

United Kingdom-Taunton: Translation services

OJ S 90/2016 11/05/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: UKHO

Postal address: Admiralty Way

Town: Taunton

Postal code: TA1 2DN

Country: United Kingdom

For the attention of: Mr Stuart Speer

E-mail: stuart.speer@ukho.gov.uk

Telephone: +44 1823723442

Internet address(es):General address of the contracting authority: <http://www.ukho.gov.uk/>**Additional information can be obtained from:**

Official name: UKHO

Postal address: Admiralty Way

Town: Taunton

Postal code: TA1 2DN

Country: United Kingdom

For the attention of: Mr Stuart Speer

E-mail: stuart.speer@ukho.gov.uk

Telephone: +44 1823723442

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

Official name: UKHO

Postal address: Admiralty Way

Town: Taunton

Postal code: TA1 2DN

Country: United Kingdom

For the attention of: Mr Stuart Speer

E-mail: stuart.speer@ukho.gov.uk

Telephone: +44 1823723442

Tenders or requests to participate must be submitted: Official name: UKHO

Postal address: Admiralty Way

Town: Taunton

Postal code: TA1 2DN

Country: United Kingdom

For the attention of: Mr Stuart Speer

E-mail: stuart.speer@ukho.gov.uk

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I.2. Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local subdivisions

I.3. Main activity

Defence

Public order and safety

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

Provision of Translation and Interpretation services.

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

Services

Service category No 27: Other services

NUTS code UKK23 Somerset

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)

Translation and interpretation services for the UKHO. Translating into, and from, English, for maritime and navigational, commercial and senior management related information.

The United Kingdom Hydrographic Office (UKHO) is a world leader in the provision of navigational charts and publications and enjoys a high reputation for the quality and accuracy of its products and services.

This requirement is for a 3-year Enabling Contract with an option to extend by up to 1 further year for the translation of hydrographic information from foreign (i.e. non-English) languages into English, and for a small amount of translation from English into foreign languages. This also includes providing an ad hoc and much smaller interpreting service, via telephone, or possibly face to face, too.

The UKHO receives a considerable amount of foreign maritime information on a daily basis. The amount and frequency fluctuates considerably and, as such, no guarantee can be given as to the volume. Most of this information comes in the form of Foreign Government Notices to Mariners (FGNMs) published by national Hydrographic Offices around the world. These are typically estimated up to 1 270 words in length, although documents such as letters, memoranda, etc, may contain more or less. The UKHO may require an estimated maximum 60 FGNMs or other documents to be translated per month. Larger publications requiring translation, such as Sailing Directions, may be received approximately 12 times per year. Each publication will vary in size >100,000 words estimated. The UKHO also may have translation work in the form of management letters, memos, briefs and agreement documents. The UKHO Commercial team has also had the following items translated; UKHO digital product literature, marketing collateral brochures and advertisements, and some UKHO website pages. These Commercial documents are usually required for translation into a foreign language(s), primarily, but not limited to, European and Asian market customers. Commercial requests are more ad hoc than regular requirements, currently. A minority of information may be of higher security classification. All of this information needs to be translated before staff at the UKHO can assess it for dangers to navigation.

The vocabulary used can be highly technical and it is important that this information is translated accurately, together with geographical place names (where required) and coordinates. Therefore a prompt, accurate, reliable and efficient translation service is essential to UKHO business.

Work to be translated will be issued by the UKHO as required. The time given for translation and delivery of this work will depend on the nature and size of the information. The timescales required shall vary between 24 hours and seven working days from receipt of request for smaller items, and ten working weeks from receipt of request for larger publications. Up to an estimated 95 % of FGNMs may be required within the 24 to 48 hour time period per month. All translated work shall be delivered to the UKHO Translation Manager, Taunton, United Kingdom. The UKHO shall deliver material to be translated via email or the Contractor's FTP site, and receive translated material in return by email. Translated material shall be delivered to the Contractor in the latest Microsoft Word or pdf format and shall be returned in the same format.

Mandatory requirements shall include;

—

Ability to translate highly technical and marketing related information into English, and from, English into a range of various languages listed in the Pricing Schedule

—

Robust verification process including accuracy and attention to detail

—

Guaranteed response adhered to by the Contractor within the timescales given for each order

—

Ability of the Contractor to receive work via their FTP site/portal and email. Reliability, Availability and Maintainability of their FTP site/portal shall therefore also be key

—

Reliable and dedicated Contractor's point of contact for general issues with any orders placed /to be placed

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Prompt response by the Contractor to any IT issues relating to the FTP portal or email access including dedicated IT point of contact

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Use of translation memory software in translating information

—

SC cleared or prepared to obtain clearance

Compliance and adherence to these particular requirements shall be critical and form a vast part of the evaluation process for this requirement. Tenderers shall be required to provide more detailed information and evidence that they can meet the mandatory requirements, plus complete a timed translation trial, as part of the tender process.

II.1.6. CPV code(s)

79530000 Translation services, 79540000 Interpretation 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

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Translation and interpretation services for the UKHO. Translating into, and from, English, for maritime and navigational, commercial and senior management related information. This a 3-year requirement with an option to extend in time only, by a further year.

Estimated value excluding VAT:

Range: between 300 000 and 350 000 GBP

II.2.2. Information about options

Options: yes

Description of options: Option to extend in time only, by a further year beyond current expiry date.

Provisional timetable for recourse to these options:
in months: 33 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 30 (from the award of the contract)

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

See details within the Tender documents.

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

See details within the Tender documents.

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

See details within the Tender documents.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Liquidated Damages condition applies to delivery.

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 details within the Tender documents.

III.2.2. Economic and financial ability

List and brief description of conditions: See details within the Tender documents.

III.2.3. Technical and professional ability

List and brief description of conditions:

See details within the Tender documents.

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

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

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

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

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

A8SD-WDYEA3

IV.3.2. Previous publication concerning this procedure

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

Payable documents: no

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

13.6.2016 - 11:00

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: 90 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 13.6.2016 - 11:00

Persons authorised to be present at the opening of tenders: no

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: April 2019.

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

To be able to access and receive the Invitation to Tender documents, all interested suppliers shall need to register on the UK Hydrographic Office e-Procurement portal, called ProContract, unless already registered. For those suppliers not yet registered, please go to the following link and complete the relevant company details. Registration is free, and once suppliers are on the system, suppliers will be able to receive the details of any future requirements which they can apply for. The registration link is as follows;

https://ukhocontracts.ukho.gov.uk/procontract/ukho/supplier.nsf/frm_home?openForm

Once registered, suppliers can access the ITT documents in the following way; — Log on as a supplier — Go to My Opportunities link — located on the right hand side of the screen — When in My Opportunities ensure the organisation drop down selection is set to UKHO — This will then show suppliers the opportunities for UKHO only — Suppliers need to access the opportunity reference for Translation and interpreting — Click on the initial My Opportunities page for the requirement — This should then load up the Contract page for suppliers. Click the View button — Half way down the next page, see Attachments section. Click on the ITT linked document Any problems registering and/or accessing Tender documents, please contact Stuart Speer or Kevin Dicker on +44 (0)1823 723442/+44 (0) 1823 320690 (e mail stuart.speer@ukho.gov.uk or kevin.dicker@ukho.gov.uk).

VI.4. Procedures for review

VI.4.1. Review body

Official name: UK Hydrographic Office

Postal address: Admiralty Way

Town: Taunton

Postal code: TA1 2DN

Country: United Kingdom

E-mail: stuart.speer@ukho.gov.uk

Telephone: +44 1823723442

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

6.5.2016