This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/030168-2021">https://www.find-tender.service.gov.uk/Notice/030168-2021</a>

Tender

# **Transcription Services**

**Cardiff University** 

F02: Contract notice

Notice identifier: 2021/S 000-030168

Procurement identifier (OCID): ocds-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**