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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

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

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

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).

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

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

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.

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.

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