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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

Participation

Particular suitability

Small and medium-sized enterprises (SME)

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

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%

Name	Description	Type	Weighting
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%

Name	Description	Type	Weighting
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%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

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

Form of Tender

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

Pricing Template

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=329007

Response Template

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=329008

Terms and Conditions

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

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