**INVITATION TO TENDER**

**FOR**

**THE PROVISION OFAUDIO RECORDING AND TRANSCRIPTION AND ADDITIONAL SERVICES**

|  |
| --- |
| *This document should be completed and returned in accordance with the Instructions to Tenderers contained herein* |
| **Tender to be submitted by:** | 16 November 2022 @14:00 |
| **To:**  | Tarek Hussien – HCPC Procurement ManagerDeborah Oluwole – HCPC Operational ManagerHealth and Care Professions Council184-186 Kennington Park RoadLondonSE11 4BU |
| **E-mail address:** | procurement@hcpc-uk.org deborah.oluwole@hcpts-uk.org  |
|  |  |

Contents

[INFORMATION AND INSTRUCTIONS FOR TENDERERS 2](#_Toc420649542)

[1. The Health and Care Professions Council (HCPC) 2](#_Toc420649543)

[2. Background to the requirement 2](#_Toc420649544)

[3. Tender return instructions 2](#_Toc420649545)

[4. Contract terms and conditions 3](#_Toc420649546)

[5. Acceptance of tenders 3](#_Toc420649547)

[6. Quantities and scope 3](#_Toc420649548)

[7. Further information 3](#_Toc420649549)

[8. Contract period 4](#_Toc420649550)

[9. Pricing 4](#_Toc420649551)

[10. Evaluation 4](#_Toc420649552)

[11. Timetable 5](#_Toc420649553)

[12. Prevention of corruption 5](#_Toc420649554)

[13. Freedom of information 5](#_Toc420649555)

[SPECIFICATION 7](#_Toc420649556)

[Purpose 7](#_Toc420649557)

[Quality 7](#_Toc420649558)

[Quantities 8](#_Toc420649559)

[Timescales and deadlines 8](#_Toc420649560)

[Cost 8](#_Toc420649561)

[EVALUATION CRITERIA 9](#_Toc420649562)

[Stage 1 9](#_Toc420649563)

[Stage 2 9](#_Toc420649564)

[Stage 3 9](#_Toc420649565)

[INFORMATION TO BE PROVIDED BY TENDERERS 10](#_Toc420649566)

[1. Full name, address of the Tenderer: 10](#_Toc420649567)

[2. Main contact 10](#_Toc420649568)

[3. Current legal status of the Tenderer 10](#_Toc420649569)

[4. Financial health 11](#_Toc420649570)

[5. Insurance 11](#_Toc420649571)

[6. Equality,diversity, and inclusion 11](#_Toc420649572)

[7. How we meet your specification 12](#_Toc420649573)

[FORM OF TENDER 14](#_Toc420649574)

#

# INFORMATION AND INSTRUCTIONS FOR TENDERERS

1. **The Health and Care Professions Council (HCPC)**
	1. The Health and Care Professions Council is a ‘body corporate’. We are a public body but we are not part of the Department of Health or the NHS in England, Northern Ireland, Scotland or Wales. We were set up on the 1 April 2002 by the Health and Social Work Professions Order 2001 (the Order), and replaced the Council of Professions Supplementary to Medicine.
	2. We are one of nine UK statutory regulators of health and social care professionals. We were established to protect the public. To do this, we keep a register of professionals who meet our standards for their training, professional skills, behaviour and health, and we take action against those who do not meet the standards we set or who use a protected title illegally. As of 02 September 2022 we regulated approximately [304,000] individuals. These are known as “registrants” and are members of the 15 professions regulated by the HCPC.
	3. We are an independent, self-funding organisation. All of our operational costs are funded by fees from registrants. Those fees are set out in the Health and Care Professions Council (Registration and Fees) Rules 2003 and any fee increases are subject to consultation and must be approved by the Privy Council.
	4. Our offices are in London located at 184-186 Kennington Park Road. This site accommodates approximately [240] staff with hybrid working arrangements.

