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Planning

WELSH TRANSLATION & SIMULTANEOUS INTERPRETATION SERVICES

Welsh Government

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-020689

Procurement identifier (OCID): ocds-h6vhtk-03571a

Published 28 July 2022, 4:40pm

Section I: Contracting authority

I.1) Name and addresses

Welsh Government

Corporate Procurement Services, Cathays Park

Cardiff

CF10 3NQ

Email

CPSProcurementAdvice@gov.wales

Telephone

+44 3000623300

Country

United Kingdom

NUTS code

UKL - Wales

Internet address(es)

Main address

<http://wales.gov.uk/?skip=1&lang=en>

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0007

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

WELSH TRANSLATION & SIMULTANEOUS INTERPRETATION SERVICES

Reference number

F345/2021/2022

II.1.2) Main CPV code

- 79530000 - Translation services

II.1.3) Type of contract

Services

II.1.4) Short description

A tender process is being prepared to establish a new Framework Agreement for the translation of documents from English into Welsh; Welsh into English and for simultaneous interpretation from English into Welsh and also simultaneous interpretation from Welsh into English. The new framework will be in place to meet the Welsh Government translation requirements and will also be available for Welsh Government subsidiary organisations.

In order to be able to successfully secure a place on the framework arrangement, bidders must have appropriate membership of a professional translation or interpretation body. This PIN notice is intended to allow potential bidders time to obtain appropriate membership of a professional translation or interpretation body prior to the contract notice and tender opportunity being issued. The professional translation/interpretation body must be one where examination/assessment is required to become a full member. The professional accreditation must be relevant to the Lot. Examples of professional translation/interpretation bodies, although not exhaustive, are Cymdeithas Cyfieithwyr Cymru and the Institute of Translation and Interpreting.

As this new framework arrangement for Welsh Government is intended to replace previous NPS Welsh Translation and Simultaneous Interpretation Framework Agreement that has been operational since 01 November 2018, ref: NPS-PS-0078-17 that is currently being utilised by the Welsh Government, this notice provides information on the Welsh Government requirements which differ to previous arrangements and to allow potential bidders time to prepare for the tender.

Please refer to the Lot details for further information on the future framework agreement requirements whereby call off contracts from the Framework will be open to the Welsh Government and the wholly owned subsidiary companies and sponsored bodies of the Welsh Government.

II.1.5) Estimated total value

Value excluding VAT: £10,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

II.2) Description

II.2.1) Title

Translation from English into Welsh for call off contracts with a total contract value up to 50,000GBP – General Translation All Wales

Lot No

1

II.2.2) Additional CPV code(s)

- 79530000 - Translation services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

II.2.4) Description of the procurement

Lot 1 provides general translation of standard and specialised documentation regularly produced by WG, e.g. documents associated with legislation, consultation and policy documents, reports, information documents, communications and marketing material, finance and procurement documents, general administrative materials (papers and minutes).

Many of these general documents will have technical content.

Successful suppliers to Lot 1 will be ranked in order of the highest scoring bid based on the most economically advantageous tender according to the framework criteria.

All suppliers who pass the Framework evaluation criteria will be awarded a place on the Framework. Any call off contract requirements with an estimated total contract value of up to 5,000GBP over the entire contract period will be awarded as a direct award to any supplier on the framework list.

Any call off contract requirement with an estimated total contract value between 5,000GBP and 50,000GBP for the entire contract period, will be awarded a call off contract according to the rank order starting with the highest ranked provider on the Framework.

II.2) Description

II.2.1) Title

Translation from English into Welsh for call off contracts with a total contract value of 50,000GBP and above - General Translation All Wales

Lot No

2

II.2.2) Additional CPV code(s)

- 79530000 - Translation services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

II.2.4) Description of the procurement

Lot 2 provides general and subject specific translation of standard and specialised documentation regularly produced by WG, e.g. documents associated with legislation, consultation and policy documents, reports, information documents, communications and marketing material, finance and procurement documents, general administrative materials (papers and minutes).

Many of these general documents will have technical content.

Lot 2 is for call off contracts with an estimated value of 50,000GBP and above for the entire contract period. Suppliers will be awarded contracts for subject areas under Lot 2. Successful suppliers to the Framework under Lot 2 will be ranked in order of the highest scoring bid based on the most economically advantageous tender according to the framework criteria for each subject area. The maximum number of successful suppliers

for each of the subject areas under Lot 2 will be 7 suppliers. Call off contract requirements for each subject area will be awarded as a direct award to the highest ranked supplier on the Framework.

Should the highest ranked supplier be unable to undertake the work for any given reason, the work will be offered as a direct award to the subsequent providers in turn starting with the supplier ranked as second highest.

An exception to this is when a direct award with a lower ranked supplier is deemed appropriate to undertake a specific project in a subject area based on i) expertise in a specialised aspect of the subject area and/or ii) value for money whereby the requirement is a continuation of work in the specialised aspect of the subject area which will enable the supplier to take advantage of the data in their Translation Memory System and their understanding of the terminology.

II.2.14) Additional information

Add the subject areas here

II.2) Description

II.2.1) Title

Translation from Welsh into English – General Translation All Wales

Lot No

3

II.2.2) Additional CPV code(s)

- 79530000 - Translation services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

II.2.4) Description of the procurement

Lot 3 is for translations from Welsh to English as required. Guidance on using the Framework stipulates the expectation that the same supplier is commissioned to translate all material relating to one task to both languages as required. This will ensure consistency across all documents and will ensure that official-sensitive documents are not shared widely. Successful suppliers to the Framework under Lot 3 will be ranked in order

of the highest scoring bid based on the most economically advantageous tender according to the framework criteria. The maximum number of successful suppliers under Lot 3 will be 7 suppliers.

Any call off contract requirements up to a total contract value of 5,000GBP will be awarded as a direct award to any supplier on the list.

Any call off contract requirements estimated to be between 5,000GBP and 50,000GBP will be awarded according to the rank order starting with the highest ranked provider.

Any call off contract requirement estimated to be above 50,000GBP will be awarded via a mini competition.

II.2) Description

II.2.1) Title

Simultaneous Interpretation from English to Welsh – General Translation All Wales

Lot No

4

II.2.2) Additional CPV code(s)

- 79540000 - Interpretation services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

II.2.4) Description of the procurement

Lot 4 is for simultaneous interpretation from English to Welsh. This is an all Wales Lot to provide interpretation services in different situations including virtual meetings, face to face meetings and hybrid meetings (both virtual and face to face). Virtual meetings will usually be held over Microsoft Teams and the ability to use Teams is essential to be included on Lot 4.

Successful suppliers to the Framework under Lot 4 will be ranked in order of the highest scoring bid based on the most economically advantageous tender according to the framework criteria set out above. The maximum number of successful suppliers under Lot 4 will be 8 suppliers. Should there be joint scoring suppliers for the 8th ranked space, then all suppliers scoring the same ranked score for the 8th place, will secure a place on the

framework for Lot 4.

Any call off contract requirements up to a total contract value of 5,000GBP will be awarded as a direct award to any supplier on the list.

Any call off contract requirements estimated to be between 5,000GBP and 25,000GBP will be awarded according to the rank order starting with the highest ranked provider.

Any call off contract requirement estimated to be above 25,000GBP will be awarded via a mini competition.

II.2) Description

II.2.1) Title

Simultaneous Interpretation from Welsh to English – General Translation All Wales

Lot No

5

II.2.2) Additional CPV code(s)

- 79540000 - Interpretation services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

II.2.4) Description of the procurement

Lot 5 is for simultaneous interpretation from Welsh to English. This is an all Wales Lot to provide interpretation services in different situations including virtual meetings, face to face meetings and hybrid meetings (both virtual and face to face). Virtual meetings will usually be held over Microsoft Teams and the ability to use Teams is essential to be included on Lot 5.

Successful suppliers to the Framework under Lot 5 will be ranked in order of the highest scoring bid based on the most economically advantageous tender according to the framework criteria set out above. The maximum number of successful suppliers under Lot 5 will be 15 suppliers. Should there be joint scoring suppliers for the 15th ranked space, then all suppliers scoring the same ranked score for the 15th place, will secure a place on the framework for Lot 5.

Any call off contract requirements up to a total contract value of 5,000GBP will be awarded as a direct award to any supplier on the list.

Any call off contract requirements estimated to be between 5,000GBP and 25,000GBP will be awarded according to the rank order starting with the highest ranked provider.

Any call off contract requirement estimated to be above 25,000GBP will be awarded via a mini competition.

II.3) Estimated date of publication of contract notice

1 October 2022

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

The estimated total Framework value over the maximum period of 4 years is 5,000,000GBP-10,000,000GBP split as follows:

Lot 1- 1,5000,000GBP-3,000,000GBP

Lot 2- 2,000,000GBP-3,000,000GBP

Lot 3- 500,000GBP-1,000,000GBP

Lot 4- 500,000GBP-1,500,000GBP

Lot 5- 500,000GBP-1,500,000GBP

The anticipated timescale for the tender process are:

Invitation to Tender - October 2022

Tender Submissions - November 2022

Evaluation - December 2022

Contract Award - February 2023

Please submit any questions via the sell2wales notice

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=122017.

(WA Ref:122017)