

**INVITATION TO TENDER**

**&**

**STATEMENT OF REQUIREMENT**

**French / English interpretation and translation services**

**CPV Code: 79530000**

**Tender Reference: ORR/CT/19-79**

**Purpose of document**

The purpose of this document is to invite proposals for translation and interpretation services for the UK delegation to the Channel Tunnel Intergovernmental Commission and the Safety Authority.

This document contains the following sections:

 1. Introduction to the Channel Tunnel Intergovernmental Commission and Safety Authority.

 2. Statement of Requirement

 3. Tender Proposal & Evaluation Criteria

 4. Procurement Procedures

**1. Introduction to the Office of Rail and Road (ORR)**

The Office of Rail and Road is the independent safety and economic regulator of Britain’s railways who now also hold Highways England to account for its day-to-day efficiency and performance, running the strategic road network, and for delivering the five year road investment strategy set by the Department for Transport (DfT).

ORR currently employs approximately 300 personnel and operates from 6 locations nationwide. The majority of personnel are located at ORR’s headquarters, 25 Cabot Square, London.

Our strategic objectives

**1. Drive for a safer railway**
Enforce the law and ensure that the industry delivers continuous improvement in the health and safety of passengers, the workforce and public, by achieving excellence in health and safety culture, management and risk control.

**2. Support a better service for customers**
Use our powers to hold the industry to account for performance and standards of service across the railway network, for passengers and freight. Promote on-going improvement in the experience of passengers by encouraging the industry to work together, including to provide greater transparency of information.

**3. Secure value for money from the railway, for users and funders**
Strengthen incentives for the whole industry, including through competition and contestability in the supply chain, to drive greater efficiency from the use and maintenance of existing railway capacity and more cost-effective investment in the network.

**4. Secure improved performance and value for money from the strategic road network**
Secure improved performance, including efficiency, safety and sustainability, from the strategic road network, for the benefit of road users and the public, through proportionate, risk-based monitoring, increased transparency, enforcement and robust advice on future performance requirements.

Supplying ORR

The ORR procurement unit is responsible for purchasing the goods and services necessary for ORR to achieve its role as the economic and health & safety regulator of the rail industry.

The ORR Procurement unit subscribes to the following values:

* to provide a modern, efficient, transparent and responsible procurement service;
* to achieve value for money by balancing quality and cost;
* to ensure contracts are managed effectively and outputs are delivered;
* to ensure that processes have regard for equality and diversity; and
* to ensure that procurement is undertaken with regard to Law and best practice.

For further information on ORR please visit our website: [www.orr.gov.uk](http://www.orr.gov.uk)

Small and Medium Enterprises

ORR considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs) and voluntary organisations. However, any selection of tenderers will be based on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender.

Small and Medium Enterprises and Voluntary Organisations:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enterprise Category** | **Headcount** | **Turnover**  | **Or** | **Balance Sheet Total** |
| **Micro** | **<10** | **≤ € 2 million** | **≤ € 2 million** |
|
| **Small** | **<50** | **≤ € 10 million** | **≤ € 10 million** |
|
| **Medium** | **<250** | **≤ € 50 million** | **≤ € 43 million** |
|
| **Large** | **>251** | **> € 50 million** | **> € 43 million** |

Please ensure that you indicate how your organisation is categorised on the Form of Tender document which should be submitted along with your proposal.**2. Statement of Requirement**

