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Tender

QW Public Affairs Service

Qualifications Wales

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

Notice identifier: 2025/S 000-009762

Procurement identifier (OCID): ocds-h6vhtk-04ee23 ([view related notices](#))

Published 17 March 2025, 5:22pm

Scope

Reference

QWL242522

Description

As the independent regulator of qualifications in Wales, we need to be informed and aware of all relevant aspects of public life that are relevant to our work. We are tendering for a contract for a supplier to provide Public affairs services.

The public affairs service will provide current information to help inform us and build on our existing relationships as part of our wider corporate engagement strategy. We would like our Supplier to supply a range of potential services including regular activity as well as occasional optional add-ons on a call-off basis: A weekly brief includes Senedd Cymru activity, Welsh Government activity, Political parties and individual Members of the Senedd, A Monthly report of relevant Senedd / Welsh Government activity with brief analysis of patterns; and headline roundup of relevant Westminster / UK Government activity; An annual perceptions audit of cross party Members of the Senedd.

Full details are available in the Specification.

Total value (estimated)

- £34,000 excluding VAT
- £40,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 26 May 2025 to 25 May 2027
- Possible extension to 25 May 2029
- 4 years

Description of possible extension:

Two options to extend by 12 months

Options

The right to additional purchases while the contract is valid.

Additional services as described in the Specification: • Pre and post Senedd election briefings

- Cross party manifestos
- We may request monitoring of MS social media channels on ad hoc basis after a big announcement that impacts on qualifications and Qualifications Wales.

Main procurement category

Services

CPV classifications

- 79410000 - Business and management consultancy services

Contract locations

- UKL - Wales

Participation

Particular suitability

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

Submission

Enquiry deadline

11 April 2025, 4:00pm

Tender submission deadline

28 April 2025, 4:00pm

Submission address and any special instructions

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

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type
Monitoring approach	In your response, please provide a description of the monitoring service offered and explain how this is the most appropriate for our purposes. You should include information regarding the level of detail and tailoring proposed and suggested timings. You should also consider how you will ensure a high-quality service is maintained.	Quality
Audit approach	In your response provide a detailed plan outlining how the perception audit element will be achieved and how a high-quality service will be maintained annually. You should explain the methodology and targeting approach. You should include information regarding who will be completing the audit. You should also consider plans for managing risks and contingencies, and, as appropriate, data handling and storage procedures including GDPR Compliance as a data controller	Quality

Name	Description	Type
Relevant experience	In your response provide specific evidence of relevant experience of conducting similar or relevant activities for both the monitoring service and perception audits. Please explain how your experience will help you to complete this contract and include testimonials from clients.	Quality
Price	The overall cost including VAT for providing the service over one year to include the weekly & monthly briefing reports, daily update for one year plus an annual stakeholder perceptions audit and four profile raising events and four briefing sessions.	Price

Weighting description

Quality is weighted 70% and Price is weighted 30%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=328904

Invitation to tender, Instructions and Specification

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=328905

Form of Tender

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=328906

Freedom of Information Template

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=328907

Response template

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=328908

Pricing template

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=328909

Terms and Conditions

Contracting authority

Qualifications Wales

- Public Procurement Organisation Number: PXVT-3973-CLLV

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Newport

NP10 8AR

United Kingdom

Contact name: stephanie molina

Telephone: +441633373233

Email: stephanie.molina@qualifications.wales

Website: <http://www.qualifications.wales>

Region: UKL21 - Monmouthshire and Newport

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales