

UK-Hull: Translation services
OJ S 74/2013 16/04/2013
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: NHS Hull Clinical Commissioning Group
Postal address: The Maltings, Silvester Square, Silvester Street
Town: Hull
Country: United Kingdom
Contact person: <https://noecpc.bravosolution.co.uk/web/login.shtml> (register and view current opportunities and notices to access) All requests for information to be sent through the messaging facility on the BravoSolution e-procurement portal www.noecpc.bravosolution.co.uk. All documentation must be obtained through the BravoSolution e-procurement portal.

Internet address(es):

General address of the contracting authority: <http://www.hullccg.nhs.uk/>

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: no

Section II: Object of the contract

II.1. Description

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

Interpretation and Translation Service : NHS Hull CCG.

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: Hull.

NUTS code UKE11 Kingston upon Hull, City of

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)

Invitation to Tender for the Provision of an Interpretation and Translation Service to Primary Care Services including GP Practices, Community Pharmacies, Community Optometrists and Dental Practices.

NHS Hull CCG invites tenders from all suitably qualified and experienced providers to provide an Interpretation and Translation Service to Primary Care Services.

The Service sought is as follows:

a) Provide an Interpretation and Translation which includes the following:

- Face to face interpretation,
- Telephone Interpretation,
- Translation service for printed material including hospital letters – to and from English,
- Signing (using British Sign Language),
- Audio Transcriptions.

b) For those people who are registered with a Hull GP or living in Hull but not registered with a GP who wish to access Primary Care services and for whom communication in English presents a significant barrier to understanding. This includes those patients who register for “Immediate and Necessary” and/or “Temporary Resident” services.

NHS Hull requires applications from bidders who are able to:

- a) Provide a high quality cost-effective service to meet individual patient's needs.
- b) Achieve high levels of service user satisfaction.
- c) Achieve high levels of satisfaction from health care professionals and their staff accessing the service
- d) Meet all response times for requests for interpretation and translation services.

For further information about the above service and this procurement process, interested parties are directed to procurement documentation and guidance which is available at:

<https://noecpc.bravosolution.co.uk/>. The procurement will be managed via the Bravo eProcurement system accessible at <https://noecpc.bravosolution.co.uk/>

(register and view current opportunities and notices to access).

Those wishing to submit tender for this contract are asked to do so in accordance with the instructions set out in Volume I of the Invitation to Tender documentation. Tender Returns are to be submitted electronically via bravo before the deadline of 5pm Tuesday 21st May.

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

Variants will be accepted: yes

II.2. Scope of the procurement

II.2.1. Total quantity or scope

This contract will be for 2 years service provision with the option to extend for a further year.

The approx estimated value is in the range GBP 100,000 to GBP 140,000 ex vat per annum but please note this is provided for illustrative purposes only as this is an estimated figure only.

II.2.2. Information about options

Options: no

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 and/or other guarantees may be required. Full details to be in invitation to tender.

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

Joint and several liability.

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: See the invitation to tender for further details.

III.2.2. Economic and financial ability

List and brief description of conditions: See the invitation to tender for further details.

Minimum level(s) of standards possibly required: See the invitation to tender for further details.

III.2.3. Technical and professional ability

List and brief description of conditions:

See the invitation to tender for further details.

Minimum level(s) of standards possibly required:

See the invitation to tender for further details.

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

Open

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

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

Time limit for receipt of requests for documents or for accessing documents: 21.5.2013 - 17:00

Payable documents: no

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

21.5.2013 - 17:00

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

Duration in days: 120 (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: no

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 services to which this notice relates fall within Part B of Schedule 3 of the Public Contracts Regulations 2006 (as amended) (the Regulations). Neither the publication of this notice nor the employment of any particular terminology nor any other indication shall be taken to mean

that the contracting authority[ies] intend to hold themselves bound by any of the Regulations save those applicable to Part B services. Use of this OJEU notice is entirely voluntary. Whilst reference has been made to the Open Procedure, the contracting authority is not bound to follow the process set out in the Regulations. The contracting authority will describe the process to be followed for this tender in the tender documentation.

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://noecpc.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 username you chose and click 'Save' when complete - You will shortly receive an email with your unique password (please keep this secure). Once registered, You will then be able to express interest in the tender exercise that is of interest to you.
2. Express an Interest in the tender - Login to the portal with the username/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 onscreen instructions to complete the PQQ/ ITT - There may be a mixture of online and offline actions for you to perform (there is detailed online 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 online help or contact the eTendering help desk.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: A minimum 10 calendar day standstill period will be observed at the point information on the award of contract is communicated to tenderers, in accordance with Regulation 32A of the Public Contracts Regulations 2006. Any tenderer wishing to appeal the decision to award the contract, or after the award of the contract appeal the award of the contract, shall have the rights set out in Part 9 of the Public Contracts Regulations 2006.

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

VI.5. Date of dispatch of this notice

11.4.2013