|  |
| --- |
| **2.1 Background to the project** |
| We currently have the need for interpretation (i.e. orally at meetings) and translation services (i.e. of written documents). |
| **2.2 Project Objectives & Scope** |
| This tender is divided into two “Lots”; prospective suppliers may bid for both or either Lot. Lot 1: Simultaneous interpretation at meetings in both languagesLot 2: Document translation from French into English only |
| **2.3 Project Outputs, Deliverables and Contract Management**  |
| ***Lot 1: Simultaneous translation at meetings***Provision of simultaneous translation of spoken French into English and vice versa during meetings in the UK of the IGC and CTSA including with their relevant stakeholders.Two translators are required for each meeting, working individually in 30 - 45 minutes stints each, to provide simultaneous translation from French into English and English into French, generally using the ‘tour guide’ equipment system (we provide the hardware). Meetings typically involve 12-20 participants, but can range in sizes of between 4 persons upwards to a maximum of 40 persons. Project timescales – Approximately 14 x 1 day meetings per year – usually held mid-week in London – although on rare occasions either Folkestone, Maidstone, Lille and Brussels – where necessary pre-agreed travel and subsistence costs will be reimbursed. **Requirements: - For interpreters**To demonstrate previous experience of undertaking simultaneous translation and having an excellent spoken command of both English and French.To interpret accurately, precisely and faithfully what is said without anything being added, omitted or changed; in exceptional circumstances a summary may be given, if requested and consented to by both parties.To always remain impartial and not enter into the discussion, give advice or express opinions or reactions to any of the parties, and.To intervene only to ask for clarification and ensure that interpreter intervention is done in a transparent manner so those present clearly understand the nature and relevance of that discussion or communication.To show a willingness and ability to develop understanding of railway regulatory terminology (often of a technical and detailed nature) in general as well as that of the Channel Tunnel and its workings to be able to follow the discussions in the meeting. Security clearance to Counter Terrorism (CT) level preferable but not essential but beneficial as topics of or security related information of a classified nature are frequently discussed. Topics that are classed as ‘commercially sensitive’ are also discussed on occasions. Confidentiality must be maintained at all times and not seek to take advantage of any information disclosed during their work and act impartially and professionally.**Requirements: - For the supplier** As far as reasonably practicable, to provide continuity of the individual interpreters involved.To be able to provide a suitably experienced substitute interpreter in case of illness or other unexpected absence at short notice if required.To be able to provisionally book interpreters without incurring cancellation fees. Reasonable notice allowed of cancellation of confirmed bookings without incurring charges. To actively participate in management of the contract to ensure that it remains competitive, relevant and effective and value for money is being achieved.It would be desirable if the supplier has experience of providing quality interpretation services to Government or regulatory authorities for the purposes of supporting international negotiations.***Lot 2 – Document translation***To provide accurate translation of documents from French into English within specified deadlines.Project timescales – Ongoing throughout the year. An average of 3 documents per week of varying length though often increasing in number both prior to and after meetings of the IGC and CTSA. Workload is significantly lighter in August.**Requirements: - For translators**To provide accurate translation of written documents from French in to English only within specified deadlines, which range from several days (usual) to several hours (occasional).To meet a very high standard of accuracy, commensurate with the requirement for the documents involved to form an auditable record of affairs of state and/or to deliver clear communication to stakeholders (including documents for publication).To show a willingness and ability to develop understanding of railway regulatory terminology (often of a technical and detailed nature) in general as well as that of the Channel Tunnel and its workings so as to be able to translate with precision.Access to and knowledge of Microsoft software packages - Microsoft Word, Excel and Power Point. Communication is usually via telephone initially, followed up by e-mail.Security clearance to Counter Terrorism (CT) level is preferred; and the willingness to develop understanding of railway regulatory terminology in general as well as that of the Channel Tunnel and to become familiar with general technical terms used in the course of its business **Requirements: - For the supplier** To be able to contact the translators directly and vice versa to answer any queries that they may have to avoid going through a third party.To have robust arrangements to ensure that translations with a deadline of 24 hours or longer are provided with 100% reliability and translations with more urgent deadlines are provided with at least 90% reliability. |
| **2.4 Budget and Payment Schedule** |
| The maximum budget for lot 1 is £69,000 (inc. of expenses, exc. of VAT), however ORR expects bids to be significantly below this threshold.The maximum budget for lot 2 is £27,000 (inc. of expenses, exc. of VAT), however ORR expects bids to be significantly below this threshold.Payment of the total fee will be on the delivery and acceptance by ORR of all required outputs and/or deliverables. |
| **2.5 Further project related information for bidders** |
| **Intellectual Property Rights**ORR will own the Intellectual Property Rights for all project related documentation and artefacts. **Transparency requirements**Please note ORR is required to ensure that any new procurement opportunity above £10,000 (excluding VAT) is published on Contracts Finder, unless the ORR is satisfied it is lawful not to. Once a contract has been awarded as a result of a procurement process, ORR is required to publish details of who won the contract, the contract value and indicate whether the winning supplier is a SME or voluntary sector organisation. **Confidentiality**All consultants working on the project may be required to sign a confidentiality agreement and abide by the Cabinet Office’s protective marking guidelines, which ORR uses to protectively mark a proportion of its information. In addition, the consultant may be required to sign additional confidentiality agreements as required by external stakeholders. **Sub-Contractors** Contractors may use sub-contractors subject to the following:* That the Contractor assumes unconditional responsibility for the overall work and its quality;
* That individual sub-contractors are clearly identified, with fee rates and grades made explicit to the same level of detail as for the members of the lead consulting team.