* 1. Further details on the HCPC may be found on our web site [www.hcpc-uk.org](http://www.hcpc-uk.org)
1. **Background to the requirement**
	1. HCPC service requirements are currently booked through two suppliers. The suppliers provide individuals to take an audio recording of each event and for certain events to provide a verbatim transcript.
	2. It is estimated that charges for folios account for around 56% of the total costs charged to the HCPC. The other primary cost is attendance fee.
	3. Currently, records of proceedings are taken by a mixture of audio recording and logging, although HCPC is keen to explore improvements in service through application of new technologies and approaches.
	4. Audio recording, transcription, and additional related services are predominantly required for events held by the Fitness to Practise (FTP) Directorate. The Investigating Conduct and Competence and Health committees may hear the following events:
* preliminary/ case management meetings;
* interim orders;
* substantive hearings;
* restoration hearings; and
* substantive reviews.

* 1. The HCPC also have the responsibility of listing Registration Appeals for applicants who were refused entry to the HCPC register. These events, although separate from fitness to practise hearings, will also form part of this contract.
	2. Events are predominantly held remotely via videoconference or as a hybrid hearing where some attendees meet in person, with the other attendees joining remotely. Hearings can also be heard with all attendees in person at HCPC’s offices in London, as well as venues in England, Northern Ireland, Scotland and Wales.

**The aim of the tender is to provide the HCPC with:**

* An audio recording of FTP events;
* A verbatim record of FTP events;
* Translation services in respect of FTP events;
* Fully trained loggers who are able to attend hearings both virtually and in various locations within the United Kingdom;
* Secure storage of digital and paper records of all events for a minimum of seven years, with a process for controlled disposal;
* A very high standard of verbatim transcripts for specified events and on request;
* Standard turnaround times for the return of completed transcripts of 3 working days, plus an expedited service for exceptional cases of 1 working day;
* High quality customer service for booking, confirming and managing the services;
* Reliable and efficient systems for booking services with a single consolidated invoicing system from the supplier (if more than one is appointed);
* Regular reporting of upcoming and completed activity;
* An evidenced system of quality assurance and development of services; and
* Such other audio recording, transcription and additional services as may be required by other additional Councils as set out above.
1. **Tender return instructions**
	1. Tenderers are required to complete and provide all information required by the HCPC in accordance with this Invitation to Tender (ITT). Failure to comply with these Instructions to Tender may lead the HCPC to reject a tender response.
	2. Tenderers are requested to submit one copy of their tender electronically, via email with the subject heading HCPC1801 – “Audio Recording, Transcription and Additional Services” to:

procurement@hcpc-uk.org

deborah.oluwole@hcpts-uk.org

Documents should be in a format that is compatible with Microsoft Office.

* 1. The tender is to be returned by no later than **Friday 11 November at 17:00** (‘the Deadline’). The Health and Care Professions Council (HCPC) reserves the right to extend the Deadline. Any extension will apply to all tenderers. The HCPC reserves the right to reject any responses received after the Deadline.

* 1. **It is each tenderer’s responsibility to ensure that their tender is emailed to the correct email address by the Deadline.**
	2. The HCPC reserves the right at any time to issue further supplementary instructions and updates and amendments to the instructions and information contained in this Invitation to Tender as it shall in its absolute discretion think fit.
	3. The HCPC will not be responsible for the costs or expenses of any Tenderer in relation to any matter referred to in this Invitation to Tender howsoever incurred.
1. **Contract terms and conditions**

4.1 In submitting a response to this ITT you offer to be bound by all the provisions of this ITT including Appendix 1 which is the draft contract.

1. **Acceptance of tenders**
	1. The HCPC does not bind itself to accept the lowest or any tender.
	2. The HCPC reserves the right to accept the whole or any part of any tender.
	3. The tender is to remain open for acceptance by HCPC for a minimum period of 60 days from the Deadline.
2. **Quantities and scope**
	1. The quantities and scope of services set out in the Specification below are an estimate of the HCPC’s requirements at the time of producing this ITT. The information provided is to the best of our knowledge accurate at the time of issuing the ITT but circumstances may change over the life of the contract.
	2. Tenderers must form their own opinions, making such investigations and taking such advice (including professional advice) as is appropriate without reliance upon any opinion or other information provided by the HCPC or their advisers and representatives. Tenderers should notify the HCPC promptly of any perceived ambiguity, inconsistency or omission in this ITT, any of its associated documents and/or any other information issued to them during the procurement process.
3. **Further information**
	1. All requests for further information or clarification of the HCPC’s requirements in relation to this ITT must be addressed to:

procurement@hcpc-uk.org

deborah.oluwole@hcpts-uk.org

The closing date for any further questions/clarification will be Tuesday 11 October at 12:00.

* 1. The HCPC reserves the right to issue the response to any clarification request made to all tenderers unless it is expressly required to be kept confidential at the time the request is made. If the HCPC considers that the contents of the request should not be kept confidential, it will inform the requester and the requester will have the opportunity to withdraw the request.
1. **Contract period**
	1. The Contract will run for a period of eighteen months commencing on [TBA] with an optional provision to extend for a further eighteen months.
2. **Pricing**
	1. The Tenderer shall price all items as set out in the Pricing Schedule set out in this ITT. The rates stated should be **inclusive of all costs and expenses** but exclude VAT which shall be charged at the prevailing rate, if applicable. No other costs will be accepted other than those in the Pricing Schedule.

(You may show the VAT value in separate lines for further usage if applicable.)

* 1. The Tenderer is notified that all quantities given are approximate and given for guidance purposes only. No claim from the Tenderer will be entertained by the HCPC for any mistakes in the information given.
	2. Submissions must be priced in sterling and all payments will be made in sterling. Tenderers are required to send the pricing proposal in a separate document from the Quality Proposal.
	3. The prices and / or rates stated in the Pricing Schedule constitute the only reimbursement and profit to the Tenderer for providing the Services. The prices are deemed to cover all costs, expenses and profit incurred directly or indirectly by the suppliers in providing the Services.
	4. The actual price to be paid will be a product of the rates detailed in this document.
1. **Evaluation**
	1. Tenders will be evaluated based on the Evaluation Criteria mentioned in this form.
	2. Following evaluation (including interviews) the Tenderer(s) presenting the most economically advantageous tender when assessed against the criteria set out in the Evaluation Criteria will be appointed to the Framework Agreement.
	3. Framework Agreement award is subject to the formal approval process of the Council. Until all necessary approvals are obtained and the standstill period is completed, the Framework Agreement will not be entered into.
	4. Once the Council has reached a decision in respect of Framework Agreement award, it will notify all Tenderers of that decision and provide for a standstill period in accordance with the Regulations before entering into the Framework Agreement.
2. **Timetable**
	1. The indicative dates for the remainder of the procurement are set out in the table below. These are for guidance only and are subject to change at the sole discretion of the HCPC.

|  |  |
| --- | --- |
| **Activity** | **Expected date** |
| ITT Publish Date to potential tenderers  | 13 October 2022 |
| Last day to send Tender Queries  | 20 Oct 2022 @12:00 |
| To reply all queries | 24 Oct 2022 @15:00 |
| Tender Closing Day | 16 Nov 2022 @14:00 |
| Tender Evaluation & Bidders Interview *(if needed)* | 17 Nov – 24 Nov 2022 |
| Awarding the Tender | 28 Nov 2022 |
| Standstill Period | 28 Nov – 10 Dec 2022 |
| Contract Discussion/Signature | 15 Dec 2022 |

1. **Prevention of corruption**
	1. Any attempt by any tenderer to influence inappropriately the contract award process in any way will result in that tender being disqualified. Any direct or indirect canvassing by any tenderer in relation to this procurement or any attempt to obtain information from any of the employees or agents of the HCPC concerning another tenderer may result in disqualification at the discretion of the HCPC.
	2. The HCPC shall be entitled to cancel the Contract and recover from the Contractor the amount of any loss resulting from such cancellation should any tenderer, his servant or agent give or offer any gift or consideration whatsoever as an inducement or reward to any employee, agent or officer of the HCPC, which the tenderer may note will also constitute a criminal offence, punishable by imprisonment.
2. **Freedom of information**
	1. The Freedom of Information Act (‘FOIA’) applies to the HCPC. Any tenderer should be aware that the HCPC’s obligations and responsibilities under the FOIA to disclose, on written request, recorded information held by the HCPC. Information provided by a tenderer in connection with this ITT, or with any Contract which may be awarded as a result of this ITT, may therefore have to be disclosed by the HCPC in response to such a request, unless the HCPC decides that one of the statutory exemptions under the FOIA applies.
	2. The HCPC may also decide to include certain information in the publication scheme which the HCPC maintains under the FOIA.
	3. If a tenderer wishes to designate information supplied as confidential, it must provide clear and specific detail as to the precise elements which are confidential. For example, if a tenderer considers that any of the information included in their tender submission 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.
	4. Tenderers should be aware that, even where they have indicated that information is commercially sensitive, the HCPC may still be required to disclose it under the FOIA if a request is received.
	5. Tenderers should also note that the receipt of any material marked ‘confidential’ or equivalent by the HCPC should not be taken to mean that the HCPC accepts any duty of confidence by virtue of that marking.

#

# SPECIFICATION

The Supplier(s) shall provide the following services as a minimum:

**Audio recording of hearings:**

* Provide a high-quality audio recording of proceedings from which a verbatim transcription of events can be produced utilising current technologies;
* Demonstrate how new approaches or technology can add value to HCPC hearings;
* Supply local agents to attend hearings via videoconference, in London and at venues across the United Kingdom (where possible) in order to minimise claims for travel and subsistence;
* Supply agents at short notice;
* Provide agents solely for the purpose of providing a verbatim audio recording of hearings;
* Ensure agents can perform duties without the need for any additional amplification to be provided by the organisation;
* Cancellations – where an agent cannot attend a hearing for any reason the supplier should ensure adequate contingency measures are in place;
* Demonstrate a recruitment and training programme to ensure hearing volumes can be met; and
* Demonstrate application of new technologies or approaches to assist the HCPC in delivering the best value for money.

**Production and redaction of transcripts:**

* Produce and provide transcripts either immediately, or on request, at any stage after the event;
* Provide expedited transcripts of complete hearings within 1 working day where requested;
* Provide efficient turnaround times of not less than 3 working days for other transcripts required; and
* Produce and provide transcripts of historic recordings produced by other (including previous) suppliers.

**Record storage and data security**

* Demonstrate a system that effectively protects and appropriately shares the organisations’ sensitive data, to include:
	+ Secure storage of records of all events for a minimum of seven years;
	+ Secure destruction of records;
	+ Supplier access to records that allows transcripts and other services to be produced within timescales described;
	+ Provide auditing systems of stored transcripts and other translated documents to ensure documents have been saved correctly;
	+ Provide transcripts that are consistently templated, labelled and indexed to requested specifications;
	+ Label the media files for events separately as ‘private’ for proceedings held in private session;
	+ Provide secure and safe storage and transport of electronic transcripts, media files and translations to ensure confidentiality of all parties is maintained in line with the Data Protection Act 2018, which came into force on 24 May 2018, and any subsequent data protection legislation that is in or may come into force during the contract period;
	+ Ensure compliance with the Data Protection Act 2018 and the General Data Protection Regulation;
	+ Ensure agents make and store audio recordings securely; and
	+ Ensure agents respect the confidentiality of proceedings and any confidential material divulged within proceedings.

**Communications and management information:**

* Provide a centralised, automated system for booking, confirming, monitoring and billing for all types of hearings activity, with dedicated resources to support the management and development of the Framework Agreement;
* Develop an efficient system of communication for the appointment, confirmation and invoicing of services with minimal reliance on resources;
* Make available management information reports on a minimum quarterly basis. Reports should detail usage of service, bookings and expenditure levels within any financial year or period of service;
* Be able to deliver, on demand, ad hoc reports to support the management of the Framework Agreement; and
* Provide a customer complaints policy and process for the organisation to engage at any time with the agency regarding the services provided.

**Additional Language, audio and visual services:**

* Produce high quality services in the requested format within agreed timescales; and
* Abide by the organisations’ data storage and handling requirements as outlined above.

Additional services may include, but are not limited to the provision of translation, interpretation and video recording of hearings and similar events.

If agents do not live locally for in-person or hybrid hearings outside London, the travel arrangements should be made by the supplier and invoiced to the HCPC or other Council as the case may be. Expenses for travel and subsistence will be reimbursable in accordance with the HCPC’s or other Council’s disbursements and expenses policy in accordance with paragraph 4 (Reimbursable Expenses) of Schedule 3 to the Framework Agreement.

Payment will not be made for days used to travel to any venue.

## **Cost**

* The Tenderer shall price all required activities and services named and explained in this documents. HCPC has allocated a certain budget should be met by the bidders in order to get the complete evaluation score.
* The rates stated should exclude VAT which shall be charged at the prevailing rate, if applicable. No other costs will be accepted other than those in the Pricing Schedule.
* VAT cost should be shown separately in order to be used whenever needed.
* The HCPC has a Travel and Accommodation Service contract that can be used by our suppliers’ staff, what may beneficial for both parties as some of the rates are negotiated on volume.

# EVALUATION CRITERIA

Tenders will be evaluated by a panel made up of managers at the HCPC. The panel members are:

* Deborah Oluwole, Operational Manager (Scheduling);
* Claire Baker, Operational Manager (Hearings);
* Laura Coffey, Head of Fitness to Practise; and
* Tarek Hussien, Procurement Manager.

The panel will use the following criteria:

## **Stage 1**

|  |  |
| --- | --- |
| **Criteria** | **Yes/No** |
| * Does the tenderer meet our essential/minimum requirements for:
* Financial health and capacity
* Insurance
* Policies
* Is your organisation policy comply with ISO27001 certification?
* Is the tender compliant with the terms of the Invitation to Tender?
 |  |

## **Stage 2**, for tenders that pass stage 1

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Weighting (%)** |
| **Quality** | **70%** |
| * Method of statement
* Resources
* Communication
* Monitoring
* Understanding of Health Regulation & Services required
* Ability to response to HCPC’s changing in needs.
* Preparedness for presentation
* Quality of presentation
 |  |
| **Cost** | **30%** |
| * Proposed Price Models
* Value for money
* Meeting HCPC Budget

  |  |
| **Total** | **100%** |

#

# INFORMATION TO BE PROVIDED BY TENDERERS

1. **Full name & address of the Tenderer**

|  |  |
| --- | --- |
| Company name |  |
| Address |  |
| Town/City |  |
| Postcode |  |
| Website |  |

1. **Main contact**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Telephone Number |  |
| E-mail |  |

1. **Current legal status of the Tenderer**

|  |  |
| --- | --- |
|  | Please tick one box |
| Partnership |  |
| Limited Company / PLC |  |
| Limited Liability Partnership  |  |
| Company/LLP registered number |  |
| OtherPlease provide details below |  |
| ConsortiumPlease outline below the proposed legal structure of the consortium including an organisation chart and a full description of each member’s role. |  |
| Details of “Other” legal status, or consortium legal structure etc, if applicable: |

1. **Financial health** [applicable to contracts for on-going supplies of goods and services. Delete for one off supplies]

|  |  |
| --- | --- |
| Please attach your most recent accounts. If you file abbreviated accounts at Companies House, please attach the full accounts including profit and loss account.*Note that where the contract is for a service that is key to HCPC’s delivery of its functions and/or the service would be difficult to replace, HCPC will require the supplier to be profitable and solvent and to have sufficient spare capacity to provide assurance of delivery, and this will be assessed on the basis of the tenderers’ accounts.* |  |

1. **Insurance**

|  |  |
| --- | --- |
| Please attach scan(s) provide evidence of the professional indemnity insurance held. The evidence should include the name of the insurers, policy number, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policy. |  |

1. **Equality, diversity, and inclusion**

|  |  |
| --- | --- |
| Please attach scan(s) of your equality and diversity policies |  |
| Do you provide training for your employees on equality, diversity, and inclusion? |  |
| In the last three years has any finding of unlawful discrimination in the employment field been made against you by an employment tribunal, an employment appeal tribunal, or any court or in comparable proceedings in any other jurisdiction? |  |
| If the answer to the previous question is yes, please provide details as to what steps have been taken by you as a result of that finding(s) |  |

1. **How you meet our specification**

|  |
| --- |
| Describe here or in attached documents how your services meet our specification |
|  |

1. **Pricing**

|  |
| --- |
| Set out here or in attached documents your proposed prices/charges/fee for the services], noting our requirements in the Costs section of the specification |
| **6** | **PRICING SCHEDULE** |
| 1. The Tenderer is notified that all quantities given are approximate and given for guidance purposes only. No claim from the Tenderer will be entertained by the Council for any mistakes in the information given.
2. The Tenderer shall price all items. No other costs will be accepted other than those in the Pricing Schedule.
3. Submissions must be priced in sterling and all payments will be made in sterling. Tenderers are required to send the pricing proposal in a separate document from the Quality Proposal.
4. The rates stated in the Cost column of the Pricing Schedule should be **inclusive of all costs and expenses** but exclude VAT which shall be charged at the prevailing rate, if applicable.
5. The prices and/or rates stated in this Price Schedule constitute the only reimbursement and profit to the Tenderer for providing the Services. The prices are deemed to cover all costs, expenses and profit incurred directly or indirectly by the supplier in providing the Services.
6. The actual price to be paid will be a product of the rates detailed in this document. All work shall be authorised in advance in writing by the Council’s authorised officer.
 |
| **PART 1 - CHARGES** |
| **Item** | **Cost** | **Vat (20%)** | **Total** |
| **Recording Services** (the Services which shall arise under events include: Tribunal Hearings; Registration Appeals; Interviews; and Conferences) |
| Half day attendance fee (4 hours or less) |  |  |  |
| Full day attendance fee (up to 8 hours) |  |  |  |
| 1 – 3 days attendance fee |  |  |  |
| 3 – 5 days attendance fee |  |  |  |
| More than 5 days attendance fee |  |  |  |
| Overtime rate (**if any**) per hour for attendance in excess of 8 hours in any one day. |  |  |  |
| Cancellation fee with less than 24 hours’ notice |  |  |  |
| Any other costs for hearings (Please give full details) |  |  |  |
| **Transcription Services** |
| Transcript rate per folio (first 100 folios) – 1 day turnaround |  |  |  |
| Transcript rate per folio (first 100 folios) – 1 – 2 days turnaround |  |  |  |
| Transcript rate per folio (first 100 folios) – 3 days plus turnaround |  |  |  |
| Transcript rate per folio (more than 100 folios) – 1 day turnaround |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Transcript rate per folio (more than 100 folios) – 1 – 2 days turnaround |  |  |  |
| Transcript rate per folio (more than 100 folios) –3 days plus turnaround |  |  |  |
| Audio Files (Edited) – 1 day turnaround |  |  |  |
| Audio Files (Edited) – 1 – 2 days turnaround |  |  |  |
| Audio Files (Edited) – 3 days plus turnaround |  |  |  |
| **Additional Services*****(if needed)*** |
| *Video Recording Services* (The Services which shall arise under events include: Tribunal Hearings; Registration Appeals; Interviews; and Conferences) |
| Full day attendance fee (up to 8 hours) |  |  |  |
| 1 – 3 days attendance fee |  |  |  |
| 3 – 5 days attendance fee |  |  |  |
| More than 5 days attendance fee |  |  |  |
| Overtime rate (**if any**) per hour for attendance in excess of 8 hours in any one day. |  |  |  |
| Cancellation fee with less than 24 hours’ notice |  |  |  |
| *Transcription Services from Video* |
| Transcript rate per folio (first 100 folios) – 1 day turnaround |  |  |  |
| Transcript rate per folio (first 100 folios) – 1 – 3days turnaround |  |  |  |
| Transcript rate per folio (first 100 folios) – 3 – 5 days turnaround |  |  |  |
| Transcript rate per folio (first 100 folios) – morethan 5 days turnaround |  |  |  |
| Transcript rate per folio (more than 100 folios) – 1 day turnaround |  |  |  |
| Transcript rate per folio (more than 100 folios) – 1 – 3 days turnaround |  |  |  |
| Transcript rate per folio (more than 100 folios) – 3 – 5 days turnaround |  |  |  |
| Transcript rate per folio (more than 100 folios) – more than 5 days turnaround |  |  |  |
| Video Files (Edited) – 1 day turnaround |  |  |  |
| Video Files (Edited) – 1 – 3 days turnaround |  |  |  |
| Video Files (Edited) – 3 – 5 days turnaround |  |  |  |
| Video Files (Edited) – more than 5 days turnaround |  |  |  |
| *Braille* |
| Braille (charge per A4 page) |  |  |  |
| Front Page Colour (charge per A4 page) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Logo on Braille (charge per A4 page) |  |  |  |
| Binding (charge per A4 page) |  |  |  |
| *Interpreting Services* |
| British Sign Language (BSL) (rate per day) |  |  |  |
| International to English (rate per day) |  |  |  |
| **Translation Services** (‘Target Language’ Group means the language in which text has to be translated) |
| *Target Language – Welsh* |
| Non-Technical English (charge per word) |  |  |  |
| Technical English (charge per word) |  |  |  |
| Marketing / Publication (charge per word) |  |  |  |
| Proof Reading (charge per word) |  |  |  |
| *Target Language – International* |
| Non-Technical English (charge per word) |  |  |  |
| Technical English (charge per word) |  |  |  |
| Marketing / Publication (charge per word) |  |  |  |
| Proof Reading (charge per word) |  |  |  |
| *Urgency Charge – all Languages (timescale within 24 hours)* |
| Non-Technical English (charge per word) |  |  |  |
| Technical English (charge per word) |  |  |  |
| Marketing / Publication (charge per word) |  |  |  |
| Proof Reading (charge per word) |  |  |  |
| **PART 2 – REBATES*****(if needed)*** |
| Rebates will be calculated following each anniversary of the Commencement Date.Turnover for these purposes will be the aggregate amount (including VAT) invoiced by the Service Provider pursuant to the Framework Agreement (irrespective of the invoice under which such Charges arise). The rebate will be applied at the relevant level for that part of the Turnover as falls within the relevant bracket only.Worked example:If Charges total £120,000, the rebate will be £50,000 x 0%, plus £24,999 x X%, plus £24,999 x Y%, plus £20,000 x Z%. |
| **Tranche of annual turnover** | **Percentage rebate (to be applied against all****turnover within that tranche)** |
| £50,000 to £74,999 |  |
| £75,000 to £99,999 |  |
| £100,000 to £149,999 |  |
| £150,000 to £249,999 |  |
| £250,000 to £349,999 |  |
| £350,000 plus |  |

1. **Please provide three references that we may contact to whom you have provided similar services**

|  |  |
| --- | --- |
| 1st reference contact details |  |
| 2nd reference contact details |  |
| 3rd reference contact details |  |

# FORM OF TENDER

**To: The Health and Care Professions Council**

Having examined the Terms and Conditions and the Specification for the provision of audio recording, transcription and additional services, I/We offer to carry out the whole of the **said services** in conformity with the said Terms and Conditions of Contract and associated work orders (to be detailed following selection of preferred supplier) and Specification.

I/We confirm that I am/we are not aware of any conflict of interest that would arise if I/we were to be successful in this tender.

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, I/we certify that this is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I/We also certify that I/We have not done and will not do at any time before the hour and date specified for the return of this tender any of the following acts:-

a. communicating to a person other than the person calling for those tenders the amounts or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;

b. entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;

c. Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this Form of Tender the word "person" includes any persons and anybody or association, corporate or unincorporated; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signature: Designation:

for and on behalf of:

Address:

Date: Tel. No