

UK-Cardiff: translation services

OJ S 70/2012 11/04/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Wales Audit Office

Postal address: 24 Cathedral Road

Town: Cardiff

Postal code: CF11 9LJ

Country: United Kingdom

Contact person: <https://etenderwales.bravosolution.co.uk>

For the attention of: Gill Greer

E-mail: Tender.Queries@wao.gov.uk

Telephone: +44 2920320501

Fax: +44 2920320600

Internet address(es):

General address of the contracting authority: <http://www.wao.gov.uk>

Address of the buyer profile: <http://www.wao.gov.uk/ourwork/1193.asp>

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

General public services

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

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description

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

Framework agreement for the supply of translation services in mediums of Welsh and English.

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: Wales UK.

NUTS code UKL Wales

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

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with several operators

Maximum number Envisaged maximum number of participants to the framework agreement
: 5

Duration of the framework agreement

Duration in years: 1

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 135 000 and 405 000 GBP

Frequency and value of the contracts to be awarded: Framework agreement is initially for a one year period with the option to review and extend for an additional 2 years.

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

1. The Auditor General herein known as Wales Audit Office wishes to enter into a framework agreement for translation services in mediums of Welsh and English. The Wales Audit Office undertakes audit and inspection work on Welsh public sector bodies on behalf of the auditor general. The auditor general is responsible for auditing the National Assembly for Wales, its sponsored and related bodies and NHS organisations in Wales, as well as auditing local authorities;

2. The Wales Audit Office works to promote improvement, so that people in Wales benefit from accountable, well-managed public services that offer the best possible value for money. For more information on our work please visit our web site www.wao.gov.uk;

3. The auditor general reports on findings and judgements of public services throughout Wales. The reports are produced and distributed to senior public officials and national assembly bodies and many are under embargo so confidentiality underpins the work;

4. We are sourcing suppliers to provide translation services in mediums of Welsh and English to the Wales Audit Office.

5. Due to the nature of the work undertaken by the Wales Audit Office our requirements differ on a monthly basis. There are peaks and troughs in demand and frequent occasions when demand for translation is extremely high with very short lead times.

Community benefits do not apply to this contract.

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: no

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: yes

II.2. Scope of the procurement

II.2.1. Total quantity or scope

For further information please see invitation to tender document.

II.2.2. Information about options

Options: yes

Description of options: Framework agreement is initially for a one year period with the option to review and extend for an additional 2 years.

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 1

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

Duration in months: 12 (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

Suppliers may be required to provide security for costs necessarily incurred by the Auditor General for Wales as a result of terminating a contract due to default by the supplier.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

The auditor general for Wales payment terms are 30 days by BACS.

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

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

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: (a) Is bankrupt or is being wound up, whose affairs are being administered by the courts, who has entered into an arrangement with creditors or who is in any analogous situation arising from a similar procedure under national laws and regulations;

(b) Is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the courts or for an arrangement with creditors or is the subject of any other similar proceeding under national laws or regulations;

(c) Has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata;

(d) Has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;

(e) Has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;

(f) Has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;

(g) Is guilty of serious misrepresentation in supplying the information required under the provisions of the Directive on the criteria for qualitative selection;

Potential suppliers are required to complete the pre-qualification questionnaire (PQQ) available via <https://etenderwales.bravosolution.co.uk>. The questionnaire asks for details of status, financial standing, track record, capability and arrangements for quality assurance.

III.2.2. Economic and financial ability

List and brief description of conditions: (a) Bank statement and/or evidence of professional risk indemnity insurance;

(b) Balance sheets or extracts of balance sheets;

(c) Statement of turnover for a maximum of the last 3 years.

Potential suppliers are required to complete the pre-qualification questionnaire (PQQ) available via <https://etenderwales.bravosolution.co.uk>. The questionnaire asks for details of status, financial standing, track record, capability and arrangements for quality assurance.

III.2.3. Technical and professional ability

List and brief description of conditions:

(a) A list of works carried out over the last 5 years with certificates of satisfaction;

(b) A list of principal deliveries effected or services provided in the last 3 years and evidence of delivery;

(c) An indication of technicians or technical bodies involved;

(d) A description of technical facilities and measures used to ensure quality;

(e) Educational and professional qualifications of the supplier and staff responsible for performing the contract;

(f) Where appropriate, an indication of the environmental management measures that would be applied when performing the contract;

(g) A statement of average annual manpower and number of staff in the last 3 years;

(h) A statement of tools, plant and equipment available to the supplier;

(i) Details of any intended sub-contracting arrangements;

(j) Where appropriate, samples, descriptions and photographs of products and quality assurance certificates.

Potential suppliers are required to complete the pre-qualification questionnaire (PQQ) available via <https://etenderwales.bravosolution.co.uk>. The questionnaire asks for details of status, financial standing, track record, capability and arrangements for quality assurance.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

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

Envisaged minimum number 5: and Maximum number 10

Objective criteria for choosing the limited number of candidates: A reasonable measure of market competition can be made with five operators. A maximum of 10 will be invited to tender.

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

TS100412

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

22.5.2012 - 14:00

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.

Other: Welsh.

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

Duration in months: 12 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 2013 with the possibility of extending until 2015

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds: no

VI.3. Additional information

The auditor general will award framework agreements on the basis of the most economically advantageous offer. Potential suppliers should have the ability to provide all services. All necessary information including relevant documents and PQQ are available via <https://etenderwales.bravosolution.co.uk>. Potential suppliers should note that in the event that none of the proposals received adequately meet the award criteria the auditor

general for Wales reserves the right not to award a framework agreement. The auditor
general for Wales reserves the right to cancel this procurement at any stage.
Buy4Wales Reference Number: 29630.

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

10.4.2012