Internal relationships between the Contractor and its sub-contractors shall be the entire responsibility of the Contractor. Failure to meet deadlines or to deliver work packages by a subcontractor will be attributed by ORR entirely to the Contractor. |

**3. Tender Response & Evaluation criteria**

|  |
| --- |
| **3.1 The Tender Response** |
| The proposals for this project should include an outline of how bidders will meet the requirement outlined in section (ii) “Statement of Requirement”. Submit a document for each Lot, which includes the following information:**a) Understanding of our requirements** * Demonstrate an understanding of the requirement and overall aims of the projects.

**b) Approach to customer's requirements*** Provide an explanation of your proposed approach to providing interpretation and / or translation services and any methodologies you will work to;
* Details of your assumptions and / or constraints / dependencies made in relation to the provision of interpretation and / or translations services:
* A project plan to show how outputs and deliverables will be produced within the required timescales, detailing the resources that will be allocated;
* An understanding of the risks, and explain how they would be mitigated to ensure delivery
* Compliance with any security requirements outlined in the SOR, including details of accreditation for systems (e.g. ISO27000, Cyber Essentials) etc.
* What support bidders will require from ORR;

**c)** **Proposed delivery team*** CVs of the key personnel including details of how their key skills, experience and qualifications align to the delivery of the project ; and
* Project roles and responsibilities;
* Up to three relevant examples of previous work that bidders have carried out (eg. case studies).

**d) Pricing**An itemised fee including the base fee for interpretation and / or translation service, which should include all administration costs. Please also include your proposed discount if you bid for and are awarded both Lots. |
| **3.2 Evaluation Criteria** |
| Tenders will be assessed for compliance with procurement and contractual requirements which will include:* Completeness of the tender information
* Completed Declaration Form of Tender and Disclaimer
* Tender submitted in accordance with the conditions and instructions for tendering
* Tender submitted by the closing date and time
* Compliance with contractual arrangements.

Tenders that are not compliant may be disqualified from the process. We reserve the right to clarify any issues regarding a Bidder’s compliance. It will be at ORR's sole discretion whether to include the relevant Bidder’s response in the next stage of the process. The contract will be awarded to the Bidder(s) submitting the **‘most economically advantageous tender’**. Tenders will be evaluated according to weighted criteria as follows: **Methodology (10%)**The proposal should set out the methodology by which the project requirement will be initiated, delivered and concluded. In particular, it must:a) Explain the methodology and delivery mechanisms to ensure that the requirements of this specification are met in terms of quality;b) Explain how your organisation will work in partnership with ORR’s project manager to ensure that the requirement is met1. Explain how your organisation will engage with external stakeholders;
2. Outline how the proposed approach utilises **innovative** consultation methodologies to develop a diverse and comprehensive evidence-base

