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Tender

Sub-Titling Service

Senedd Cymru / Welsh Parliament

F02: Contract notice

Notice identifier: 2021/S 000-012965

Procurement identifier (OCID): ocds-h6vhtk-02ba16

Published 9 June 2021, 4:25pm

Section I: Contracting authority

I.1) Name and addresses

Senedd Cymru / Welsh Parliament

Senedd Cymru / Welsh Parliament, Ty Hywel, Cardiff Bay

Cardiff

CF99 1SN

Email

helena.heath@senedd.wales

Telephone

+44 3002006549

Country

United Kingdom

NUTS code

UKL22 - Cardiff and Vale of Glamorgan

Internet address(es)

Main address

www.senedd.wales.org/abthome/abt-procurement.htm

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0424

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://etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Devolved Legislation

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Sub-Titling Service

Reference number

1200/HH

II.1.2) Main CPV code

- 79530000 - Translation services

II.1.3) Type of contract

Services

II.1.4) Short description

The Senedd currently subtitles its in-house videos by transcribing the content and subsequently translating the transcription to provide bilingual subtitles in line with the Official Languages Scheme namely English and Welsh, and for accessibility purposes. This includes using a mix of editing tools including Adobe Premier Pro, YouTube and Clideo.

The Senedd is looking to put a contract in place for bilingual (English and Welsh) Sub-titling services. The services required will include sub-titling video and social media clips. The content will be sent in MP4 format and will vary in duration.

II.1.5) Estimated total value

Value excluding VAT: £220,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

II.2.4) Description of the procurement

The Senedd currently subtitles its in-house videos by transcribing the content and subsequently translating the transcription to provide bilingual subtitles in line with the Official Languages Scheme namely English and Welsh, and for accessibility purposes. This includes using a mix of editing tools including Adobe Premier Pro, YouTube and Clideo.

The Senedd is looking to put a contract in place for bilingual (English and Welsh) Subtitling services. The services required will include sub-titling video and social media clips. The content will be sent in MP4 format and will vary in duration.

II.2.5) Award criteria

Quality criterion - Name: Method Statement / Weighting: 40

Quality criterion - Name: Test Piece / Weighting: 20

Price - Weighting: 40

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

The contract opportunity for the renewal of this service will be advertised in May 2026

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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.1.2) 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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Details are outlined in the Procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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 July 2021

Local time

10:00am

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

15 July 2021

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

English, Welsh

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

Duration in months: 3 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: May 2026

VI.3) Additional information

Suppliers will need to be registered on the Bravo Solution portal in order to obtain the Pre-Qualification Questionnaire (PQQ) and view the supporting Procurement documents. If you are not already registered you can register by going to www.etenderwales.bravosolution.co.uk. It is free to register on this portal. Once registered:-

- Click the 'Open Access PQQs' link
- Click on the relevant PQQ to access the content (pqq_33123 - Sub-Titling Service)
- Click the 'Express Interest' button in the 'Actions' box on the left-hand side of the page. This will move the PQQ into your 'My PQQs' page
- Click on the PQQ code. You can now access any attachments by clicking the 'Settings and Buyer Attachments' in the 'Actions' box
- You can now choose to 'Reply' to the PQQ and submit your response

Please note that the Procurement documents will be uploaded into the 'Supplier Attachments' area under 'Settings' for all suppliers to view.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=111104

(WA Ref:111104)

The buyer considers that this contract is suitable for consortia.

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom