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Tender

## **Transcription and Logger services**

General Dental Council

F02: Contract notice

Notice identifier: 2023/S 000-021702

Procurement identifier (OCID): ocds-h6vhtk-03ea9c

Published 26 July 2023, 4:05pm

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

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

General Dental Council

37 Wimpole St

UK-UK-London: Legal services.: Legal services.

W1G 8DQ

#### **Contact**

Baljinder Besra

#### **Email**

[procurement@gdc-uk.org](mailto:procurement@gdc-uk.org)

#### **Telephone**

+44 2071676000

**Country**

United Kingdom

**Region code**

UKI - London

**Internet address(es)**

Main address

<https://www.gdc-uk.org/>

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-UK-UK-London:-Legal-services.-:Legal-services.-:Translation-services./B8D5CB35VD>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/>

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

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

Body governed by public law

**I.5) Main activity**

Other activity

Regulator

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## **Section II: Object**

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

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

Transcription and Logger services

Reference number

GDC 2023-022

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

- 79530000 - Translation services

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

Services

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

The General Dental Council (GDC) is seeking transcription and logger services to record and transcribe legal hearings that take place over TEAMS. 90% of Fitness to Practise Hearings take place over TEAMS and it is essential to have a recording of these hearings and to produce transcriptions of these logs when required. The initial contract will have a term of 3 years with an option to extend by 2 further years.

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

Value excluding VAT: £1,058,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 72312100 - Data preparation services

- 79530000 - Translation services
- 72313000 - Data capture services

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

NUTS codes

- UKI - London

Main site or place of performance

LONDON

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

The GDC is seeking the services of a contractor who can provide transcription and logger services for hearings that take place over Microsoft Teams.

Instructions for tenderers are included in the ITT.

Award criteria are stated in the ITT.

The quality/ finance ratio is 60:40 for evaluation.

### **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: £1,058,000

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

Start date

1 October 2023

End date

31 October 2026

This contract is subject to renewal

Yes

Description of renewals

The contract could be renewed in October 2026. The estimated value of the services covered by the renewal are: Transcription services: £170k Loggers: £253k. The total value shown in this notice includes these estimates.

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

Variants will be accepted: No

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

Options: Yes

Description of options

There will be an option to extend the contract by 2 years after the initial contract period of 3 years has been completed.

### **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**

To respond to this opportunity please click here: <https://www.delta-esourcing.com/respond/B8D5CB35VD>

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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

The conditions are set out in the selection questionnaire and the ITT document.

#### **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

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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

25 August 2023

Local time

11:55pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

28 August 2023

Local time

9:00am

Place

GDC offices in Birmingham and London

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-UK-UK-London:-Legal-services.-:Legal-services.-:Translation-services./B8D5CB35VD>

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GO Reference: GO-2023726-PRO-23497927

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

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

General Dental Council

37 Wimpole St

London

W1G 8DQ



Email

[procurement@gdc-uk.org](mailto:procurement@gdc-uk.org)

Telephone

+44 2071676000

Country

United Kingdom

Internet address

<https://www.gdc-uk.org/>

#### **VI.4.2) Body responsible for mediation procedures**

General Dental Council

London

Country

United Kingdom