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Tender

## **C343/2025/2026 - Wales Conference Ambassador & Lead Generation Programme**

Llywodraeth Cymru / Welsh Government

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

Notice identifier: 2026/S 000-007246

Procurement identifier (OCID): ocds-h6vhtk-060527 ([view related notices](#))

Published 27 January 2026, 4:03pm

### **Scope**

### **Reference**

C343/2025/2026

### **Description**

The Ambassador Wales / Llysgennad Cymru Conference Programme is a strategic initiative led by the Welsh Government to position Wales as a premier destination for international business events. The programme leverages the expertise and networks of distinguished conference ambassadors from academia and industry in Wales aligned to the Welsh Government's key sectors in industry, to attract high-value events that showcase Wales' strengths in research, innovation, and sector excellence.

Launched in 2020, the Ambassador Wales Conference Programme has played a key role in identifying strategic business events that align with Wales. The programme supports the aims of The National Events Strategy for Wales 2022-2030, which was launched in 2022, with the aim on continuing working with a range of stakeholders to further develop a varied annual portfolio of cultural, sporting and business events.

Working with local and international events owners, utilising top-class venues and natural landscapes with local authorities and communities across Wales to support events that deliver economic benefits, showcase our nation, raise our profile, and help deliver Welsh Government priorities.

Conference Ambassadors are advocates for Wales by promoting its venues, cities, and universities excellence, while also encouraging collaboration across Welsh Government key sectors in alignment with the Research Excellence Framework (REF) disciplines.

Through collaboration with selected ambassadors and an in Wales industry group, consisting of academic event leaders, destination representatives, and conference venue event managers, the programme helps identify strategically significant international conferences for Wales as lead generation. It further supports the bidding process, from initial enquiry to bid stage, provides a programme of education to support development of knowledge of bidding and hosting successful business events and strengthen Wales's global reputation.

The programme also supports delivery of the Well-being of Future Generations (Wales) Act 2015 aligning with national priorities for sustainable development, fair work, and inclusive economic growth.

The Welsh Government seeks a contractor to manage and further develop the Wales Ambassador Conference Programme which includes lead generation, when the current contract ends in April 2026. The main aims and objectives are to refresh the programme, broaden sector and relevant and dynamic ambassador engagement, strengthen Wales's position in international event bidding, foster collaboration among ambassadors, universities, and industry partners, and establish effective lead generation and bidding mechanisms that follow best practice standards to drive economic growth and raise Wales's global profile until April 2029.

Wales has an established Ambassador Wales Conference Programme in place which includes:

- An established industry Wales Ambassador Conference Programme working group.
- A well-established Pan Wales Ambassador Conference Programme of enrolled volunteer ambassadors, aligned with the key sectors identified by the Welsh Government and REF.
- A List of conference bids, including those secured and those being re-bid from 2026 onward
- An identified list of prospective conferences with leads to bring conferences to Wales from 2026 onwards identified.

- A suite of assets including representation of products and experiences to present as a destination showcase when bidding for Association events.
- An education programme in place to support industry and ambassadors with successful business events processes.
- A recruitment process to encourage more strategic ambassadors to consider inclusion in the programme.
- Effective and timely Reporting Systems in place and identification of strategic associations to meet at exhibitions and events.

Welsh Government wishes to continue with the development of the Ambassador Wales / Llysgennad Cymru Conference Programme with support of a bidder. Objectives aligned to the programme will need to include development of existing efforts including:

- An Ambassador Wales Conference Programme strategy and revised target recruitment process.
- A revised working group structure and engagement plan.
- A revised documented bidding and lead generation best practice process.
- Recommendations for a grant support scheme that distinctly aligns with the ambassador programme lead generation process and aligned to Welsh Government policies and strategies to further attract strategic international association events.
- A process for engagement with industry peers to represent Meet In Wales such as ICCA (International Conference Congress Association), ABPCO Association of British Professional Conference Organisers) and VisitBritain.
- A communication toolkit for ambassador engagement and relevant retention.

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

- £150,000 excluding VAT
- £180,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 6 April 2026 to 6 April 2029
- 3 years, 1 day

## **Main procurement category**

Services

## **CPV classifications**

- 79413000 - Marketing management consultancy services
- 79952000 - Event services
- 79411100 - Business development consultancy services
- 79342000 - Marketing services
- 79311400 - Economic research services

## **Contract locations**

- UK - United Kingdom

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## **Participation**

### **Legal and financial capacity conditions of participation**

Will be detailed in the specification.

## **Technical ability conditions of participation**

Will be detailed in the specification.

## **Particular suitability**

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

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## **Submission**

### **Enquiry deadline**

23 February 2026, 2:00pm

### **Tender submission deadline**

2 March 2026, 2:00pm

### **Submission address and any special instructions**

<https://etenderwales.bravosolution.co.uk->

The authority is using eTenderwales to carry out this procurement process. The first person from your Organisation to use the Platform will be required to register on behalf of the Organisation.

Registration involves accepting a User Agreement, and providing basic information about your Organisation and about the User performing the Registration.

The User who performs the Registration becomes the Super User for the Organisation.

On registering on the Platform the Super User will select a Username and will receive a password.

The Password will be sent by e-mail to the email address that was specified in the User Details section of the Registration page.

In order to log-in to the Platform please enter your Username and Password.

If you forget your Password then visit the homepage and click “Forgot your password?” Registration should only be performed once for each Organisation.

If you think that someone in your Organisation may have already registered on this Platform then you must not register again.

Please contact the person who Registered (i.e. the Super User) in order to arrange access to the Platform.

Contact the Helpdesk immediately if you are unable to contact the Super User (for example if they have left your Organisation).

If your Organisation is already registered on the Platform then you must not make any additional registration.

ITT responses must be uploaded to the BravoSolution portal by 2pm on 02/03/2026

How To Find The ITT:- Once logged in you must click on ‘PQQs/ITT’s Open to all Suppliers’

The e-tender references for this contract are: project\_61906, itt\_122685.

Click on the title to access summary details of the contract. If you are still interested in submitting a tender, click the ‘Express an Interest button’. This will move the PQQ/ITT from the ‘Open to all Suppliers’ area to the ‘My PQQ/ITT’s’ on the home page. You will then see the full details of the Tender in the qualification and technical envelopes along with any relevant documents in the ‘Attachments’ area.

Should you have any questions on the Tender, please use the ‘Messages’ area to contact the buyer directly – Please do not contact the named person at the top of this notice.

**Tenders may be submitted electronically**

Yes

## **Languages that may be used for submission**

- Welsh
- English

## **Award decision date (estimated)**

20 March 2026

## **Recurring procurement**

Publication date of next tender notice (estimated): 6 April 2029

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## **Award criteria**

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Technical Element	Quality	80.00%
Commercial Element	Cost	20.00%

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## **Other information**

### **Payment terms**

To be outlined in the specification.

## **Description of risks to contract performance**

To be outlined in the specification.

## **Applicable trade agreements**

- Government Procurement Agreement (GPA)

## **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

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## **Contracting authority**

### **Llywodraeth Cymru / Welsh Government**

- Public Procurement Organisation Number: PQYQ-3841-BHTP

Gwasanaethau Caffael Corfforaethol / Corporate Procurement Services

Cardiff

CF10 3NQ

United Kingdom

Contact name: Joe Collins

Email: [cpsprocurementadvice@gov.wales](mailto:cpsprocurementadvice@gov.wales)

Website: <http://gov.wales>

Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public authority - central government

Devolved regulations that apply: Wales