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Tender

## **QW Research: Staff Survey**

Qualifications Wales

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

Notice identifier: 2025/S 000-009962

Procurement identifier (OCID): ocds-h6vhtk-04ee97 ([view related notices](#))

Published 18 March 2025, 3:26pm

## **Scope**

## **Reference**

QWL242520

## **Description**

This tender is to award a three-year call off agreement to conduct Qualifications Wales' annual staff survey, to analyse the results and produce reports to be shared internally, and potentially externally.

## **Total value (estimated)**

- £37,000 excluding VAT
- £44,000 including VAT

Below the relevant threshold

## **Contract dates (estimated)**

- 2 June 2025 to 30 November 2028
- Possible extension to 30 November 2029
- 4 years, 5 months, 29 days

Description of possible extension:

One option to extend by 12 months

## **Options**

The right to additional purchases while the contract is valid.

We are also interested in exploring the option to purchase in any year, a follow-on pulse survey, six months after the main survey. This would be shorter of 10-20 questions and could sense check the engagement rate or response to identified questions and/or progress on any key themes identified.

## **Main procurement category**

Services

## **CPV classifications**

- 73000000 - Research and development services and related consultancy services

## **Contract locations**

- UK - United Kingdom

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

28 March 2025, 4:00pm

### **Tender submission deadline**

7 April 2025, 10:00am

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

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

### **Tenders may be submitted electronically**

Yes

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## **Award criteria**

Name	Description	Type	Weighting
Price	Please outline your ability to deliver the work outlined in this Service Specification. You should include: a) a brief description of who will be completing the work and what relevant experience they have; b) how you will ensure that you meet the timescales outlined in this Service Specification; c) how you will manage and store data, especially personal data; d) how you will comply with professional research standards; e) how you will maintain a high-quality service throughout the contract.	Price	30.00%
Capacity to develop the survey and collect the required data.	Please provide a detailed plan of your proposed approach to the survey. You must include an outline of how your preferred data collection platform will meet all of the requirements for the survey set out in the specification	Quality	24.50%

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Ability to analyse and report on the data collected in the survey.	Please provide a detailed plan of your proposed approach to analysing and reporting on the data collected in the survey. This must include an outline of how you will meet all of the requirements for analysing and reporting set out in specification	Quality	24.50%
Ability to deliver, analyse and report on workshops or focus groups, as required.	As outlined in the specification, we may ask the Supplier to facilitate workshop(s) with a sample of staff to review key themes or outcomes from the survey in a given year. Please outline how you would: a) plan for and facilitate this workshop; b) analyse and report on the findings.	Quality	10.50%

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Ability to deliver a high-quality service	Please outline your ability to deliver the work outlined in this Service Specification. You should include: a) a brief description of who will be completing the work and what relevant experience they have; b) how you will ensure that you meet the timescales outlined in this Service Specification; c) how you will manage and store data, especially personal data; d) how you will comply with professional research standards; e) how you will maintain a high-quality service throughout the contract.	Quality	10.50%

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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=329003](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=329003)

Invitation to tender including instructions and specification

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=329004](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=329004)

Form of Tender

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=329005](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=329005)

Freedom of Information template

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=329006](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=329006)

Pricing Template

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=329007](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=329007)

Response Template

[https://www.sell2wales.gov.wales/Assets/NoticeBuilder\\_FileDownload.aspx?id=329008](https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=329008)

Terms and Conditions

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## Contracting authority

### Qualifications Wales

- Public Procurement Organisation Number: PXVT-3973-CLLV

Q2 Building, Pencarn Lane

Newport

NP10 8AR

United Kingdom

Contact name: stephanie molina

Telephone: +441633373233

Email: [stephanie.molina@qualifications.wales](mailto:stephanie.molina@qualifications.wales)

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

Region: UKL21 - Monmouthshire and Newport

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)

Devolved regulations that apply: Wales