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Tender

## **Translation & Interpreting Services**

DERBY CITY COUNCIL

F02: Contract notice

Notice identifier: 2024/S 000-020517

Procurement identifier (OCID): ocds-h6vhtk-047ae1

Published 5 July 2024, 8:03am

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

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

DERBY CITY COUNCIL

Corporation Street

Derby

DE1 2FS

#### **Email**

[procurement@derby.gov.uk](mailto:procurement@derby.gov.uk)

#### **Telephone**

+44 1332640768

#### **Country**

United Kingdom

#### **Region code**

UKF11 - Derby

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

**I.3) Communication**

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

[www.eastmidstenders.org](http://www.eastmidstenders.org)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.eastmidstenders.org](http://www.eastmidstenders.org)

Tenders or requests to participate must be submitted to the above-mentioned address

**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**

Translation & Interpreting Services

Reference number

TD2120

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

- 79540000 - Interpretation services

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

Services

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

The Council is seeking to procure providers to carry out translation services to effectively communicate with clients where English is not their first language.

Multiple channels for Interpreting will be used in order to enable individuals who have limited spoken English to communicate with members of the council through the use of an interpreter; including telephone (mobile and land-line), face-to-face, virtual meetings and written translations.

Awarded parties will provide a reliable pathway for service users and a system that reduces spend for the organisation and maximises opportunities.

There are four Lots which are broken down as follows:

- Lot 1 - Face to Face Interpretation
- Lot 2 - Telephone Interpretation
- Lot 3 - Written Translation
- Lot 4 - Video/Online Interpreting

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

Value excluding VAT: £740,000

### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Face to Face Interpretation

Lot No

1

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

- 79530000 - Translation services
- 79540000 - Interpretation services

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

NUTS codes

- UKF11 - Derby

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

Bilingual face to face interpreting

### **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 two annual extensions, making the overall contract period up to five years. Potential dates for advertising renewals if options are not taken are July 2027 and July 2028.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

Up to two annual extensions, making the overall contract period up to five years. Potential dates for advertising renewals if options are not taken are July 2027 and July 2028.

## **II.2) Description**

### **II.2.1) Title**

Telephone Interpretation

Lot No

2

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

- 79530000 - Translation services
- 79540000 - Interpretation services

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

NUTS codes

- UKF11 - Derby

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

Bilingual telephone interpreting available in all languages, without booking, 24 hours daily, 365 days a year

### **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 two annual extensions, making the overall contract period up to five years. Potential dates for advertising renewals if options are not taken are July 2027 and July 2028.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

Up to two annual extensions, making the overall contract period up to five years. Potential dates for advertising renewals if options are not taken are July 2027 and July 2028.

## **II.2) Description**

### **II.2.1) Title**

Written Translations

Lot No

3

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

- 79530000 - Translation services

- 79540000 - Interpretation services

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

NUTS codes

- UKF11 - Derby

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

Provide a written translation service for the Council during the working hours of 8.30 am to 5 pm Monday to Friday; excluding Bank Holidays.

### **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 two annual extensions, making the overall contract period up to five years. Potential dates for advertising renewals if options are not taken are July 2027 and July 2028.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

Up to two annual extensions, making the overall contract period up to five years. Potential dates for advertising renewals if options are not taken are July 2027 and July 2028.

## **II.2) Description**

### **II.2.1) Title**

Video / Online Interpreting

Lot No

4

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

- 79530000 - Translation services
- 79540000 - Interpretation services

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

NUTS codes

- UKF11 - Derby

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

Provide an online interpreting service for the Council during the working hours of 8.30 am to 5 pm Monday to Friday, excluding Bank Holidays.

### **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 two annual extensions, making the overall contract period up to five years. Potential dates for advertising renewals if options are not taken are July 2027 and July 2028.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

Up to two annual extensions, making the overall contract period up to five years. Potential dates for advertising renewals if options are not taken are July 2027 and July 2028.

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## **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**

Date

11 August 2024

Local time

11:00pm

#### **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: 3 (from the date stated for receipt of tender)

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

Date

12 August 2024

Local time

10:00am

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

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

The scope is further detailed in the document TD2120 - Part 3 Specification - see below for details of how to access this.

Conditions relating to environmental and social requirements of the contracting authority may be included in this contract.

This tender is being managed electronically, to obtain documents please go to [www.eastmidstenders.org](http://www.eastmidstenders.org) and there you will be able to register your details and request the documents.

This is done by:-

- Registering with East Midlands Tenders, if not already registered; OR If already registered;
- Click on 'view opportunities'
- Find the tender that you are interested in (TD2120);
- Click on the title hyperlink;
- Scroll to the bottom of the screen and click on 'login & register interest'
- Once you have registered your interest the tender will be moved to, and can be found on, the 'My Opportunities' page on the EastMidsTenders page once you are logged in.

You will be able to view and download the documents for completion, along with instructions on how to make a submission.

Please note suppliers wishing to express interest and obtain the documentation must do so by 11.30pm on 11th August 2024. It is recommended that you express interest and obtain the documentation well before this time to allow sufficient time to prepare and submit a bid.

The deadline for returns is 10.00am on Monday 12th August 2024.

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

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

Derby City Council

Derby

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

Derby City Council will incorporate a minimum 10 calendar days standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into.

Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Such additional information should be required from the contact details provided in section 1.1 of this notice.

If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (Si 2015 No 102) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court(England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months).

Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages. [The purpose of the standstill period referred to above is to allow parties to apply to the Courts to set aside the award decision before the contract is entered into].