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Tender

## **Outsourced Data Protection Officer (DPO) Services (LSHW.006.2025)**

Life Sciences Hub Wales Ltd

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

Notice identifier: 2026/S 000-009340

Procurement identifier (OCID): ocids-h6vhtk-061480

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### **Scope**

### **Reference**

LSHW.006.2025

### **Description**

Life Sciences Hub Wales seeks to procure the services of a suitably qualified and capable outsourced Data Protection Officer (DPO) services to ensure continued compliant with current and future data protection legislation, and to ensure that all organisational data continues to be processed in accordance with conforming and best practice information governance principles.

The successful supplier, in providing dedicated DPO services to Life Sciences Hub Wales, will:

- Assist with monitoring internal compliance.

- Inform and advise on data protection obligations and emerging issues.
- Provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the Information Commissioner's Office (ICO) as required.

As well as providing the above, the successful supplier will assume all other responsibilities expected of a DPO.

The successful supplier, as dedicated DPO to Life Sciences Hub Wales, must be independent, an expert in data protection and adequately resourced to provide the required, necessary services.

The successful supplier must act as an extension to the wider Life Sciences Hub Wales team, providing advice and guidance from the perspective of Life Sciences Hub Wales. Advice and guidance (etc) is to be provided directly on behalf of Life Sciences Hub Wales, including the editing of documentation at request.

Life Sciences Hub Wales envisions the need for circa x18 days of DPO services per annum, principally to be retained as x1.5 days service provision per calendar month for use as needed, with unused days to be 'banked' for use later in the term as needed.

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

- £30,000 excluding VAT
- £36,000 including VAT

Below the relevant threshold

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

- 1 April 2026 to 31 March 2027
- Possible extension to 31 March 2029
- 3 years

### Description of possible extension:

If awarded, the Contract is expected to commence 1st April 2026.

Except for early termination, the Contract will run for a period of 12-months and will end 31st March 2027.

At the sole discretion of Life Sciences Hub Wales the contract may be extended by a further 24-months, in separate 12-month instalments, giving a latest possible date of expiry of 31st March 2029.

## Main procurement category

Services

## CPV classifications

- 79410000 - Business and management consultancy services

## Contract locations

- UKL22 - Cardiff and Vale of Glamorgan

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## Participation

### Conditions of participation

The successful supplier must hold current and valid Cyber Essentials Plus accreditation at the point of award, to be maintained throughout the term of the agreement.

During the term of the agreement the successful Supplier must ensure that data is managed appropriately at all times, in-line with the Data Protection Act 2018 (Chapter 2)

(UK GDPR).

The successful supplier must accept the terms and obligations of the Life Sciences Hub Wales Data Processing Agreement.

The successful supplier is required to comply with all applicable legislation (including without limitation the Data Protection Act 2018 and Welsh Language Act 1993) in their dealings with the Life Sciences Hub Wales.

### **Particular suitability**

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

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## **Submission**

### **Enquiry deadline**

18 February 2026, 5:00pm

### **Tender submission deadline**

27 February 2026, 2:00pm

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

Tender submissions are to be submitted in electronic format to the Postbox facility on <https://www.sell2wales.gov.wales/> by 14:00 on Friday 27th February 2026. Responses received after the deadline may not be considered.

## Tenders may be submitted electronically

Yes

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### Award criteria

Name	Description	Type	Weighting
Quality Award Criteria	The agreement (if awarded) shall go to the Supplier submitting the Most Advantageous Tender (MAT) based on the award criteria outlined in Part 14.2.1 of the Invitation to Tender document. The Quality assessment shall carry 60% of the available 100%. The Quality assessment will be undertaken following the scoring methodology provided in Annex 1 of the Invitation to Tender document	Quality	60.00%
Commercial Award Criteria	The Commercial assessment shall carry the remaining 40% of the available 100%. The Commercial assessment will be evaluated on a proportional vs best basis and will be evaluated using the calculation provided in Part 14.2.7 of the Invitation to Tender document.	Cost	40.00%

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## Procedure

### Procedure type

Below threshold - open competition

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## Documents

### Associated tender documents

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=359806](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=359806)

Invitation to Tender document, includes full details of the requirement and award criteria.

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=359808](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=359808)

Quality Response Template, to be completed by the tenderer.

Only responses provided using the Quality response template will be accepted for evaluation.

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=359809](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=359809)

Commercial Response Template, for the Commercial Assessment Tenderers are required

to complete and return a Commercial response workbook by inserting the requested information as per the workbook guidance.

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=359810](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=359810)

Life Sciences Hub Wales Data Processing Agreement (DPA) template.

[Outsourced DPO Services \(LSHW.006.2025\) - Qualification Questionnaire.docx](#)

Qualification Questionnaire, tenderers are required to complete and return a Qualification Questionnaire as part of their tender response.

The Qualification Questionnaire includes a number of qualifying questions that tenderers must answer as instructed in order for their response to be taken forward into consideration.

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## **Contracting authority**

### **Life Sciences Hub Wales Ltd**

- Public Procurement Organisation Number: PDWB-6622-GYGH

3 Assembly Square

Cardiff

CF10 4PL

United Kingdom

Contact name: Adam James-Price

Email: [adam.james-price@lshubwales.com](mailto:adam.james-price@lshubwales.com)

Website: <http://www.lifescienceshubwales.com>

Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales