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Tender

## Welsh Language Translation

OFCOM

F02: Contract notice

Notice identifier: 2024/S 000-031057

Procurement identifier (OCID): ocds-h6vhtk-04a3cf

Published 27 September 2024, 4:25pm

### Section I: Contracting authority

#### I.1) Name and addresses

OFCOM

Riverside House, 2a Southwark Bridge Road

London

SE1 9HA

#### Email

[procurementnotice@ofcom.org.uk](mailto:procurementnotice@ofcom.org.uk)

#### Telephone

+44 2079813000

#### Country

United Kingdom

#### Region code

UK - United Kingdom

**Internet address(es)**

Main address

<https://ofcom.bravosolution.co.uk>

**I.3) Communication**

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

<https://ofcom.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://ofcom.bravosolution.co.uk>

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

UK Independent Communications Regulator

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Welsh Language Translation

#### **II.1.2) Main CPV code**

- 79530000 - Translation services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Ofcom requires the establishment of a “call-off” Contract for the delivery of an accurate, reliable translation service from English to Welsh and less frequently, from Welsh to English.

As a minimum, the service must deliver the following:

- Accurate, timely and clear translation of a wide range of materials from English to Welsh and vice versa
- Simultaneous translation as and when required.
- Undertake several projects at the same time during busy periods and the ability to work to extremely tight deadlines.
- Proof reading of large, complex, and high-profile documents, such as the Annual Report
- Ability to turn around within constrained timescales, e.g., one hour if the translation is urgent.

It would be preferable were the service also able to:

- maintain and develop a dictionary of complex Ofcom terms which can be shared, in a suitable format with Ofcom Wales staff to ensure consistency across translations.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

The requirement is for delivery of accurate translations from English to Welsh and less frequently, from Welsh to English that reflect Ofcom's high standards of delivery, and which can be published without the need for further proof reading by Ofcom colleagues. The service must be able to deliver the following: -

- Updates texts (short paragraphs summarising a publication, such as an email to subscribers)
- News releases
- Text for Ofcom's website and social media channels Text for infographics
- Presentation slides
- Licences
- Meeting agendas and minutes
- Transcripts of broadcast content
- Employment documents
- Correspondence
- Newsletters
- Full documents ranging (2-3,000 words – 50,000 words +)

Simultaneous translation

Ofcom Wales hosts several events at its offices and 'on location' on a regular basis. For example, large scale events at the Royal Welsh Agricultural Show and National Eisteddfod of Wales along with smaller scale meetings and interviews at its offices,

including quarterly meetings of Ofcom's Advisory Committee for Wales, which require accurate simultaneous translation.

#### Proof reading

During busy periods, the translation company will be required to proof read some of the longer, more complex documents such as the Ofcom Annual Report, which is usually around 70,000 words in length.

#### Terminology

The translation company will be required to ensure that the Welsh translation is as clear and comprehensible as possible.

#### **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: £209,000

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

Start date

2 December 2024

End date

1 December 2027

This contract is subject to renewal

Yes

Description of renewals

At Ofcom's absolute discretion, the contract may be extended for up to two further periods of up to twelve months each. The maximum length of the contract is therefore five years.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

At Ofcom's absolute discretion, the contract may be extended for up to two further periods of up to twelve months each. The maximum length of the contract is therefore five years.

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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### **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

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

Date

29 October 2024

Local time

12:00pm

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

Welsh, English

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

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

29 October 2024

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Court of Appeal of England and Wales

London

Country

United Kingdom