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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

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.

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.

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.

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

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)

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

Award criteria

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

Other information

Applicable trade agreements

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

Conflicts assessment prepared/revised

Yes

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.

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