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Tender

Transcription Services

Cardiff University

F02: Contract notice

Notice identifier: 2021/S 000-030168

Procurement identifier (OCID): ocids-h6vhtk-02fd4f

Published 6 December 2021, 9:04am

Section I: Contracting authority

I.1) Name and addresses

Cardiff University

Procurement Services, McKenzie House, 30-36 Newport Road

Cardiff

CF24 0DE

Email

Hearns1@cardiff.ac.uk

Telephone

+44 2920879648

Country

United Kingdom

NUTS code

UKL22 - Cardiff and Vale of Glamorgan

Internet address(es)

Main address

<http://www.cardiff.ac.uk/business/why-work-with-us/for-suppliers>

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0258

I.3) Communication

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

<https://in-tendhost.co.uk/cardiffuniversity.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/cardiffuniversity.aspx/Home>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Transcription Services

Reference number

CU.713.SH

II.1.2) Main CPV code

- 79540000 - Interpretation services

II.1.3) Type of contract

Services

II.1.4) Short description

The desired outcome of this procurement process is to establish a two lot framework agreement that has up to 5 suppliers on each lot that can offer Transcription Services to the University.

Lot 1: English Transcription

Lot 2: Welsh Transcription Services

Both lots require academic and medical Transcription Services, utilised across many schools/departments within the University including Arts, Humanities & Social Sciences, Biosciences, Architecture, Psychology, Healthcare Sciences and Pharmacy.

II.1.5) Estimated total value

Value excluding VAT: £648,000

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

English Transcription Service

Lot No

1

II.2.2) Additional CPV code(s)

- 79540000 - Interpretation services

II.2.3) Place of performance

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

II.2.4) Description of the procurement

The desired outcome of this procurement process is to establish a two lot framework agreement that has up to 5 suppliers on each lot that can offer Transcription Services to the University.

Lot 1: English Transcription

Lot 2: Welsh Transcription Services

Both lots require academic and medical Transcription Services, utilised across many schools/departments within the University including Arts, Humanities & Social Sciences, Biosciences, Architecture, Psychology, Healthcare Sciences and Pharmacy.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 50%

Price - Weighting: 50%

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

Start date

31 March 2022

End date

30 March 2024

This contract is subject to renewal

Yes

Description of renewals

1 + 12 Month extension + 1 x 12 Month extension

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 Transcription Services

Lot No

2

II.2.2) Additional CPV code(s)

- 79540000 - Interpretation services

II.2.3) Place of performance

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

II.2.4) Description of the procurement

The desired outcome of this procurement process is to establish a two lot framework agreement that has up to 5 suppliers on each lot that can offer Transcription Services to the University.

Lot 1: English Transcription

Lot 2: Welsh Transcription Services

Both lots require academic and medical Transcription Services, utilised across many schools/departments within the University including Arts, Humanities & Social Sciences, Biosciences, Architecture, Psychology, Healthcare Sciences and Pharmacy.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 50%

Price - Weighting: 50%

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

Start date

31 March 2022

End date

30 March 2024

This contract is subject to renewal

Yes

Description of renewals

1 x 12 Month extension + 1 x 12 Month extension

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.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

Envisaged maximum number of participants to the framework agreement: 5

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

11 January 2022

Local time

12:00pm

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

English, Welsh

IV.2.7) Conditions for opening of tenders

Date

11 January 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=116448.

(WA Ref:116448)

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