



Ministry  
of Defence

Redacted - Personal Information

Commercial Officer

Dstl  
Bldg 5 G02 iSat C  
Porton Down  
Salisbury  
Wiltshire  
SP4 0JQ

Tel: Redacted - Personal Information

Email: Redacted - Personal Information

---

Your Reference:

Our Reference: 1000162358

Date: 30<sup>th</sup> June 2021

---

Dear supplier,

**Invitation To Tender (ITT) Reference No.** 1000162358

1. You are invited to tender to provide a quote for the Translation of scientific papers (written text)
2. The requirement is to complete the translation of 50 scientific papers from a variety of languages into English (written text).
3. The anticipated date for the contract award decision is **09/07/2021** please note this date is indicative and may change.
4. Please send any Clarification Questions via the DSP.
5. You must submit your quote to the DSP no later than **06/07/2021 1200pm.**
6. DEFCON 539 – Transparency, DEFCON 611 – Issued Property and DEFCON 514 - Material Breach shall apply to this contract. The full text of Defence Conditions (DEFCONs) and Defence Forms (DEFFORMS) are at: <https://www.gov.uk/acquisition-operating-framework>
7. Please note, this requirement is subject to funding approval.

Yours sincerely

Redacted - Personal Information

Commercial Officer

**This page is intentionally blank**

## Schedule of Requirements including evaluation criteria

### Summary

To complete the translation of 50 scientific papers from a variety of languages into English (written text).

### Background

A literature search has been completed on bacterial pathogens, however some of these papers we have identified are not in English and require translation (written text) to inform our literature review.

### Requirement

Translation of 50 pdf scientific papers from 11 languages into English (written text).

Language	Number of Papers
Chinese	1
Czech	1
Dutch	1
Serbian	1
Portuguese	1
Polish	4
Turkish	5
Spanish	6
German	7
Russian	11
French	12
<b>Total</b>	<b>50</b>

Due to the short duration of the project (4 weeks) no meetings or presentations are required during the duration of the contract, however the team will be available for adhoc questions and feedback.

The documents will be in the attachments sections on the DSP. It is requested that each document is translated in full and delivered back to Dstl on completion.

The translated documents should be delivered to Dstl in pdf format.

The contractor should describe to Dstl and adhere to the evaluation metric they use to ensure a quality output.

All abstracts should be translated to a good standard of English even if the full report is not able to be translated.

Once the pdfs have been accepted and the contract is complete all documents should be destroyed to comply with copyright.

## Deliverables

Once the documents have been translated into English, the PDF's should be delivered, via email to Redacted - Personal Information no later than 4 weeks from the start of the project.

## Acceptance Criteria

The criteria for acceptance will be if the scientific paper can be read or interpreted to inform our literature review. Dstl will accept/reject the deliverable within 30 days of receipt. Redacted - Personal Information the Dstl Principle Investigator will be responsible for acceptance of the deliverable.

## Mandatory requirements

Failure to declare an answer will be considered a fail.

Mandatory requirements	(Pass/Fail)
Provide evidence that all required languages can be translated.	
Can you meet the required deadline of 06/08/2021?	
Do you accept that the authority shall own all deliverables from this requirement?	
Do you confirm that all documentation provided shall be destroyed at the end of the contract? Please describe the process	
Please provide acceptance of Dstl terms and conditions that shall govern this contract?	
Please provide acceptance of DEFCON 539 – Transparency	
Please provide a FIRM price for the translation of all documents, including a breakdown.	

## Limitation of Contractors Liability

The Authority deems it appropriate to include a LoCL. The following condition shall be included in the issue of an electronic acceptance notification.

The Contractor's liability under or in relation to the contract shall be limited in respect of the following risks as set out below:

- a) Material Breach (DEFCON 514)
- b) Issued Property (DEFCON 611)

The Authority proposes to limit the liability to the value of the contract. Please confirm that you are willing to accept this.

## Evaluation

Please provide a quote only. The evaluation will be based on the lowest priced tender following acceptance of mandatory commercial requirements, in which a contract will be offered to complete the translations.