

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/030050-2024>

Tender

Loggers and Transcription Services in relation to GDC Hearings

General Dental Council

F02: Contract notice

Notice identifier: 2024/S 000-030050

Procurement identifier (OCID): ocids-h6vhtk-042909

Published 19 September 2024, 4:05pm

Section I: Contracting authority

I.1) Name and addresses

General Dental Council

37 Wimpole St

London

W1G 8DQ

Contact

Erica Williams

Email

procurement@gdc-uk.org

Telephone

+44 02071676282

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

www.gdc-uk.org

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Translation-services./WJ4228VVS2>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/respond/WJ4228VVS2>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Health Regulator

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Loggers and Transcription Services in relation to GDC Hearings

Reference number

GDC-2024-007

II.1.2) Main CPV code

- 79530000 - Translation services

II.1.3) Type of contract

Services

II.1.4) Short description

The General Dental Council (GDC) intends to secure services for Court Reporters (Loggers) and Transcription Services to record and transcribe Fitness to Practise legal hearings. As part of the hearings process it is important that both dental professionals and the General Dental Council have access to written transcripts which are created from the audio recordings made of proceedings. The service provision will cover two key areas: Logger Services and Transcription of audio recording of Fitness to Practise hearings.

II.1.5) Estimated total value

Value excluding VAT: £1,310,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 75231100 - Law-courts-related administrative services
- 32342450 - Voice recorders
- 32353000 - Sound recordings

II.2.3) Place of performance

NUTS codes

- UKI - London

Main site or place of performance

LONDON

II.2.4) Description of the procurement

The GDC is looking to secure a loggers and transcription service. The supplier will be required to deliver the following high-level requirement as part of the service:

- allocate loggers (with the appropriate aptitude, knowledge and experience) to any GDC hearings schedules.
- ensure continuity and a seamless supply of resources.
- provide loggers to attend remote and/or in-person hearing as requested by the GDC.
- ensure loggers attend hearings session in a timely manner and provide appropriate equipment to record hearings.
- securely provide copies of recording or transcripts to the GDC with agreed timeframe.
- ensure all recording are to a good standard to enable an accurate and legible transcript.
- transcribe recordings to a high quality upon request.
- undertake testing on all recording equipment before use in hearings.
- if and as required, provide and install recording equipment for in person hearings within London.
- ensure that all contractors have undertaken training relevant to their role within each 12-month period.
- staff work with GDC data have successful undergone baseline Security checks in accordance with the HMG Personal baseline Security Standards.
- provide secure and safe storage and transport of electronic transcripts, media files and translations to ensure confidentiality of all parties is maintained in line with the Data Protection Act 2018.
- secure destruction of records in accordance with the agreed strategy.
- ensure the confidentiality of proceedings and any confidential material divulged within proceedings

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: £1,310,000

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

Duration in months

63

This contract is subject to renewal

Yes

Description of renewals

The initial Contract duration will be two (2) years and three (3) months from Contract Commencement. The GDC may extend the Contract duration by a further three (3) years, in twelve-month increments or other increments as agreed by the parties, up to the maximum Contract term. The maximum Contract Terms will be five year and three months.

II.2.10) Information about variants

Variants will be accepted: Yes

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.2.14) Additional information

To respond to this opportunity please click here: <https://www.delta-sourcing.com/respond/WJ4228VVS2>

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

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: No

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-037618](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

10 October 2024

Local time

5:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

18 October 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Translation-services./WJ4228VVS2>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/WJ4228VVS2>

GO Reference: GO-2024919-PRO-27757410

VI.4) Procedures for review

VI.4.1) Review body

General Dental Council

37 Wimpole Street

London

W1G 8DQ

Email

procurement@gdc-uk.org

Telephone

+44 2076760000

Country

United Kingdom