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Tender

## **22 055 - Translation & Interpretation Services**

Cheshire East Borough Council

F02: Contract notice

Notice identifier: 2022/S 000-025701

Procurement identifier (OCID): ocds-h6vhtk-036825

Published 13 September 2022, 4:23pm

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

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

Cheshire East Borough Council

Westfields, Middlewich Road

Sandbach

CW11 1HZ

#### **Contact**

Ms Tracy Roberts

#### **Email**

[tracy.roberts@cheshireeast.gov.uk](mailto:tracy.roberts@cheshireeast.gov.uk)

#### **Telephone**

+44 1270686973

**Country**

United Kingdom

**Region code**

UKD62 - Cheshire East

**Internet address(es)**

Main address

<http://www.cheshireeast.gov.uk/>

Buyer's address

<http://www.cheshireeast.gov.uk/>

**I.3) Communication**

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

<https://www.the-chest.org.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/>

**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**

22 055 - Translation & Interpretation Services

Reference number

DN630261

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

- 79530000 - Translation services

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

Services

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

The Council intends to appoint a single Provider to deliver a fully managed Translation, Interpretation and Transcription Service. The service shall include provisions for: -

- Face to Face Interpretation Services (Verbal)
- Face to Face Interpretation Services (Non-Verbal)
- Telephone Interpretation Services Scheduled
- Telephone Interpretation Services on Demand
- Video Interpretation Services (Verbal)
- Video Interpretation Services (Non-Verbal)
- Document translation, including Braille, Large Print, Easy Read and Audio Transcriptions.

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

Value excluding VAT: £950,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKD62 - Cheshire East

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

The Council intends to appoint a single Provider to deliver a fully managed Translation, Interpretation and Transcription Service. The service shall include provisions for: -

- Face to Face Interpretation Services (Verbal)
- Face to Face Interpretation Services (Non-Verbal)
- Telephone Interpretation Services Scheduled
- Telephone Interpretation Services on Demand
- Video Interpretation Services (Verbal)
- Video Interpretation Services (Non-Verbal)
- Document translation, including Braille, Large Print, Easy Read and Audio Transcriptions.

Interpretation and translation services are required by a varied cross section of the Council but predominantly Children's Services. The services are commissioned from all Council office locations across Cheshire East and can take place in a variety of locations, including but not limited to schools, courts, children's centres, clients homes and hospitals across the borough.

Polish and Slovak continue to be the most popular languages requiring translation & interpretation services, occupying 68% of all Face to Face interpretations and 47% of all document translations.

Over 90% of all Face to Face interpretations concern the welfare of Children or young adults and it is expected that the same interpreter be provided on an on-going basis where possible, for this vulnerable group.

Details of volumes and languages are contained in the Appendices.

### **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

60

This contract is subject to renewal

Yes

Description of renewals

It will be renewed (up to 12 months prior) by the end of the initial contract period Jan 25 or by the end of the first extension period: Jan 27, or by the end of the full 5 year extended period Jan 28.

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

Variants will be accepted: No

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

Options: Yes

Description of options

The initial contract period will be for 2 years from 01/02/23 to 31/01/25

There will be 2 optional extension periods. 1 x 24 months and 1 x 12 months to be exercised at the discretion of the Council.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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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

14 October 2022

Local time

2:00pm

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

English

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

Date

14 October 2022

Local time

2:00pm

Information about authorised persons and opening procedure

The seal on any received bids regarding this tender will removed after the deadline has expired.

The seal will be broken by a senior member of the Procurement Team or a representative from the Legal Team.

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

Royal Courts of Justice

London

WC2A 2LL

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

In accordance with Regulation 86 (Notices of decisions to award a contract), Regulation 87(Standstill Period)and Regulation 91 (Enforcement of duties through the court) of the Public Contract Regulations 2015 (as amended).

Cheshire East Borough Council will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days provides time for unsuccessful tenderers to review and scrutinize the award decision before the contract is entered into.