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Tender

## **The Provision of Written Translation Services (English & Welsh)**

Wrexham University

F02: Contract notice

Notice identifier: 2024/S 000-018511

Procurement identifier (OCID): ocids-h6vhtk-047034

Published 14 June 2024, 4:12pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Wrexham University

Plas Coch, Mold Road

Wrexham

LL11 2AW

#### **Email**

[a.staples@wrexham.ac.uk](mailto:a.staples@wrexham.ac.uk)

#### **Telephone**

+44 1978293188

#### **Fax**

+44 1978293188

#### **Country**

United Kingdom

**NUTS code**

UKL23 - Flintshire and Wrexham

**Internet address(es)**

Main address

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

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0288](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0288)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<http://www.sell2wales.gov.wales>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.sell2wales.gov.wales>

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

<http://www.sell2wales.gov.wales>

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

Other type

University

**I.5) Main activity**

Education

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## **Section II: Object**

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

#### **II.1.1) Title**

The Provision of Written Translation Services (English & Welsh)

Reference number

AS/JM/06/06/2023

#### **II.1.2) Main CPV code**

- 79530000 - Translation services

#### **II.1.3) Type of contract**

Services

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

The University has a requirement to procure a contract for Written Translation Services (English & Welsh) contract, which shall include Written Translation Services English to Welsh and Welsh to English.

The minimum contract duration will be for 3-years with a possible additional annual contract extension for a further maximum 2 years subject to the University agreement and satisfactory performance standards by the appointed service provider (s).

Currently, the University uses the services of 6 individual Translation Service providers on an informal basis, which equates to best estimate of 600,000 to 1,000,000 words being translated per annum.

The scope of services relating to The Provision of Written Translation Services (English & Welsh) contract is as follows:

Written Translation Services English to Welsh

Written Translation Services Welsh to English

Minimum 3-year contract with possible additional annual contract extension for a further maximum 2 years subject to the University agreement and satisfactory performance standards by the appointed service provider

Currently, the University uses the services of 6 individual Translation Service providers on an informal basis, which equates on best estimate to 600,000 to 1,000,000 words being translated per annum.

The University preference is to contract with ONE Written Translation Service provider going forward. However, the University reserves the right to appoint more than one service provider under this contract in order to ensure sufficient resource capacity and capability. In the event that more than one service provider is appointed, then the Service Provider ranked number 1 in this Tender will be allocated the status of “Preferred Translation Service Provider” and any other appointed service providers will be allocated the status of “Reserve Translation Service Provider”, whom will be allocated work to be undertaken when the “Preferred Translation Service Provider” does not have resource capacity or capability to undertake individual written translation work.

The actual spends for Translation Services spend in the last financial year (22/23) was GBP72,000 (exclusive of VAT).

#### **II.1.5) Estimated total value**

Value excluding VAT: £390,000

#### **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 and St Asaph

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

See previous section

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

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

**II.2.6) Estimated value**

Value excluding VAT: £390,000

**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

This is initially a 3 year contract with option to extend for a further Two Years based on annual extensions subject to performance.

**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

**II.2.14) Additional information**

The actual spends for Translation Services spend in the last financial year (22/23) was GBP72,000 (exclusive of VAT). The Average annual spend on Translation Services for the last 3 years excluding "one-off" transactions is GBP65,000 (excluding VAT).

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Please note, as a minimum, that Service Provider(s) will need to meet the requirements set out. As a minimum the Service Provider(s) appointed MUST use and have access to Translators that have obtained any of the following:

Full membership (individual or corporate) of Cymdeithas Cyfieithwyr Cymru (Association of Welsh Translators and Interpreters) or equivalent

Passed the Standard / Full Examination of Cymdeithas Cyfieithwyr Cymru (Association of Welsh Translators and Interpreters) or equivalent

Membership of the Institute of Translation and Interpreting or equivalent

Academic qualification relating to Translation Services

University Degree preferably in the Welsh Language

Minimum 3 Years Experience of Welsh to English and English to Welsh Translation

#### **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.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Please note, as a minimum, that Service Provider(s) will need to meet the requirements set out. As a minimum the Service Provider(s) appointed MUST use and have access to

Translators that have obtained any of the following:

Full membership (individual or corporate) of Cymdeithas Cyfieithwyr Cymru (Association of Welsh Translators and Interpreters) or equivalent

Passed the Standard / Full Examination of Cymdeithas Cyfieithwyr Cymru (Association of Welsh Translators and Interpreters) or equivalent

Membership of the Institute of Translation and Interpreting or equivalent

Academic qualification relating to Translation Services

University Degree preferably in the Welsh Language

Minimum 3 Years Experience of Welsh to English and English to Welsh Translation

### **III.2.2) Contract performance conditions**

The University needs to be satisfied that you have adequate service delivery capacity and capability including robust plans and processes in place to deliver efficient and effective Welsh Translation Services, as specified in the Contract Specification document, with the technical capacity and capability to translate between 600,000 to 1,000,000 words per year.

### **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

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

Date

15 July 2024

Local time

12:00pm

**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)

**IV.2.7) Conditions for opening of tenders**

Date

15 July 2024

Local time

1:00pm

Place

Wrexham

Information about authorised persons and opening procedure

Online via Sell2Wales portal by the Procurement Advisor

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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: Within as a minimum 36 months or 60 months

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

Short listed Bidders will be asked to attend an Interview / Presentation on 1st August 2024, hence Bidders are asked to provisionally book this date in their diaries.

Please note the ITT Pack is available in English and Welsh as attachments to this notice. Bidders are free to respond in either language.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=142240](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=142240).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(WA Ref:142240)

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