

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/039126-2024>

Tender

## **Translation Services Framework Agreement**

Cardiff Metropolitan University

F02: Contract notice

Notice identifier: 2024/S 000-039126

Procurement identifier (OCID): ocds-h6vhtk-04c250

Published 4 December 2024, 4:47pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Cardiff Metropolitan University

Llandaff campus, Western Avenue, Llandaff

Cardiff

CF5 2YB

#### **Contact**

Sarah Hampson-Jones

#### **Email**

[tenders@cardiffmet.ac.uk](mailto:tenders@cardiffmet.ac.uk)

#### **Telephone**

+44 2920416061

**Country**

United Kingdom

**NUTS code**

UKL22 - Cardiff and Vale of Glamorgan

**Internet address(es)**

Main address

<http://www.cardiffmet.ac.uk/procurement/>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0259](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0259)

**I.3) Communication**

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

<https://in-tendhost.co.uk/cardiffmet/asp/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/cardiffmet/asp/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**

Translation Services Framework Agreement

Reference number

ITT/24/23

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

- 79530000 - Translation services

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

Services

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

The University is seeking to establish a Framework Agreement with a small number of suitably skilled and experienced translators to provide high-quality translation and simultaneous interpretation services.

The Framework will cover the supply of the following services:

Lot 1 – Written Translation from English into Welsh

Lot 2 – Simultaneous Interpretation from English into Welsh

Lot 3 – Multilingual Written Translation

#### **II.1.5) Estimated total value**

Value excluding VAT: £300,000

#### **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**

Written Translation from English into Welsh

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 79530000 - Translation services

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

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

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

This lot is for the translation of written documents from English into Welsh.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Cost criterion - Name: Cost / Weighting: 30

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

Start date

1 March 2025

End date

28 February 2027

This contract is subject to renewal

Yes

Description of renewals

Up to 2 years in yearly increments

### **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 from English into Welsh

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**

This lot for the provision of simultaneous interpretation services from English into Welsh.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Cost criterion - Name: Cost / Weighting: 30

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

Start date

1 March 2025

End date

28 February 2027

This contract is subject to renewal

Yes

Description of renewals

Up to 2 years in yearly increments

### **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**

Multilingual Translation Services

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 79530000 - Translation services

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

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

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

This lot is for the provision of multilingual written translation services.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Cost criterion - Name: Cost / Weighting: 30

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

Start date

1 March 2025

End date

28 February 2027

This contract is subject to renewal

Yes

Description of renewals

Up to 2 years in yearly increments

### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Selection criteria as stated in the Procurement documents.

#### **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.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Bidders must have appropriate membership of a professional translation or interpretation body. The professional translation/interpretation body must be one where examination/assessment is required to become a full member.

The professional accreditation must be relevant to the Lot.

Examples of professional translation/interpretation bodies are, but not limited to:

the Association of Welsh Translators and Interpreters and the Institute of Translation and Interpreting.

---

## **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: 18

#### **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

29 January 2025

Local time

12:00pm

#### **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: 6 (from the date stated for receipt of tender)

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

Date

29 January 2025

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 invoicing will be accepted

### **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=146432](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=146432).

(WA Ref:146432)

### **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