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Tender

Framework for the provision of Interpreting, Translation and Transcription Services

Scottish Government

F02: Contract notice

Notice identifier: 2021/S 000-017233

Procurement identifier (OCID): ocds-h6vhtk-028bf3

Published 21 July 2021, 2:55pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Contact

Kathleen Cowan

Email

kathleen.cowan@gov.scot

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482

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://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Framework for the provision of Interpreting, Translation and Transcription Services

Reference number

SP-21-001

II.1.2) Main CPV code

- 79540000 - Interpretation services

II.1.3) Type of contract

Services

II.1.4) Short description

This Framework Agreement is for the Provision of Interpreting, Translation and Transcription Services to public bodies across the Scottish Public Sector to meet all requirements of the service including face to face, remote video and telephone interpreting, translation and transcription.

II.1.5) Estimated total value

Value excluding VAT: £14,400,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79540000 - Interpretation services
- 79530000 - Translation services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Scotland

II.2.4) Description of the procurement

This Framework Agreement is for the Provision of Interpreting, Translation and Transcription Services to public bodies across the Scottish Public Sector. Definitions for each aspect of the services are as follows:

Face to Face Interpreting - interpretation of spoken words into spoken words in a live setting face to face. This can be from a foreign language into English or vice versa.

Remote Video Interpreting - a scheduled, live remote video interpreting service either via the Framework Public Body video portal or via the Contractor video portal.

Telephone Interpreting - interpretation of spoken words into spoken words from a foreign language into English or vice versa in live telephone conversations at agreed locations or via telephone conferencing.

Translation - translation of written words from one language into another. This can be from a foreign language into English or vice versa.

Transcription - transcribing the spoken word into written form. This is typically from a recording, rather than in a live setting, and can be from a foreign language into English or vice versa.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £14,400,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Subject to renewal if demand continues after framework duration.

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

List and brief description of selection criteria

This section refers to Part 4B of the Single Procurement Document (SPD) (Scotland) and covers questions 4.B.4, 4.B.5.1a, 4.B.5.1b and 4.B.5.2

Minimum level(s) of standards possibly required

Question 4.B.4 -It is a requirement of this framework that bidders must demonstrate a current liquidity ratio of 1.00 or above. Total ratio will be calculated as follows: total current assets divided by total current liabilities.

Bidders who cannot demonstrate a current liquidity ratio of 1.00 or above may be excluded from the procurement process.

There must be no qualification or contra-indication from any evidence provided in support

of the bidders economic and financial standing.

In the event that the bidder does not meet the financial criteria for consideration but has a parent company that does, the tenderer may still be eligible for consideration where their Tender Submission is supported by a Parent Company Guarantee.

Questions 4.B.5.1a, 4.B.5.1b and 4.B.5.2 -It is a requirement of this framework that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded framework that the types and levels of insurance indicated below:

Employers (Compulsory) Liability - in accordance with any legal obligation for the time being in force

Public Liability Insurance - in the sum of not less than 1 million GBP

Professional Indemnity Insurance – in the sum of not less than 1 million GBP

Bidders who do not have or who cannot commit to obtain the levels of insurance requested may be excluded from the procurement process. In the event of award of a Framework, Scottish Government will seek proof that these insurance provisions have been fully complied with.

Bidders must provide a separate SPD response from entities upon whose capability / capacity they rely on in order to meet any selection criteria including Economic and Financial standing.

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

Envisaged maximum number of participants to the framework agreement: 3

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: [2021/S 000-001181](#)

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

Date

25 August 2021

Local time

2:00pm

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: 9 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

25 August 2021

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: within 4 years

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

1. The framework agreement will be available for use by the Scottish Ministers (including Agencies), Scottish Non-Departmental Public Bodies, offices in the Scottish Administration which are not ministerial offices, cross-border public authorities within the meaning of section 88(5) of the Scotland Act 1998, The Office for the Secretary of State for Scotland, the Scottish Parliamentary Corporate Body, councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994, , bodies registered as social landlords under the Housing (Scotland) Act 2001, Scottish health boards or special health boards, Student Loans Company Limited, the Commissioner of Northern Lighthouse operating as the Northern Lighthouse Board, Scottish Futures Trust, Equality and Human Rights Commission, Business Stream Ltd, the Business Gateway National Unit at the Convention of Scottish Local Authorities, further or higher education institutions being fundable bodies within the meaning of section 6 of the further and Higher Education (Scotland) Act 2005, any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by one or more of the foregoing, bodies financed wholly or mainly by one or more of the foregoing, bodies subject to management supervision by one or more of the foregoing and bodies more than half of the board of directors or members of which, or, in the case of a group of

individuals, more than half of those individuals, being appointed by one or more of the foregoing. In addition to the contracting authorities listed, the framework agreement will be available to charities entered on the Scottish Charity Register and voluntary organisations entered on the Membership Database of the Scottish Council for Voluntary Organisations.

Information about agencies of the Scottish Ministers, Scottish Non-Departmental Public Bodies and offices in the Scottish Administration which are not ministerial offices are listed at

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>

Overview of the governance structure of public procurement for Scotland, including the Public Procurement Group.

<https://www.gov.scot/publications/public-procurement-governance/>

2. Full details of the award criteria and the weightings and scoring can be found in the Invitation to Tender.

3. 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) Regs 2015.

4. SPD (Scotland) - Section 2 - Sub contractors who are not being relied upon to meet the Selection Criteria - A separate SPD (Scotland) will not be required at this stage.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19228. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

The Scottish Government is persuaded by evidence which shows that the delivery of high quality public services is critically dependent on a workforce that is well motivated, well led, and has appropriate opportunities for training and skills development. These factors are also important for workforce recruitment and retention, and thus continuity of service.

(SC Ref:657186)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>

VI.4.2) Body responsible for mediation procedures

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

Telephone

+44 1312252525

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session.

VI.4.4) Service from which information about the review procedure may be obtained

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>