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Tender

Provision of a Welsh/English Translation and Interpreting Service

Wrexham County Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-016764

Procurement identifier (OCID): ocds-h6vhtk-046c17

Published 29 May 2024, 2:21pm

The closing date and time has been changed to:

12 July 2024, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Wrexham County Borough Council

Commissioning Procurement and Contract Management Unit, Lampbit Street

Wrexham

LL11 1AR

Contact

Julia Pordage-Moore

Email

julia.pordage-moore@wrexham.gov.uk

Telephone

+44 1978292784

Country

United Kingdom

NUTS code

UKL23 - Flintshire and Wrexham

Internet address(es)

Main address

<https://www.wrexham.gov.uk>

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0264

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

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of a Welsh/English Translation and Interpreting Service

Reference number

Proc-23-325

II.1.2) Main CPV code

- 79530000 - Translation services

II.1.3) Type of contract

Services

II.1.4) Short description

Wrexham County Borough Council is looking to establish a contract with a single Provider for the complete provision of Welsh/English Language Interpretation and Translation services to the Council.

II.1.5) Estimated total value

Value excluding VAT: £915,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79530000 - Translation services

II.2.3) Place of performance

NUTS codes

- UKL23 - Flintshire and Wrexham

Main site or place of performance

Wrexham County Borough

II.2.4) Description of the procurement

5.2.1 Translation of written documents from English into Welsh

5.2.2 Translation of written documents from Welsh into English

5.2.3 Simultaneous Welsh language (Welsh to English/English to Welsh) interpreting, either via telephone or video.

5.2.4 Establishment and management of a database of work being requested, being undertaken and completed. This database will endeavour to ensure that identical documents submitted separately are not re-translated, and that similar documents can be identified and the translation needs evaluated to reduce duplication of translation work

5.2.5 Proof-reading and quality control of translated materials

5.2.6 Periodic proof-reading and functionality testing of new and existing digital services to be agreed between the provider and the council.

5.2.7 The Provider will provide these Services, as a minimum, between the hours of 08:45 and 17:15 Monday to Thursday and between 08:45 and 16.45 on Fridays, excluding Bank Holidays.

5.3 The Provider will undertake the translation and proof-reading of documents using its in-house team of translators. The Provider may sub-contract translation work to external translators where necessary, subject to prior agreement by Wrexham and to Clause 16 of this Contract. Any translation work undertaken externally will be considered to be part of the fee and increased or decreased instructions arrangements detailed in Clause 6 below.

5.4 In respect of this Contract, Wrexham's Welsh Language Strategic Officer will coordinate

the submission of documents to the Provider (in a manner or format as agreed between the Representatives) and the payment of six-monthly invoices. Compliance with Wrexham's Welsh Language Standards remains the responsibility of Wrexham.

5.5 Wrexham will also ensure so far as possible that duplicated work is not submitted to The Provider for translation.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Up to 2 years in yearly increments

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

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.2.2) Time limit for receipt of tenders or requests to participate

Originally published as:

Date

28 June 2024

Local time

12:00pm

Changed to:

Date

12 July 2024

Local time

12:00pm

See the [change notice](#).

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

Tender must be valid until: 27 September 2024

IV.2.7) Conditions for opening of tenders

Date

28 June 2024

Local time

12:00pm

Place

Wrexham County Borough Council, Procurement Department

Information about authorised persons and opening procedure

Julia Pordage-Moore, Category Manager

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

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=141821

(WA Ref:141821)

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