

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/029651-2021>

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](mailto: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](http://www.senedd.wales.org/abthome/abt-procurement.htm)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0424](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](http://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](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