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Tender

## Welsh Translation Services

Pembrokeshire County Council  
Partneriaeth

F02: Contract notice

Notice identifier: 2023/S 000-028234

Procurement identifier (OCID): ocds-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](mailto: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](http://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0255)

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

Partneriaeth

Carmarthen

### **Email**

[ruth.lee@partneriaeth.cymru](mailto: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

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## **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

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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

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

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## **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

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## **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](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