**Delivery (20%)**The proposal should set out how and when the project requirement will be delivered. In particular, it must:a) Explain how this work will be delivered to timescale and how milestones will be met, detailing the resources that will be allocated to each stage; b) Demonstrate an understanding of the risks, and project dependencies and explain how they would be mitigated to ensure project delivery; c) Explain the resources that will be allocated to delivering the required outcomes/output, and what other resources can be called upon if required.**Experience (40%)**The proposal should set out any experience relevant to the project requirement. In particular, it must:a) Provide CVs of the consultants who will be delivering the project; b) Highlight the organisation’s relevant experience for this project, submitting examples of similar projects.**Cost / Value for money (30%)**A **fixed fee** for delivery of the project requirement (inclusive of all expenses), including a full price breakdown for each stage of the project and details of the day rates that will apply for the lifetime of this project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of consultant | Grade | Role  | Day rate | Number of days | Total cost (ex VAT) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please note that consultancy grades should align with the following definitions:

|  |  |
| --- | --- |
| **Grade** | **Requirement** |
| Junior consultant | Demonstrable experience in a wide range of projects in their specialist field. Evidence of client facing experience and support services to wider consultancy projects. |
| Consultant | Notable experience and in-depth knowledge of their specialist field. Evidence of a wide range of consultancy projects and client facing experience. Support work in process and organisational design and leading workshops and events. |
| Senior Consultant | Substantial experience in their specialist field and in a consultancy/training role. Previous experience in project management and working in a wide range of high quality and relevant projects. Familiarity of the issues/problems facing public sector organisations. |
| Principal Consultant | Substantial experience in their specialist field and in a consultancy/training role. Sound knowledge of the public sector and current policy and political issues affecting it. Previous experience in project management on at least three major projects, preferably in the public sector and using the PRINCE2 or equivalent method. |
| Managing Consultant | Substantial experience in their specialist field and in a consultancy role. In depth knowledge of the public sector and of current policy and political issues affecting it. Previous experience in project management on at least 5 major projects, preferably in the public sector and using PRINCE2 or equivalent methods. |
| Director / Partner | Extensive experience in their specialist field, in which they are nationally or internationally renowned as an expert. Extensive experience of leading or directing major, complex and business critical projects; bringing genuine strategic insight. In depth knowledge of the public sector and of current policy and political issues affecting it. |

**Marking Scheme**

|  |  |
| --- | --- |
| Score 0  | Unanswered or totally inadequate response to the requirement. Complete failure to grasp/reflect the core issues |
| 1 | Minimal or poor response to meeting the requirement. Limited understanding, misses some aspects |
| 3 | Good understanding and interpretation of requirements, providing clear evidence of how the criterion has been met |
| 5 | Excellent response fully addressing the requirement and providing significant additional evidence of how the criterion has been met and how value would be added |

 |

**4. Procurement procedures**

Tendering Timetable

The timescales for the procurement process are as follows:

|  |  |
| --- | --- |
| **Element** | **Timescale** |
| Invitation to tender issued | Monday 13 Jan 2020 |
| Deadline for the submission of clarification questions | Monday 20 Jan 2020 10.00 |
| Deadline for submission of proposals | Monday 27 Jan 2020 10.00 |
| Shortlisted suppliers notified | Monday 17 Feb 2020 |
| Interviews and presentations\* | Monday 02 Mar 2020 (if required) |
| Award contract | Monday 16 Mar 2020 |
| Contract start date  | Wednesday 01 Apr 2020 |

\*Please ensure that the Project Manager and other key consultants who will be delivering this work are available to give presentations on the interview date

Tendering Instructions and Guidance

**Amendments to ITT document**

Any advice of a modification to the Invitation to Tender will be issued as soon as possible before the Tender submission date and shall be issued as an addendum to, and shall be deemed to constitute part of, the Invitation to Tender. If necessary, ORR shall revise the Tender Date in order to comply with this requirement.

**Clarifications & Queries**

Please note that, for audit purposes, any query in connection with the tender should be submitted via the ORR eTendering portal.The response, as well as the nature of the query, will be notified to all suppliers without disclosing the name of the Supplier who initiated the query.

**Submission Process**

Tenders must be uploaded to the ORR eTendering portal **no later** than the submission date and time shown above. Tenders uploaded after the closing date and time may not be accepted. Bidders have the facility to upload later versions of tenders until the closing date/time.

