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Tender

Interpretation, Translation and Transcription Services

Southend-on-Sea City Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-060267

Procurement identifier (OCID): ocds-h6vhtk-04ed49 ([view related notices](#))

Published 26 September 2025, 3:51pm

Scope

Reference

DN777173

Description

Southend-on-Sea City Council is looking for a single service provider to deliver a seamless, end-to-end Interpretation, Translation and Transcription service.

The services sought under this contract are written translations and interpretation (including BSL) specifically:

- Face-to-face interpreting
- Telephone interpreting (pre-booked and on-demand)
- Video interpreting (pre-booked and on-demand)
- Written translations (audio transcripts including subtitles, proof-reading,

certification, and notary)

- British Sign Language Interpreting
- British Sign Language Translation

It is anticipated that the contract term will be from 1st April 2026 to 31st March 2029, with the option to extend for a period of up to 3 years (subject to contract review and budget availability).

The deadline for submission of tenders is 12 noon on Friday 31st October 2025.

The tender documentation can be found here: <https://procurement.southend.gov.uk/>

The contracting authority is Southend-on-Sea City Council and any Successor Body meaning one or more entities which assumes any of the Council's functions (as applicable) as a result of Local Government Reform (LGR). Such successor body or bodies may be, without limitation, a local authority, a combined county authority, a strategic authority or any other status determined pursuant to the Devolution and LGR Legislation

Total value (estimated)

- £1,700,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- Possible extension to 31 March 2032
- 6 years

Description of possible extension:

For a period of up to 3 years (subject to contract review and budget availability).

Main procurement category

Services

CPV classifications

- 79530000 - Translation services
- 79540000 - Interpretation services

Contract locations

- UKH31 - Southend-on-Sea

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Tender submission deadline

31 October 2025, 12:00pm

Submission address and any special instructions

<https://procurement.southend.gov.uk/>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

3 March 2026

Recurring procurement

Publication date of next tender notice (estimated): 1 September 2031

Award criteria

Name	Type	Weighting
Quality	Quality	80%
Price	Price	20%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

Southend-on-Sea City Council

- Public Procurement Organisation Number: PJDT-6566-GZNX

Civic Centre, Victoria Avenue, Southend On Sea, Essex

Southend On Sea

SS2 6FA

United Kingdom

Email: procurementops@southend.gov.uk

Website: <https://southend.gov.uk>

Region: UKH31 - Southend-on-Sea

Organisation type: Public authority - sub-central government