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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

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## **Participation**

### **Particular suitability**

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

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## **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

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## Award criteria

Name	Type	Weighting
Quality	Quality	80%
Price	Price	20%

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## Other information

## Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## 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](mailto:procurementops@southend.gov.uk)

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

Region: UKH31 - Southend-on-Sea

Organisation type: Public authority - sub-central government