Please submit the Form of Tender and Disclaimer certificate along with your proposal. If you are already registered on our eTendering portal but have forgotten your login details, please contact the portal administrator.

An evaluation team will evaluate all tenders correctly submitted against the stated evaluation criteria.

By issuing this Invitation to Tender ORR does not undertake to accept the lowest tender, or part or all of any tender. No part of the tender submitted will be returned to the supplier

**Cost & Pricing Information**

Tender costs remain the responsibility of those tendering. This includes any costs or expenses incurred by the supplier in connection with the preparation or delivery or in the evaluation of the tender. All details of the tender, including prices and rates, are to remain valid for acceptance for a period of 90 days from the tender closing date.

Tender prices must be in Sterling.

Once the contract has been awarded, any additional costs incurred which are not reflected in the tender submission will not be accepted for payment.

**References**

References provided as part of the tender may be approached during the tender stage

**Contractual Information**

Following the evaluation of submitted tenders, in accordance with the evaluation criteria stated in this document, a contractor may be selected to perform the services and subsequently issued with an order.

Any contract awarded, as a result of this procurement will be placed with a prime contractor who will take full contractual responsibility for the performance of all obligations under the contract. Any sub-contractors you intend to use to fulfil any aspect of the services must be identified in the tender along with details of their relationship, responsibilities and proposed management arrangements.

The proposal should be submitted in the form of an unconditional offer that is capable of being accepted by the ORR without the need for further negotiation. Any contract arising from this procurement will be based upon ORR’s standard Terms & Conditions (see Form of Agreement attached). You should state in your proposal that you are willing to accept these Terms & Conditions.

The ORR does not expect to negotiate individual terms and expects to contract on the basis of those terms alone. If you do not agree to the Conditions of Contract then your tender may be deselected on that basis alone and not considered further.

The ORR may be prepared to consider non-fundamental changes to the standard terms and conditions in exceptional circumstances. If there are any areas where you feel you are not able to comply with the standard ORR terms and conditions, then details should be submitted as a separate annex to the proposal using the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Clause Number*** | ***Existing Wording*** | ***Proposed Wording*** | ***Rational for amendment*** |
|  |  |  |  |
|  |  |  |  |

Any services arising from this ITT will be carried out pursuant to the contract which comprises of:

* ORR Terms & Conditions;
* service Schedules;
* this Invite to Tender & Statement of Requirement document; and
* the chosen supplier’s successful tender.

## ORR’s Transparency Obligations and the Freedom of Information Act 2000 (the Act)

The ORR is a central Government department and as such complies with the Government’s transparency agenda. As a result, there is a presumption that contract documentation will be made available to the public via electronic means. The ORR will work with the chosen supplier to establish if any information within the contract should be withheld and the reasons for withholding it from publication.

Typically the following information will be published:

* contract price and any incentivisation mechanisms
* performance metrics and management of them
* plans for management of underperformance and its financial impact
* governance arrangements including through supply chains where significant contract value rests with subcontractors
* resource plans
* service improvement plans

Where appropriate to do so information will be updated as required during the life of the contract so it remains current;

In addition, as a public authority, ORR is subject to the provisions of the Freedom of Information Act 2000. All information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. ORR may also decide to include certain information in the publication scheme which it maintains under the Act. If a bidder considers that any of the information included in its proposal is commercially sensitive, it should identify it and explain (in broad terms) what harm may result from disclosure if a request is received and the time period applicable to that sensitivity. Bidders should be aware that even where they have indicated that information is commercially sensitive ORR may be required to disclose it under the Act if a request is received. Bidders should also note that the receipt of any material marked “confidential” or equivalent by the public authority should not be taken to mean that the public authority accepts any duty of confidence by virtue of that marking. If a request is received ORR may also be required to disclose details of unsuccessful bids

Please use the following matrix: to list such information:

|  |  |  |
| --- | --- | --- |
| Para. No. | Description | Applicable exemption under FOIA 2000 |
|  |  |  |
|  |  |  |
|  |  |  |