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Tender

Welsh and English Translation, Transcription & Interpretation Services

Senedd Cymru / Welsh Parliament

F02: Contract notice

Notice identifier: 2021/S 000-029651

Procurement identifier (OCID): ocds-h6vhtk-02fb44

Published 30 November 2021, 10:15am

Section I: Contracting authority

I.1) Name and addresses

Senedd Cymru / Welsh Parliament

Senedd Cymru / Welsh Parliament, Ty Hywel, Cardiff Bay

Cardiff

CF99 1SN

Email

helena.grant@senedd.wales

Telephone

+44 3002006549

Country

United Kingdom

NUTS code

UKL22 - Cardiff and Vale of Glamorgan

Internet address(es)

Main address

www.senedd.wales.org/abthome/abt-procurement.htm

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0424

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

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>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Devolved Legislation

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Welsh and English Translation, Transcription & Interpretation Services

Reference number

1208

II.1.2) Main CPV code

- 79530000 - Translation services

II.1.3) Type of contract

Services

II.1.4) Short description

The Senedd is looking to award a framework for Welsh and English Translation, Transcription & Interpretation services that are to be delivered by external providers. The framework will consist of 6 Lots for each type of service required.

The framework will be for a 4 year period and services will be called-off on an as and when basis. The Senedd has no obligation to commission any work under this framework throughout its' duration.

The contract value stated is for the contract as a whole and consists of the services that may be required from each of the Lots over the 4 year contract duration

II.1.5) Estimated total value

Value excluding VAT: £1,300,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

6

II.2) Description

II.2.1) Title

Transcription of Plenary or committee meetings

Lot No

6

II.2.2) Additional CPV code(s)

- 79530000 - Translation services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

Main site or place of performance

Wales

II.2.4) Description of the procurement

Substantially verbatim transcription from audio-visual files of meetings of the Senedd, to be turned around in five working days. Oral contributions at such meetings may be in Welsh or English. Transcription is required in accordance with the language spoken at the meeting and therefore the transcript will include a mixture of English and Welsh. The transcript must also include the accompanying simultaneous interpretation into English, which is provided by the Senedd's interpreters for Welsh contributions. A recording of both the language spoken in the meeting and the interpretation will be sent to the Supplier.

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: £50,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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 Interpretation

Lot No

1

II.2.2) Additional CPV code(s)

- 79540000 - Interpretation services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

Main site or place of performance

Wales

II.2.4) Description of the procurement

Welsh to English interpretation commissioned by Members of the Senedd or their staff for non-party-political constituency/regional meetings and events and other external, non-party-political meetings and events. Welsh to English interpretation commissioned by the Service for Senedd Commission meetings and events held on the Senedd estate and elsewhere.

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: £80,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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

Members' constituency work Wales

Lot No

2

II.2.2) Additional CPV code(s)

- 79530000 - Translation services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

Main site or place of performance

Wales

II.2.4) Description of the procurement

Members of the Senedd or their support staff will contact the Supplier directly in Welsh or English requesting text translations of various types of documents of varying lengths e.g. letters, surgery notes, posters but more commonly these tend to be shorter requests with a tight deadline. The Supplier will need to have a designated e-mail address and phone number to deal with this work and be available between 9:00 and 17:00 from Monday to Friday.

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: £104,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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

English > Welsh

Lot No

3

II.2.2) Additional CPV code(s)

- 79530000 - Translation services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

Main site or place of performance

Wales

II.2.4) Description of the procurement

General text translation of various lengths but more commonly lengthy committee reports with very tight deadlines.

Research Service blogs or briefs (A brief is a private document produced to facilitate discussions between Members in committee meetings). It also includes suggestions of questions a Member may wish to ask a witness. You will need to be aware that certain sections of a brief will be read in public. Translation of Bills, Explanatory Memoranda, amendments to Bills or other documents of technical content.

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: £360,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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

Welsh > English

Lot No

4

II.2.2) Additional CPV code(s)

- 79530000 - Translation services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

Main site or place of performance

Wales

II.2.4) Description of the procurement

Usually, correspondence sent by external organisations which are translated into English in order to enable staff and/or Members to understand the content.

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: £40,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

A notice will be published for the renewal of this contract during November 2026

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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

Record of Tuesday's and Wednesday's Plenary Proceedings (English > Welsh)

Lot No

5

II.2.2) Additional CPV code(s)

- 79530000 - Translation services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

Main site or place of performance

Wales

II.2.4) Description of the procurement

Tuesday's Plenary - Fixed rate of 70.00 GBP to be turned around within 2 days of receiving the work.

The work will be sent to the Supplier by 12:00 on Wednesday and will be returned by 12:00 on Friday. The work will be completed in a cloud-based secure portal used for the transcription and publication of the Record.

This lot is subject to change at any time by the Sixth Senedd Commission in response to the changing needs of the Senedd.

Wednesday's Plenary - Fixed rate of 70.00 GBP to be turned around within 2 days of receiving the work.

The work will be sent to the Supplier by 12:00 on Thursday and will be returned by 12:00 on Monday. The work will be completed in a cloud-based secure portal used for the transcription and publication of the Record.

This lot is subject to change at any time by the Sixth Senedd Commission in response to the changing needs of the Senedd.

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: £560,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

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.1.2) 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 outlined in the Procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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

Envisaged maximum number of participants to the framework agreement: 20

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

4 January 2022

Local time

10:00am

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

12 January 2022

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)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: A notice will be published for the renewal of this contract in November 2026

VI.3) Additional information

Suppliers will need to be registered on the Bravo Solution portal in order to obtain the Pre-Qualification Questionnaire (PQQ) and view the supporting Procurement documents. If you are not already registered you can register by going to www.etenderwales.bravosolution.co.uk. It is free to register on this portal. Once registered:-

- Click the 'Open Access PQQs' link
- Click on the relevant PQQ to access the content (pqq_33188 - Welsh and English Translation, Transcription & Interpretation Services)
- Click the 'Express Interest' button in the 'Actions' box on the left-hand side of the page. This will move the PQQ into your 'My PQQs' page
- Click on the PQQ code. You can now access any attachments by clicking the 'Settings and Buyer Attachments' in the 'Actions' box
- You can now choose to 'Reply' to the PQQ and submit your response

Please note that the Procurement documents will be uploaded into the 'Supplier Attachments' area under 'Settings' for all suppliers to view.

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=116046

(WA Ref:116046)

The buyer considers that this contract is suitable for consortia.

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom