

CONTRACT AWARD NOTICE - ABOVE THRESHOLD

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S)

Official name: [Transport for London \(Commercial Services\)](#)

National ID:

Postal address: [Windsor House 42- 50 Victoria St.](#)Town: [London](#)Postal code: [SW1H 0TL](#)Country: [United Kingdom](#)**Contact point(s):** [Commercial Services](#)

Telephone: +

For the attention of:

Email:

Fax: +

Internet address(es)(if applicable)General address of the contracting authority(URL): www.tfl.gov.ukAddress of the buyer profile(URL): <http://eprocurement.tfl.gov.uk>Electronic access to information (URL): <http://eprocurement.tfl.gov.uk>Electronic submission of tenders and requests to participate (URL): <http://eprocurement.tfl.gov.uk>

I.2) Type of the contracting authority

- ☐ Ministry or any other national or federal authority, including their regional or local sub-divisions
- ☐ National or federal agency/office
- ☒ Regional or local authority
- ☐ Regional or local agency/office
- ☐ Body governed by public law
- ☐ European institution/agency or international organisation
- ☐ Other (please specify):

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- ☒ General public services
☐ Defence
☐ Public order and safety
☐ Environment
☐ Economic and financial affairs
☐ Health
☐ Housing and community amenities
☐ Social protection
☐ Recreation, culture and religion
☐ Education
☐ Other (please specify):

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities:

☒ yes ☐ no

(If yes, information on those contracting authorities can be provided in Annex A)

SECTION II: OBJECT OF THE CONTRACT**II.1) DESCRIPTION****II.1.1) Title attributed to the contract by the contracting authority**

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

(Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))

<input type="radio"/> (a) Works <input type="radio"/> Execution <input type="radio"/> Design and execution <input type="radio"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities	<input type="radio"/> (b) Supplies <input type="radio"/> Purchase <input type="radio"/> Lease <input type="radio"/> Rental <input type="radio"/> Hire purchase <input type="radio"/> A combination of these	<input checked="" type="radio"/> (c) Services Service category No 27 In case of contract for service categories 17 to 27 (see Annex C), do you agree to the publication of this notice? <input checked="" type="radio"/> yes <input type="radio"/> no
Main site or location of works	Main place of delivery	Main place of performance London NUTS code UKI

II.1.3) The notice involves (if applicable)

☒ The conclusion of a framework agreement ☐ Contracts based on a dynamic purchasing system (DPS)

II.1.4) Short description of the contract or purchase(s)

The Greater London Authority Functional Bodies - Transport for London (TfL), Greater London Authority (GLA), London Fire Emergency and Planning Authority (LFEPa), Mayor's Office for Policing and Crime (MOPAC)/Metropolitan Police Services (MPS), London Legacy Development Corporation (LLDC) and Old Oak and Park Royal Development Corporation (OPDC) are seeking tenders for the provision of Transcription and General Note Taking Services. PCR 2015 - Light Touch Regime will apply for this opportunity.

II.1.5) Common procurement vocabulary (CPV)

	Main vocabulary	Supplementary vocabulary (if applicable)
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Main object	75000000	
Additional object(s)	75110000	
	75130000	
	75131000	
	75100000	

II.1.6) Contract covered by the Government Procurement Agreement (GPA)

☒ yes ☐ no

II.2) TOTAL FINAL VALUE OF CONTRACT(S)

II.2.1) Total final value of contract(s) <i>(give figures only)</i> <i>(Please give only total final value, including all contracts, lots and options; for information about individual contracts, please fill section V. Award of contract)</i>	Excluding VAT	Including VAT rate (%)
Value 1250000.00 Currency GBP	<input type="radio"/>	<input type="radio"/> at
or Lowest offer / highest offer taken into consideration	<input type="radio"/>	<input type="radio"/> at

SECTION IV: PROCEDURE**IV.1) TYPE OF PROCEDURE****IV.1.1) Type of procedure**

- ☐ Open
☒ Restricted
☐ Accelerated restricted
☐ Competitive dialogue
- ☐ Negotiated with a call for competition
☐ Accelerated negotiated
☐ Negotiated without a call for competition
☐ Award of a contract without prior publication of a contract notice in the Official Journal of the European Union (in the cases listed in points k) and l) in Annex D)

Justification for the award of the contract without prior publication of a contract notice in the Official Journal of the European Union: please complete Annex D

IV.2) AWARD CRITERIA**IV.2.1) Award criteria** *(please tick the relevant box)*

☐ Lowest price

OR

☒ The most economically advantageous tender in terms of

Criteria	Weighting	Criteria	Weighting
1. Technical	60	6.	
2. Commercial	40	7.	
3.		8.	
4.		9.	
5.		10.	

