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Contract

## Provision of Translation Services

Glasgow City Council

F03: Contract award notice

Notice identifier: 2025/S 000-013420

Procurement identifier (OCID): ocds-h6vhtk-04b18a

Published 7 April 2025, 2:35pm

### Section I: Contracting authority

#### I.1) Name and addresses

Glasgow City Council

40 John St, City Chambers

Glasgow

G2 1DU

#### Contact

James Cook

#### Email

[james.cook@glasgow.gov.uk](mailto:james.cook@glasgow.gov.uk)

#### Telephone

+44 1412876429

#### Country

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Provision of Translation Services

Reference number

GCC006168CPU

**II.1.2) Main CPV code**

- 79530000 - Translation services

**II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The council is seeking to outsource for the first time the translation services provision which is currently being provided in-house. The council require

a service provided to provide in person face to face translation from both non English language or dialect to English language and vice versa, within

the council's properties or at other nominated locations as well as telephone, video conference services and document translation from both non

English language or dialect to English language and vice versa. As this is an in-house service currently there will be a TUPE implication which will

include 70 sessional interpreters, 2 Admin staff and sessional accessors.

#### **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: £4,439,830

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79530000 - Translation services

#### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

#### **II.2.4) Description of the procurement**

The council is seeking to outsource for the first time the translation services provision which is currently being provided in-house. The council require

a service provided to provide in person face to face translation from both non English

language or dialect to English language and vice versa, within the council's properties or at other nominated locations as well as telephone, video conference services and document translation from both non English language or dialect to English language and vice versa. As this is an in-house service currently there will be a TUPE implication which will include 70 sessional interpreters, 2 Admin staff and sessional accessors.

#### **II.2.5) Award criteria**

Quality criterion - Name: Service Delivery / Weighting: 40

Quality criterion - Name: Business Continuity / Weighting: 3

Quality criterion - Name: Human Resources / Weighting: 5

Quality criterion - Name: innovation / Weighting: 10

Quality criterion - Name: Sustainability / Weighting: 2

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 35

#### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts

(Scotland) Regulations 2015.

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## 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 000-034733](#)

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## Section V. Award of contract

### Contract No

GCC006168CPU

A contract/lot is awarded: Yes

### V.2) Award of contract

#### V.2.1) Date of conclusion of the contract

25 February 2025

#### V.2.2) Information about tenders

Number of tenders received: 3

Number of tenders received from SMEs: 3

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

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 3

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

**V.2.3) Name and address of the contractor**

Premium Linguistic Services

Unit 4, Great Barr Business Park, Baltimore Road

Birmingham

B42 1DY

Country

United Kingdom

NUTS code

- UKG31 - Birmingham

The contractor is an SME

Yes

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

Total value of the contract/lot: £4,439,830

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## **Section VI. Complementary information**

### **VI.3) Additional information**

ESPD Questions 4D.1 4D1.1 4D1.2 4D2 4D2.1 and 4D2.2 bidders must hold the certificates for Quality Control and Environmental Management Standards or comply with all the questions noted in SPD Section 4D. Please refer to the 'SPD Statements' within the Tender document. FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information they wish the council to consider withholding is specifically indicated on the FOI Certificate contained within Technical Envelope within tender portal (NB the council does not bind itself to withhold this information). Certificate Amendments-Applicants must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer. Applicants will be required to complete the tenderers amendment certificate contained in the technical Envelope within tender portal (at ITT stage). Prompt Payment-

The successful tenderer shall, as a condition of being awarded the tender, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt. The successful tenderer shall also impose this condition on its subcontractors in respect of payments due to any sub-sub-contractors, if any. Applicants will be required to complete the prompt payment certificate contained in the Technical Envelope area within tender portal. Non-Collusion-Applicants will be required to complete the Non-Collusion certificate contained in the Technical Envelope area within the tender portal. Insurance Mandate-All successful suppliers will be required to sign an Insurance Mandate, which will be issued in conjunction with the award letter authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period. Terms and Conditions are located within the Buyers Attachments area of the tender portal. Request for Documentation: Once the Evaluation of Price and Quality has been completed, the recommended Bidder will be expected to provide all documentation as specified in the SPD. Bidders must supply the relevant information within 5 working days. Failure to provide this information within the specified time may result in your bid being rejected and the Council proceeding with the procurement exercise to the next appropriate bidder. Additional information pertaining to this contract notice is contained within the ITT documents.

(SC Ref:795539)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Glasgow Sheriff Court & Justice of the Peace Court

PO BOX 23, 1 Carlton Place

Glasgow

G5 9DA

Email

[glasgow@scotcourts.gov.uk](mailto:glasgow@scotcourts.gov.uk)

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/courts-and-tribunals/courts-tribunals-and-office-locations/find-us/glasgow-sheriff-court-and-justice-of-the-peace-court/>

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Glasgow City Council (“the Council”) must, by notice in writing as soon as possible after the decision has been made, inform all bidders and

candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the

date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland) Regulations 2015 (“the Regulations”). The Council is

obliged to comply with the Regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a

consequence of a breach by the Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period

means that the Council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the

proceedings are determined, discontinued or disposed of; or the court, by interim order, brings to an end the prohibition. The bringing of court

proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic

Operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators

should be mindful to seek their own independent legal advice when they consider appropriate to do so.