

United Kingdom-Derby: Translation services
OJ S 13/2015 20/01/2015
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Southern Derbyshire Clinical Commissioning Group
Postal address: 1st Floor, Cardinal Square North, 10 Nottingham Road
Town: Derby
Postal code: DE1 3 QT
Country: United Kingdom
For the attention of: Innes Lisa
E-mail: lisa.innes@gemcsu.nhs.uk
Telephone: +44 1332888014

Additional information can be obtained from:

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

Health

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: Erewash Clinical Commissioning Group

Official name: Hardwick Clinical Commissioning Group

Official name: North Derbyshire Clinical Commissioning Group

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

NHS Derbyshire CCG Interpretation and Translation Services.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 27: Other services

Main site or place of performance: Derbyshire only.

NUTS code UKF1 Derbyshire and Nottinghamshire,UK United Kingdom

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

NHS Southern Derbyshire Clinical Commissioning Group is the lead for commissioning Interpreting Services for the 4 Clinical Commissioning Groups and all GP Practices across the whole of Derbyshire. The Procurement Process encompassing the following service requirements — face to face interpreting — telephone interpreting — sign language (inc Makaton) — written translation (inc Braille, easy read) — Video Interpretation The services covered under this contract will be to support the following booked health interventions (please note that this list is not exhausted): — Community delivered at GP practice and home visits (where necessary) — Planned individual appointments with doctors Group education sessions around general health awareness and other education projects Patient and service user engagement, e.g. patient stories when tracking care pathways. — Consultation events — Public meetings These services can be required at any GP Practice or community location within Derbyshire. The CCG will be holding a bidder information event on: 26.1.2015 Please register your attendance by no later than 17:00 on 23.1.2015. Places are strictly limited therefore reservations are limited to no more than 2 persons per organisation. To reserve your place please email the following details to claire.haynes@southernderbyshireccg.nhs.uk — Name of delegate (s) — Job Title of delegate (s) — Organisation details, including address. — Contact Email Address An expression of interest in this market event will not automatically entitle involvement in any future procurement exercise.

II.1.6. CPV code(s)

79530000 Translation services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

II.2. Scope of the procurement

II.2.1. Total quantity or scope

II.2.2. Information about options

II.2.3. Information about renewals

II.3. Duration of the contract or time limit for completion

Duration in months: 36 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Parent Company or other guarantee Bonds, deposits, insurance or other forms of security may be required in certain circumstances.

III.1.2.

Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Southern Derbyshire Clinical Commissioning Group reserves the right to require grouping of contractors to take a particular legal form or to require one part to undertake primary legal liability or to require that each party undertakes joint and several liability.

III.1.4. Contract performance conditions

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: Suppliers Instructions How to Express Interest in this Tender: 1. Register your company on the eSourcing portal (this is only required once) — Browse to the eSourcing Portal: <https://gemcsu.bravosolution.co.uk> and click the link to register — Accept the terms and conditions and click 'continue' — Enter your correct business and user details — Note the user-name you chose and click 'Save' when complete — You will shortly receive an email with your unique password (please keep this secure) 2. Express an Interest in the tender — Login to the portal with the user-name/password — Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) — Click on the relevant PQQ/ ITT to access the content. — Click the 'Express Interest' button at the top of the page. — This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) — You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box 3. Responding to the tender — Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) — You can now use the 'Messages' function to communicate with the buyer and seek any clarification — Note the deadline for completion, then follow the on-screen instructions to complete the PQQ/ ITT — There may be a mixture of on-line and off-line actions for you to perform (there is detailed on-line help available) You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the on-line help, or contact the eTendering help desk.

III.2.2. Economic and financial ability

List and brief description of conditions: For information relating to this section please see the Pre-Qualification Questionnaire (PQQ).

III.2.3. Technical and professional ability

List and brief description of conditions:

For information relating to this section please see the Pre-Qualification Questionnaire (PQQ).

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

III.3.2. Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

Objective criteria for choosing the limited number of candidates: Details available in the PQQ MOI and process overview document.

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

IV.3.4. Time limit for receipt of tenders or requests to participate

9.2.2015 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

14.1.2015