IV.2.2) An electronic auction was used

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☐ yes ☒ no

IV.3) ADMINISTRATIVE INFORMATION**IV.3.1) File reference number attributed by the Contracting Authority (if applicable)**

TfL/91768

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

☒ yes ☐ no

If yes, (please fill in the appropriate boxes)

<input type="radio"/> Prior information notice or <input type="radio"/> Notice on a buyer profile Notice number in the OJEU: of (dd/mm/yyyy)
<input checked="" type="radio"/> Contract notice or <input type="radio"/> Simplified contract notice (DPS) Notice number in the OJEU: 2015/S 246-447875 of 19/12/2015 (dd/mm/yyyy)
<input type="radio"/> Voluntary ex ante transparency notice Notice number in the OJEU: of (dd/mm/yyyy)
<input type="radio"/> Other previous publications (if applicable)

SECTION V: AWARD OF CONTRACT (1)

CONTRACT NO: 1

LOT NO: 1 **TITLE:** Transcription Services

V.1) DATE OF CONTRACT AWARD: 01/06/2016 (dd/mm/yyyy)

V.2) INFORMATION ABOUT OFFERS

Number of offers received 13

Number of offers received by electronic means 13

V.3) NAME AND ADDRESS OF ECONOMIC OPERATOR TO WHOM THE CONTRACT HAS BEEN AWARDED

Official name: WordWave International Ltd (trading as DTI)

National ID:

Postal address: 165 Fleet Street

Town: London

Postal code: EC4A 2DY

Country: United Kingdom

Telephone: + [REDACTED]

Email: [REDACTED]

Fax:

Internet address (URL): <http://www.DTIGlobal.com>

V.4) INFORMATION ON VALUE OF CONTRACT (give figures only)

Initial estimated total value of the contract (if applicable)		Excluding VAT	Including VAT	VAT rate (%)
Value 1250000.00	Currency GBP	<input type="radio"/>	<input type="radio"/> at	
Total final value of the contract				
Value 1250000.00	Currency GBP	<input type="radio"/>	<input type="radio"/> at	

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or Lowest offer / highest offer taken into consideration	Currency	<input type="radio"/>	<input type="radio"/> at
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If annual or monthly value (please give): number of years **3** or number of months

V.5) THE CONTRACT IS LIKELY TO BE SUB-CONTRACTED

☐ yes ☒ no

If **yes**, value or proportion of the contract likely to be sub-contracted to third parties (give figures only):

Value excluding VAT: _____ Proportion: _____ % Not known ☐

Short description of the value/proportion of the contract to be sub-contracted (if known)

SECTION V: AWARD OF CONTRACT (2)

CONTRACT NO: **2**

LOT NO: **2** TITLE: **General Note Taking Services**

V.1) DATE OF CONTRACT AWARD: **01/06/2016** (dd/mm/yyyy)

V.2) INFORMATION ABOUT OFFERS

Number of offers received **6**

Number of offers received by electronic means **6**

V.3) NAME AND ADDRESS OF ECONOMIC OPERATOR TO WHOM THE CONTRACT HAS BEEN AWARDED

Official name: **Mendip Media Group Ltd**

National ID:

Postal address: **Rockeagle House**

Town: **Exeter**

Postal code: **EX2 5AZ**

Country: **United Kingdom**

Telephone: _____

Email: _____

Fax: _____

Internet address (URL): **http://www.mendipmediagroup.com**

V.4) INFORMATION ON VALUE OF CONTRACT (give figures only)

Initial estimated total value of the contract (if applicable)	Excluding VAT	Including VAT	VAT rate (%)
Value 1250000.00 Currency GBP	<input type="radio"/>	<input type="radio"/> at	
Total final value of the contract			
Value 1250000.00 Currency GBP	<input type="radio"/>	<input type="radio"/> at	
or Lowest offer / highest offer taken into consideration	<input type="radio"/>	<input type="radio"/> at	

If annual or monthly value (please give): number of years **3** or number of months

V.5) THE CONTRACT IS LIKELY TO BE SUB-CONTRACTED

☐ yes ☒ no

If **yes**, value or proportion of the contract likely to be sub-contracted to third parties (give figures only):

Value excluding VAT: _____ Proportion: _____ % Not known ☐

Short description of the value/proportion of the contract to be sub-contracted (if known)

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☐ yes ☒ no

VI.2) ADDITIONAL INFORMATION *(if applicable)*

This Pan GLA Framework has been awarded for three years with an option to extend for an additional 12 months. The total estimated Framework value of £1,250,000 is for both Lots 1 and 2 over the life time of the Framework (3 + 1). This is a competitive procurement conducted in accordance with the LIGHT TOUCH REGIME of the Public Contracts Regulations 2015. Responses to the PQQ were used as the first stage of the selection process to identify companies invited to submit a tender. Companies that met the requirements were invited to participate in the second stage (Invitation to Tender) of the procurement prior to the awards for both Lots..

Transport for London (TfL) has undertaken this procurement on behalf of the Greater London Authority Functional Bodies: Transport for London (TfL), Greater London Authority (GLA), London Fire Emergency and Planning Authority (LFEPA), Mayor's Office for Policing and Crime (MOPAC)/Metropolitan Police Services (MPS), London Legacy Development Corporation (LLDC) and Old Oak and Park Royal Development Corporation (OPDC).

