

Invitation to Tender

Translation Services

Ref: AM0079

## 1 Background/ Introduction

Celtic & Co. employs over 40 people and our sustainably produced and eco-friendly products are sold across the globe. We are thrilled to announce that in April 2018 we were recognised by the Queen for this effort, receiving the Queen's Award for Enterprise in the International Trade, the highest official UK award for British businesses. Our international business is growing considerably – and we are geared up for this growth in most ways apart from our website.

Our project will be to enable our website to be translated into any language and this requires significant works on the 'back end' plus the translations accordingly.

This invitation to tender is for the translation of the website.

**The purchase of this service is part of a grant funded application process and therefore procurement will be subject to grant approval of the project as a whole. We will compare tenders received on a compliance basis only.**

## 2 Project Specification

We are seeking professional translation and edit/ proof reading of our website from English (UK) to:

- French
- Chinese Traditional
- German
- Japanese
- Russian

Word count is: 176,644

Timetable for the works will be:

- German Translation                      Q2 2020 - 21
- Russian Translation                      Q2 2021 - 22
- Japanese Translation                      Q4 2021 - 22
- French Translation                      Q2 2022 - 23
- Chinese Translation                      Q2 2022 - 23

### 3 ITT Timetable

The anticipated timetable for submission of the tender and commission milestones are set out below:

Activity	Date
Date ITT available on Contracts Finder	11 <sup>th</sup> September 2019
Last date for raising queries	18 <sup>th</sup> September 2019
Last date for clarifications to queries	20 <sup>th</sup> September 2019
Deadline to return ITT	25 September 2019 1200
Evaluation of ITT	25 September 2019 1300
Award of Contract	This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation

### 4 Conflicts of Interest

Please provide a statement with regards to a conflict of interest for this procurement through the provision of either:-

A Declaration that to your knowledge there is no conflict of interest between your company and Celtic Sheepskin & Co Ltd. that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the contexts of this procurement procedure.

Or

A Declaration that there is a likely conflict of interest between your company and Celtic Sheepskin & Co Ltd. that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the contexts of this procurement procedure, please provide details of this connection.

This will permit Celtic Sheepskin & Co Ltd. to take, in the event of a conflict of interest, appropriate steps to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

## Exclusion

Celtic Sheepskin & Co Ltd. shall exclude applicants from participation in this procurement procedure where they have established or are otherwise aware that the applicant, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicants company, has been the subject of a conviction by final judgment of one of the following reasons:-

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

## 5 Consortium or sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant (greater than 25%) role in the delivery of the services under any ensuing Contract.

## 6 Tender Application Requirements

Please provide paper copies of your application which should include:

1. Confirmation that **you the supplier** are able to meet the requirements outlined in the brief above.
2. A **dated** response which includes **our company's full postal address** (albeit your submission might be by email) and included the **Reference: AM0079**
3. Details of who to **contact** in your company in relation to this tender
4. **Company registration Number and VAT number (if appropriate)**
5. **Total cost** of providing the goods/ services requested.
6. The **appropriate conflict of interest statement** (as detailed in section 4).

## 7 Tender Scoring Criteria

The tender will be scored only on their compliance to the specification set out in section 2 and awarded to the lowest compliant tender.

## 8 Tender Returns

Tenders may be returned by email or post, or by delivery in person.

Tenders are to be returned by:-

Latest date to be returned: 25 September 2019

Latest time to be returned: 1200 pm

If submitting by **email**, tenders should be sent electronically to [Shaun.Grose@celticandco.com](mailto:Shaun.Grose@celticandco.com) with the following message **clearly noted in the Subject box**;

### Translation Services Ref AM0079

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

If submitting by post or in person, the Tender must be enclosed in a sealed envelope, only marked as follows:-

### Tender - Strictly Confidential – Translation Services Ref AM0079

Addressed to:

Shaun Grose  
Celtic Sheepskin & Co Ltd.  
Unit B  
Treloggan Industrial Estate  
Newquay  
Cornwall  
TR7 2SX

The envelope should not give any indication to the Tenderer's identity. Marking by the carrier will not disqualify the tender.

If delivery **by hand** please obtain an official Receipt at point of delivery.

## 9 Clarification

There will not be any negotiations of any of the substantive terms of the Tender Documents. Only clarification queries will be answered. Any clarification queries arising from the Tender Documents which may have a bearing on the offer should be raised as soon as possible in writing. The deadline for clarification questions is 6 days before the submission date. All e-mailed queries should be sent to:-

Name: Shaun Grose

E-mail: [shaun.grose@celticandco.com](mailto:shaun.grose@celticandco.com)

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, Contract or other Tender Documents or as to any other matter or thing to be done under the proposed contract shall bind us unless such representation is in writing and duly signed by Nick Whitworth of Celtic Sheepskin & Co Ltd.. All such correspondence shall be returned with the Tender Documents and shall form part of the Contract.

Tenderers must provide a single point of contact in their organisation for all contact between the Tenderer and Celtic Sheepskin & Co Ltd..

Responses to any queries will be shared through Contracts Finder website.

## **10 Disclaimer**

The issue of this documentation does not commit Celtic Sheepskin & Co Ltd. to award any contract pursuant to the bid process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Celtic Sheepskin & Co Ltd. or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Celtic Sheepskin & Co Ltd. and any other party (save for a formal award of contract made in writing by or on behalf of Celtic Sheepskin & Co Ltd.).

Bidders must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to bidders by Celtic Sheepskin & Co Ltd. or any information contained in Celtic Sheepskin & Co Ltd.'s publications are supplied only for general guidance in the preparation of the tender response. Bidders must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Celtic Sheepskin & Co Ltd. for any loss or damage of whatever kind and howsoever caused arising from the use by bidders of such information.

Bidders shall be responsible for their own costs and expenses in connection with or arising out of their response. Celtic Sheepskin & Co Ltd. reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Celtic Sheepskin & Co Ltd. liable for any costs or expenses incurred by bidders during the procurement process.