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**United Kingdom-Norwich: Translation services
2016/S 006-006901**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

Norfolk County Council
3rd Floor County Hall, Martineau Lane
For the attention of: Annie Southgate
NR1 1DH Norwich
UNITED KINGDOM
E-mail: sourcingteam@norfolk.gov.uk

Internet address(es):

General address of the contracting authority: www.norfolk.gov.uk
Address of the buyer profile: <https://in-tendhost.co.uk/norfolkcc>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

Regional or local authority

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:

Translation for France (Channel) England.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services
Service category No 27: Other services
NUTS code UKH13,FR,UK

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

The notice involves a public contract

II.1.4) Information on framework agreement

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

Written Translation Service French to English and English to French. In July 2013 Norfolk County Council (NCC) made a successful bid to act as Managing Authority for the INTERREG VA France (Channel) — England (FCE) programme. This EU programme funds a number of cross-border economic development projects covering a broad geographical area extending from Cornwall to Norfolk in the UK and from Finistère to Pas de Calais in France. The programme therefore takes into account both the common features and the differences that exist between the various regions of the programme area.

The staff of the JS are fluent in both languages and will manage day to day communication on both sides of the channel. The purpose of this contract is to provide the written translation of documents from English to French and from French to English in order to meet the need of the programme to be able to provide its documentation in both English and French to all partners. The contract term is 36 months but may be extended by 12 month tranches, at the Council's discretion, up until the end of the programme in 2023.

II.1.6) Common procurement vocabulary (CPV)

79530000, 79540000

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

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) Lots

This contract is divided into lots: no

II.1.9) Information about variants

Variants will be accepted: no

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

The value of the contract will be dependent on the amount of written translation work required.

Estimated value excluding VAT:

Range: between 300 000 and 800 000 EUR

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 relating to the contract

III.1.1) Deposits and guarantees required:

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:

III.1.4) Other particular conditions

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

III.2) Conditions for participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if the requirements are met: As per tender documents.

III.2.2) Economic and financial ability

Information and formalities necessary for evaluating if the requirements are met: As per tender documents.
Minimum level(s) of standards possibly required: As per tender documents.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:
As per 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) **Staff responsible for the execution of the service**

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: no

Section IV: Procedure

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Open

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

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:**

NCCT40988

IV.3.2) **Previous publication(s) concerning the same contract**

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: 22.2.2016

Payable documents: no

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

22.2.2016 - 14:00

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**

English.

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

in days: 180 (from the date stated for receipt of tender)

IV.3.8) **Conditions for opening of tenders**

Date: 22.2.2016 - 14:00

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: no

VI.2) Information about European Union funds

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

VI.3) Additional information

This procurement will be managed via the Council's e-procurement system.

To participate in this procurement, applicants must first be registered on the procurement system at <https://in-tendhost.co.uk/norfolkcc>

Full instructions for registration and use of the system can be found at <https://in-tendhost.co.uk/norfolkcc/asp/BuyerProfiles>

Once registered you will be able to see the procurement under the 'tenders' section and 'express an interest' to view the documentation.

If you encounter any difficulties whilst using the system you can contact the support team by phoning +44 8442728810 or emailing support@intend.co.uk

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

VI.4.2) Lodging of appeals

Precise information on deadline(s) for lodging appeals: The Public Contracts Regulations 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). Proceedings must be brought within 30 days from the date of knowledge (the date on which the economic operator first knew or ought to have known that grounds for starting the proceedings had arisen) unless the Court considers that there is good reason for extending the period within which proceedings may be brought, in which case the Court may extend that period up to a maximum of 3 months from the date of knowledge.

VI.4.3) Service from which information about the lodging of appeals may be obtained

VI.5) Date of dispatch of this notice:

8.1.2016