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Tender

Interpretation Services Framework

The Highland Council
NHS Highland
High Life Highland

F02: Contract notice

Notice identifier: 2021/S 000-012626

Procurement identifier (OCID): ocds-h6vhtk-02b8c3

Published 7 June 2021, 8:55am

Section I: Contracting authority

I.1) Name and addresses

The Highland Council

Council Headquarters, Glenurquhart Road

Inverness

IV3 5NX

Email

CPSSprocurement@aberdeencity.gov.uk

Telephone

+44 1463702670

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

<http://www.highland.gov.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045

I.1) Name and addresses

NHS Highland

Assynt House, Beechwood Park

Inverness

IV2 3BW

Email

nhs.highland@nhs.scot

Telephone

+44 1463704054

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

<http://www.nhshighland.scot.nhs.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00302

I.1) Name and addresses

High Life Highland

12-13 Ardross Street

Inverness

IV3 5NS

Email

hlh.business.support@highlifehighland.com

Telephone

+44 1349781700

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

<http://www.highlifehighland.com>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA23042

I.2) Information about joint procurement

The contract involves joint procurement

In the case of joint procurement involving different countries, state applicable national procurement law

- NHS Highland
- Advice Agency Network – example Citizens Advice Bureau (CAB)
- High Life Highland

I.3) Communication

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

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045

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

Interpretation Services Framework

Reference number

HC/CEO/INTER/2021

II.1.2) Main CPV code

- 79540000 - Interpretation services

II.1.3) Type of contract

Services

II.1.4) Short description

The Highland Council, acting for itself and on behalf of the Participating Organisations, is intending to put in place a Framework Agreement with one or more providers for the provision of face to face & Digital interpretation services, on an as and when required basis.

The Participating Organisations who reserve the right to use this Framework Agreement within their operating areas are:

- The Highland Council
- NHS Highland
- Advice Agency Network – example Citizens Advice Bureau (CAB); where contracted to The Highland Council to provide Advice and Information Services on behalf of The Highland Council and the Interpretation Services are being paid for by The Highland Council)
- High Life Highland

The Framework shall be for a 3 year period from 02/08/2021 to 01/08/2024, with the option for the Authority and or Participating Organisations to extend by a period of up to twelve 12 months, subject to mutual agreement.

II.1.5) Estimated total value

Value excluding VAT: £850,000

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 Interpretation Services

Lot No

1

II.2.2) Additional CPV code(s)

- 79540000 - Interpretation services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Main site or place of performance:

The Highlands and Argyll and Bute area

II.2.4) Description of the procurement

The Highland Council (hereinafter referred to as “the Authority”) acting for itself and on behalf of the Participating Organisations is intending to put in place a Framework Agreement with one provider per Lot for the provision of face to face and digital interpretation services, on an as and when required basis.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

With the option for the Authority and Participating Organisations to extend by a period of up to twelve 12 months, subject to mutual agreement.

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.2.14) Additional information

Framework Agreement Value:

The estimated annual value of expenditure by each Participating Organisation against this Framework is shown below for information and guidance purposes only. The Participating Organisations are not bound to any value/volume of expenditure under this Framework.

The Highland Council GBP 100,000

NHS Highland GBP 100,000

HLH GBP 100

Advice Agency Network GBP 9,000

II.2) Description

II.2.1) Title

Digital Interpretation

Lot No

2

II.2.2) Additional CPV code(s)

- 79540000 - Interpretation services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Main site or place of performance:

The Highlands and Argyll and Bute area

II.2.4) Description of the procurement

The Highland Council (hereinafter referred to as “the Authority”) acting for itself and on behalf of the Participating Organisations is intending to put in place a Framework Agreement with one single provider per Lot for the provision of face to face and digital interpretation services, on an as and when required basis.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

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The Highland Council GBP 100,000

NHS Highland GBP 100,000

HLH GBP 100

Advice Agency Network GBP 9,000

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

Council may undertake a credit check on supplier using Creditsafe and may as a result

require supplier to provide further financial information.

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

It is a requirement of this framework that the tenderer holds, or can commit to obtain prior to the commence of any subsequently awarded framework the following;

- The Service Provider shall be required to submit their “general” yearly turnover and specific turnover for the last 3 years in the business area covered by the Framework;
- have the minimum GBP5,000,000 GBP Employers Liability Insurance (where applicable), GBP5,000,000 GBP Public Liability Insurance and GBP1,000,000 GBP Professional Liability Insurance.

III.1.3) Technical and professional ability

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

It is a requirement of this framework that the tenderer;

- have relevant experience to deliver the Services as described;
- have a documented policy regarding health and safety meeting the stated requirements;
- have Protecting Vulnerable Group (PVG) Scheme registration prior to delivery of any Services;
- will be required to confirm whether they intend to subcontract and, if so, for what proportion of the framework.
- have environmental management measures which they will be able to use when performing the Services

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

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

8 July 2021

Local time

12:00pm

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

Duration in months: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

8 July 2021

Local time

2:00pm

Place

Aberdeen

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2025

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18848.

For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:656092)

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sherriff Court

Inverness

Country

United Kingdom

