

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/005572-2026>

Tender

## **Labeli Cyfnodau Cadw – SharePoint Online / Retention Labels – SharePoint Online**

Cyngor Gwynedd

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-005572

Procurement identifier (OCID): ocds-h6vhtk-060b85

Published 22 January 2026, 9:15am

### **Changes to notice**

This notice has been edited. The [previous version](#) is still available.

### **Scope**

#### **Description**

Gweithredu ar labeli cyfnodau cadw o fewn SharePoint Online (trwydded E3) er mwyn sicrhau ei fod yn cydymffurfio gyda rhestr gadw Cyngor Gwynedd

Apply and implement retention labels within SharePoint Online (E3 license) to ensure that

it complies with Cyngor Gwynedd's retention schedule

### **Total value (estimated)**

- £20,000 excluding VAT
- £24,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 30 March 2026 to 30 March 2027
- 1 year, 1 day

### **Main procurement category**

Services

### **CPV classifications**

- 48000000 - Software package and information systems
- 72000000 - IT services: consulting, software development, Internet and support

### **Contract locations**

- UKL12 - Gwynedd
-

## Participation

### Conditions of participation

Ddim yn berthnasol

N/A

### Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

---

## Submission

### Enquiry deadline

6 February 2026, 12:00pm

### Tender submission deadline

20 February 2026, 12:00pm

### Submission address and any special instructions

<https://www.sell2wales.gov.wales/>

Dyfyndrisiau wedi'u cwblhau i'w gyrru yn nol drwy'r blwch post y hysbysiad hwn

Completed quotes should be returned via the post box facility of this notice

## Tenders may be submitted electronically

Yes

---

## Award criteria

Name	Type	Weighting
Price	Price	70.00%
Quality	Quality	30.00%

---

## Procedure

### Procedure type

Below threshold - open competition

---

## Documents

### Associated tender documents

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=357781](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=357781)

Request for quote document (includes specification, quality Criteria and Supplier's Quote

details to be completed)

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=357782](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=357782)

Dogfen cais am ddyfynbris ( cynnwys manyleb, ansawdd a dyfynbris y cyflenwr i'w gwblhau)

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=357792](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=357792)

Standard Terms and Conditions

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=357793](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=357793)

Telerau ac Amodau Safonol

---

## **Contracting authority**

### **Cyngor Gwynedd**

- Public Procurement Organisation Number: PTCX-9875-MZPQ

Cyngor Gwynedd, Shirehall Street

Caernarfon

LL55 1SH

United Kingdom

Contact name: Elen Jones

Telephone: 01286679373

Email: [elenmenaijones@gwynedd.llyw.cymru](mailto:elenmenaijones@gwynedd.llyw.cymru)

Website: <https://www.gwynedd.llyw.cymru/>

Region: UKL12 - Gwynedd

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales