.5) Award criteria

Quality criterion - Name: Qualitative / Weighting: 60

Cost criterion - Name: Quantitative / Weighting: 40

II.2.11) Information about options

Options: Yes

Description of options

The contract will run for a period of 4 years with options to extend for further periods of up to and including 24 months beyond this period.

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.2.14) Additional information

Contract Value. The figure indicated in Section II 1.5 represents an estimated contract value. This value reflects the potential scale of the contract and takes into account potential optional extension periods and the uptake of potential optional services as detailed in the tender documents. This figure does not however take into account the application of indexation. Neither CPD nor the Authority can provide any guarantee as to the level of business under this contract. The Contracting Authority does not bind itself to accept the lowest or any tender. Economic Operators remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from the Economic Operator in connection with taking part in this procurement process regardless of whether such costs arise as a consequence, directly or indirectly of any amendments made to the procurement documents by the Contracting Authority at any time. No legally binding contract shall arise and an Economic Operator shall. have no legitimate expectation that a contract will be entered into until such time as entry into the Contract has been confirmed by the. Contracting Authority. Economic Operators should note that all dates, time periods and figures in relation to values and volumes specified. in this notice and the procurement documents are approximate only and the Contracting Authority reserves the right to change any or all of them.

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.2.1) Previous publication concerning this procedure

Notice number: 2024/S 000-036851

Section V. Award of contract

Contract No

1

Title

Contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

20 March 2025

V.2.2) Information about tenders

Number of tenders received: 7

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 1

Number of tenders received by electronic means: 7

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

withheld for security reasons

N/A

Email

justice.cpd@finance-ni.gov.uk

Country

United Kingdom

NUTS code

- UK - United Kingdom

Internet address

https://etendersni.gov.uk/epps

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £1,000,000

Total value of the contract/lot: £1,000,000

Section VI. Complementary information

VI.3) Additional information

Contract Monitoring. The successful contractor's performance on the contract will be regularly monitored in line with the tender documentation. 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 the contract may be terminated. The issue of a Notice of Unsatisfactory Performance can 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 three years from the date of issue. The Authority expressly reserves the rights:. . (I). not to award any contract as a result of the procurement process commenced by publication of this notice;. (II). to make whatever changes it may see fit to the content and structure of the tendering Competition;. (III). to award (a) contract(s) in respect of any part(s) of the [services] covered by this notice; and. (IV). to award contract(s) in stages.. . and in no circumstances will the Authority be liable for any costs incurred by candidates.".

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

N/A

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

CPD complied with the Public Contracts Regulations 2015 and, where appropriate, and incorporated a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract was communicated to tenderers. That notification provided full information on the award decision. This provided time for the unsuccessful tenderers to challenge the award decision before the contract was entered into..