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Tender

Welsh Translation Services

Pembrokeshire County Council
Partneriaeth

F02: Contract notice

Notice identifier: 2023/S 000-028234

Procurement identifier (OCID): ocids-h6vhtk-040380

Published 25 September 2023, 4:18pm

Section I: Contracting authority

I.1) Name and addresses

Pembrokeshire County Council

County Hall, Haverfordwest

Pembrokeshire

SA61 1TP

Email

roxanne.kehoe@pembrokeshire.gov.uk

Country

United Kingdom

NUTS code

UKL14 - South West Wales

Internet address(es)

Main address

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

Buyer's address

http://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0255

I.1) Name and addresses

Partneriaeth

Carmarthen

Email

ruth.lee@partneriaeth.cymru

Country

United Kingdom

NUTS code

UKL1 - West Wales and the Valleys

Internet address(es)

Main address

<http://www.partneriaeth.cymru>

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

<https://etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk>

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

<https://etenderwales.bravosolution.co.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Welsh Translation Services

Reference number

PROC/2324/040

II.1.2) Main CPV code

- 79530000 - Translation services

II.1.3) Type of contract

Services

II.1.4) Short description

Pembrokeshire County Council are seeking to establish a Framework Agreement for the Provision of Welsh Translation Services

II.1.5) Estimated total value

Value excluding VAT: £913,000

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

Written Translation

Lot No

1

II.2.2) Additional CPV code(s)

- 79530000 - Translation services

II.2.3) Place of performance

NUTS codes

- UKL14 - South West Wales

II.2.4) Description of the procurement

To provide Standard Written Translations – English to Welsh (with occasional Welsh to English). Please note that Lot 1 - Written Translations is further broken down into sub-lots.

Lot 1a: Under 200 words

Lot 1b: 200 – 1999 words

Lot 1c: 2000 words +

Lot 1d: Fast Turnaround

Lot 1e: Specialist/Technical language i.e Legal, Engineering, Construction, Planning, Environmental

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Cost criterion - Name: Cost / Weighting: 60

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

2 year Framework with a 12 month extension option

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) Description

II.2.1) Title

Simultaneous Translation

Lot No

2

II.2.2) Additional CPV code(s)

- 79530000 - Translation services

II.2.3) Place of performance

NUTS codes

- UKL1 - West Wales and the Valleys

II.2.4) Description of the procurement

Provision of Simultaneous Translations.

This Lot is broken down into sub-lots:

2a: Welsh to English translation services (Ad Hoc) with occasional requests for English to Welsh

2b: Welsh to English Translation Services - Full Council Meetings

2c: Welsh to English and English to Welsh (Welfare Interviews - Welsh Language Standards 26 & 29)

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Cost criterion - Name: Cost / Weighting: 60

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

2 year contract with a 12 month extension option

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

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

As per tender documents

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.2.2) Contract performance conditions

As per tender documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

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

30 October 2023

Local time

2:00pm

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

30 October 2023

Local time

2:00pm

Place

County Hall, Haverfordwest

Information about authorised persons and opening procedure

To be opened by Procurement Service

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: This is a 2 year contract with the option to extend for 12 months

VI.3) Additional information

Completing - itt_105701 - Framework Agreement for a Welsh Translation Service (Qualification) is MANDATORY regardless of which lot(s) you apply for. The attachment area also contains a suite of tender documentation which must be read and understood in order to complete your bid.

To apply for individual Lots, you must access and complete the technical and commercial sections of each relevant itt. The itt references and Lot titles are listed below for information.

itt_105801 - Framework Agreement for a Welsh Translation Service - Lot 1A: Standard Documentation under 200 words

itt_105831 - Framework Agreement for a Welsh Translation Service - Lot 1B: Standard Documentation 200 - 1999 words

itt_105834 - Framework Agreement for a Welsh Translation Service - Lot 1C: Standard Documentation 2000+ words

itt_105836 - Framework Agreement for a Welsh Translation Service - Lot 1D: Fast Turnaround

itt_105837 - Framework Agreement for a Welsh Translation Service - Lot 1E: Specialist/Technical language i.e Legal, Engineering, Construction, Planning, Environmental Legal Documentation

itt_105838 - Framework Agreement for a Welsh Translation Service - Lot 2A: Simultaneous Translations – Ad Hoc

itt_105840 - Framework Agreement for a Welsh Translation Service - Lot 2B: Simultaneous Translations - Full Council Meetings

itt_105841 - Framework Agreement for a Welsh Translation Service - Lot 2C: Welfare Interviews - Welsh Language Standards 26 & 29

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at

https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=135064

(WA Ref:135064)

The buyer considers that this contract is suitable for consortia.

VI.4) Procedures for review

VI.4.1) Review body

High Court

The Royal Courts Of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom