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Tender

## **Ceredigion - Welsh-English Translation Services 2025**

Cyngor Sir Ceredigion County Council

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

Notice identifier: 2025/S 000-061801

Procurement identifier (OCID): ocds-h6vhtk-05a706 ([view related notices](#))

Published 2 October 2025, 2:51pm

### **Scope**

### **Reference**

itt\_118169

### **Description**

Ceredigion County Council is seeking to appoint providers for Welsh-English translation and interpretation services. The type of work will vary, but includes Council, Cabinet and Committee reports and minutes, budget papers, policies and strategies, reports, newsletters, presentations and notices. Meetings may include public meetings and training sessions.

### **Commercial tool**

Establishes an open framework

A series of frameworks with substantially the same terms. Awarded suppliers are carried

over and new suppliers can bid.

### **Total value (estimated)**

- £400,000 excluding VAT
- £480,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 20 November 2025 to 18 November 2033
- 7 years, 11 months, 29 days

### **Main procurement category**

Services

### **Contract locations**

- UKL14 - South West Wales

### **Not the same for all lots**

CPV classifications are shown in Lot sections, because they are not the same for all lots.

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## **Lot 1. Ceredigion - Welsh-English Translation - Lot 1 Text**

### **Description**

This lot is for Welsh-English Text Translation Services.

### **Lot value (estimated)**

- £20,000 excluding VAT
- £240,000 including VAT

Framework lot values may be shared with other lots

### **CPV classifications**

- 79530000 - Translation services

### **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 2. Welsh-English Interpretation**

### **Description**

This lot is for Welsh-English interpretation services.

### **Lot value (estimated)**

- £200,000 excluding VAT
- £240,000 including VAT

Framework lot values may be shared with other lots

### **CPV classifications**

- 79540000 - Interpretation services

### **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Framework**

### **Open framework scheme end date (estimated)**

19 November 2033

### **Maximum number of suppliers**

Unlimited

### **Maximum percentage fee charged to suppliers**

0%

### **Framework operation description**

The framework will be reopened to potential new entrants in November 2026 and again in November 2029.

The suppliers on the framework will be ranked according to the total of their technical and commercial scores from this tender exercise.

There will be two options for awarding work under the framework at the Council's discretion as follows:

1. The supplier with the highest ranked score will be contacted first and if they are unable to deliver the service for any reason, then the second ranked supplier shall be contacted and so forth.
2. For larger projects, the Council may contact all of the suppliers on a particular lot and request quotes. The work will then be allocated to the supplier that submits the best quote in terms of meeting the requirement and the price.

### **Award method when using the framework**

Either with or without competition

### **Contracting authorities that may use the framework**

Establishing party only

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## **Participation**

### **Particular suitability**

**Lot 1. Ceredigion - Welsh-English Translation - Lot 1 Text**

**Lot 2. Welsh-English Interpretation**

- Small and medium-sized enterprises (SME)

- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

27 October 2025, 12:00pm

### **Submission type**

Tenders

### **Tender submission deadline**

3 November 2025, 12:00pm

### **Submission address and any special instructions**

The etenderwales tendering portal will be used for this exercise and the address is as follows: <https://etenderwales.bravosolution.co.uk/go/578449110199A52775E8>

Bids will not be accepted by any other method than through etenderwales.

### **Tenders may be submitted electronically**

Yes

### **Languages that may be used for submission**

- Welsh
- English

### **Award decision date (estimated)**

10 November 2025

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## **Award criteria**

### **Lot 1. Ceredigion - Welsh-English Translation - Lot 1 Text**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Commercial Envelope	The commercial envelope contains a question requiring bidders to submit a price per 1000 words, inclusive of all associated expenses. All details are available in the tender.	Price	70.00%
Technical Envelope	The technical envelope contains 4 questions. These and their related scores are detailed in the tender.	Quality	30.00%

### **Lot 2. Welsh-English Interpretation**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Commercial Envelope	The commercial envelope contains a question requiring bidders to submit their hourly rate, inclusive of all associated expenses. All details are available in the tender.	Price	70.00%

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<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Technical Envelope	The technical envelope contains 3 questions. These and their related scores are detailed in the tender.	Quality	30.00%

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## **Other information**

### **Applicable trade agreements**

- Government Procurement Agreement (GPA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Competitive flexible procedure

### **Competitive flexible procedure description**

The procedure will follow the open process and bidders will be asked to complete a qualification questionnaire, a technical envelope of scored questions and a commercial envelope with their pricing. The agreement is an open framework and the competition will

be reopened in November 2026 and in November 2029.

## **Justification for not publishing a preliminary market engagement notice**

It has been decided to undertake market engagement during the tender open period as this is likely to be more supportive to SMEs.

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## **Contracting authority**

### **Cyngor Sir Ceredigion County Council**

- Public Procurement Organisation Number: PRYH-5713-PHLR

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Region: UKL14 - South West Wales

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales

