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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](mailto: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](http://www.senedd.wales.org/abthome/abt-procurement.htm)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0424](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

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## **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.

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#### **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

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## **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

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## **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)

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## 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](http://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](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