

United Kingdom-Frimley: Translation services
OJ S 137/2018 19/07/2018
Contract notice
Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Frimley Health NHS Foundation Trust

Postal address: Portsmouth Road

Town: Frimley

NUTS code: UKJ25 West Surrey

Postal code: GU16 7UJ

Country: United Kingdom

E-mail: david.burrows@nhs.net

Telephone: +44 1276604604

Internet address(es):

Main address: www.frimleyhealth.nhs.uk

Address of the buyer profile: <https://commercialsolutions.bravosolution.co.uk/>

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://commercialsolutions.bravosolution.co.uk/>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via:

<https://commercialsolutions.bravosolution.co.uk/>

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

I.4. Type of the contracting authority

Body governed by public law

I.5. Main activity

Health

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

The Provision of Interpreting and Translation Services to Frimley Health NHS Foundation Trust

Reference number: FH/2018/CH04

II.1.2. Main CPV code

79530000 Translation services

II.1.3. Type of contract

Services

II.1.4. Short description

Frimley Health NHS Foundation seeks to contract with a competent economic operator to provide Interpreting and Translation Services on its sites, and it is envisaged that this will be a mixture of face-to-face, telephone and video interpreting, to include foreign language and non-verbal communication (such as, but not limited to British Sign Language), and will also include the provision of translation services for printed and electronic media.

II.1.5. Estimated total value

Value excluding VAT: 200 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2
The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

No

II.2. Description

II.2.1. Title

Verbal Interpreting Services

Lot No: 1

II.2.2. Additional CPV code(s)

79530000 Translation services, 79540000 Interpretation services

II.2.3. Place of performance

NUTS code: UKJ1 Berkshire, Buckinghamshire and Oxfordshire

NUTS code: UKJ2 Surrey, East and West Sussex

Main site or place of performance: Frimley Park Hospital, Portsmouth Road, Surrey GU16 7UJ, Heatherwood Hospital, London Road, Ascot SL5 8AA, Wexham Park Hospital, Wexham Street, Slough SL2 4HL.

II.2.4. Description of the procurement

Verbal face-to-face, telephonic and video-conferencing interpreting and translation services.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 60

This contract is subject to renewal: yes

Description of renewals:

This contract shall be for up to a maximum of 36 months initially with options to extend for up to a further 24 months.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

Please see main Notice and Procurement Documentation for further details

II.2. Description

II.2.1. Title

Non-verbal Interpreting Services
Lot No: 2

II.2.2. Additional CPV code(s)

79530000 Translation services, 79540000 Interpretation services

II.2.3. Place of performance

NUTS code: UKJ1 Berkshire, Buckinghamshire and Oxfordshire

NUTS code: UKJ2 Surrey, East and West Sussex

Main site or place of performance: Frimlay Park Hospital, Portsmouth Road, Surrey GU16 7UJ, Heatherwood Hospital, London Road Ascot SL5 8AA, Wexham Park Hospital, Wexham Street, Slough SL2 4HL.

II.2.4. Description of the procurement

Non-verbal face-to-face and video conferencing interpreting services.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 60

This contract is subject to renewal: yes

Description of renewals:

This contract shall be for up to a maximum of 36 months initially with options to extend for up to a further 24 months.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

Please see the Main Notice and Procurement Documentation for further details.

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

Details in the Selection Questionnaire

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Restricted procedure

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

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 21/08/2018 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: 27/07/2018

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 4 (from the date stated for receipt of tender)

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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. 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://commercialsolutions.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).

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.

Companies should note that suppliers will be shortlisted based on the responses to the questions in the Selection Questionnaire identified in the Procurement documentation, on the Trust's e-tendering system, Bravo. A full response to the pre-qualification questions is therefore required before the deadline for receipt of expressions of interest.

VI.4. Procedures for review

VI.4.1. Review body

Official name: Frimley Health NHS Foundation Trust

Postal address: Portsmouth Road

Town: Frimley

Postal code: GU16 7UJ

Country: United Kingdom

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

Frimley Health NHS Trust will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract and debriefing information is communicated to tenderers. Please note that a voluntary (non-mandatory) standstill period will be observed at the point at which short-listing is undertaken after the evaluation of the Selection Questionnaire. This voluntary Standstill Period will be 7 calendar days.

If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulation 2015 provide for aggrieved parties who have been harmed or are at risk

of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months). Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages. The purpose of the standstill period referred to above is to allow parties to apply to the Courts to set aside the award decision before the contract is entered into.

VI.5. Date of dispatch of this notice

17/07/2018