VI.3) PROCEDURES FOR APPEAL**VI.3.1) Body responsible for appeal procedures**

Official name: Transport for London

National ID:

Postal address: Commercial Services 16th Floor, Windsor House 42-50 Victoria Street

Town: London

Postal code: SW1H 0TL

Country: United Kingdom

Telephone:

Email:

Fax: + [REDACTED]

Internet address (URL): <http://www.tfl.gov.uk>

Body responsible for mediation procedures *(if applicable)*

Official name:

National ID:

Postal address:

Town:

Postal code:

Country:

Telephone:

Email:

Fax:

Internet address (URL):

VI.3.2) Lodging of appeals *(please fill heading VI.3.2 OR, if need be, heading VI.3.3)*

Precise information on deadline(s) for lodging appeals:

Transport for London (TfL) will incorporate a standstill period of at least 10 calendar days when information on the award of the Framework Agreement(s) is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from TfL before the Framework Agreement(s) is entered into. Applicants have two working days from notification of the award to request additional debriefing and that information has to be provided a minimum of 3 working days before expiry of the standstill period.

Such additional information should be requested from the address in I.1) above. If an appeal regarding the award of a Framework Agreement(s) has not been successfully resolved, the Public Contracts Regulations 2015 (R 86/87) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action to the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months). If a Framework Agreement has been entered into, the court may only award damages.

THE STANDSTILL PERIOD HAS BEEN ADHERED TO AND IS NOW CONCLUDED.

VI.3.3) Service from which information about the lodging of appeals may be obtained

Official name:

National ID:

Postal address:

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Town:	Postal code:
Country:	Telephone:
Email:	Fax:
Internet address (URL):	

VI.4) DATE OF DISPATCH OF THIS NOTICE: 08/08/2016**ANNEX A****ADDITIONAL ADDRESSES AND CONTACT POINTS****I) ADDRESS OF THE OTHER CONTRACTING AUTHORITY ON BEHALF OF WHICH THE CONTRACTING AUTHORITY IS PURCHASING**

Official name:	Greater London Authority	National ID:
Postal address:	City Hall, The Queen's Walk	
Town:	London	Postal code: SE1 2AA
Country:	United Kingdom	

Official name:	London Fire and Emergency Planning Authority	National ID:
Postal address:	169 Union Street	
Town:	London	Postal code: SE1 0LL
Country:	United Kingdom	

Official name:	Metropolitan Police Service	National ID:
Postal address:	10th Floor, Empress State Building, Empress Approach, Lillie Rd	
Town:	London	Postal code: SW6 1TR
Country:	United Kingdom	

Official name:	Mayor's Office for Policing and Crime	National ID:
Postal address:	City Hall, The Queen's Walk	
Town:	London	Postal code: SE1 2AA
Country:	United Kingdom	

Official name:	London Legacy Development Corporation	National ID:
Postal address:	1 Stratford Place Montfichet Road	
Town:	London	Postal code: E20 1EJ
Country:	United Kingdom	

Official name:	Old Oak and Park Royal Development Corporation	National ID:
Postal address:	City Hall, The Queen's Walk	
Town:	London	Postal code: SE1 2AA

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Annex C1 – General procurement
SERVICE CATEGORIES REFERRED TO IN SECTION II: OBJECT OF THE CONTRACT
 Directive 2004/18/EC

Category No [1]	Subject
1	Maintenance and repair services
2	Land transport services [2], including armoured car services, and courier services, except transport of mail
3	Air transport services of passengers and freight, except transport of mail
4	Transport of mail by land [3] and by air
5	Telecommunications services
6	Financial services: (a) Insurance services (b) Banking and investment services [4]
7	Computer and related services
8	Research and development services [5]
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services [6] and related services
12	Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services
13	Advertising services
14	Building-cleaning services and property management services
15	Publishing and printing services on a fee or contract basis
16	Sewage and refuse disposal services; sanitation and similar services

Category No [7]	Subject
17	Hotel and restaurant services
18	Rail transport services
19	Water transport services
20	Supporting and auxiliary transport services
21	Legal services
22	Personnel placement and supply services [8]
23	Investigation and security services, except armoured car services
24	Education and vocational education services
25	Health and social services
26	Recreational, cultural and sporting services [9]
27	Other services

1. Service categories within the meaning of Article 20 and Annex IIA to Directive 2004/18/EC

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2. Except for rail transport services covered by category 18.
3. Except for rail transport services covered by category 18.
4. Except financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments, and central bank services.

Also excluded: services involving the acquisition or rental, by whatever financial procedures, of land, existing buildings, or other immovable property or concerning rights thereon; nevertheless, financial services supplied at the same time as, before or after the contract of acquisition or rental, in whatever form, shall be subject to this Directive.

5. Except research and development services other than those where the benefits accrue exclusively to the contracting authority for its use in the conduct of its own affairs on condition that the service provided is wholly remunerated by the contracting authority.
6. Except arbitration and conciliation services
7. Service categories within the meaning of Article 21 and Annex IIB of Directive 2004/18/EC
8. Except employment contracts.
9. Except contracts for the acquisition, development, production or co-production of program material by broadcasters and contracts for broadcasting time.