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Tender

## **WBS-FTS-59249-Provision of a Scanning and Archiving Service for Welsh Blood Service**

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

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

Notice identifier: 2026/S 000-011267

Procurement identifier (OCID): ocds-h6vhtk-061392

Published 9 February 2026, 10:23am

### **Changes to notice**

This notice has been edited. The [previous version](#) is still available.

### **Scope**

### **Reference**

WBS-FTS-59249

## Description

The Welsh Blood Service (WBS) has a requirement to retain access to documents or document images over extended periods of up to 40 years. The current provision involves scanning images into a cloud-based system held by the archiving company and scanning onto CD-ROMs as a back-up. WBS staff with appropriate authority can access the system to check any documents as and when necessary for the area/department where they work.

The Welsh Blood Service manages a large number of paper and electronic records. Some records must be kept accessible for a period of up to 40 years.

WBS records include special category data; therefore, state-of-the-art cyber security is a paramount requirement.

It is a requirement to retain Welsh Blood Service records for a period in line with VUNHST Records Policy (further information can be found within the Invitation to Tender Document).

The Welsh Blood service requires a system and service where paper records can be held in secure digital format and be readily accessible by authorised members of staff.

The contractor is expected to transport, scan and digitise, store and destroy records after authorisation an approximation of 78,000 files a year.

The full details are outlined with the tender documents attached within Bravo.  
<https://etenderwales.bravosolution.co.uk>.

The tender will be awarded to the most advantageous tender based on 60% quality and 40% cost as detailed in the ITT document.

Please note that the tender closing date is 27/02/2026 at midday and any late submissions will not be considered.

The etenderwales bravosolution ref:

project\_59249 and itt\_122575

Please direct all queries relating to this tender via the messaging function of the Bravo portal.

More details can be found at <https://etenderwales.bravosolution.co.uk>.

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

- £121,488 excluding VAT
- £145,786 including VAT

Above 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:

There is an option to extend the Initial Term of the Agreement by 12 months followed by an option to extend for a further 12 months. It is at the Trust's discretion to exercise the option to extend. If the Trust wish to exercise their option to extend, the successful bidder will be formally notified.

### **Options**

The right to additional purchases while the contract is valid.

The initial contract term is one (1) year. The Contracting Authority reserves the option to extend the contract for two (2) additional period of twelve (12) months, resulting in a maximum potential contract duration of three (3) years.

The optional extension period may be exercised subject to satisfactory contractor performance, continued operational need, budget availability, and agreement by both parties. These option allow the Trust to maintain continuity of service and avoid unnecessary procurement activity where continued service delivery is beneficial.

## **Main procurement category**

Services

## **CPV classifications**

- 79995100 - Archiving services

## **Contract locations**

- UKL - Wales

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## **Participation**

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

The Supplier MUST comply with BS 10008: 1&2 2020 Evidential weight and legal admissibility of electronic information.

### **Technical ability conditions of participation**

The supplier MUST be fully compliant with all industry standard current Cyber Security requirements, and provide evidence against the following security standards:

- IGT Level 3 Compliant
- Cyber Essential (Plus Certification within 6 months of contract award)
- Complies with recognised datacentre standard (for example CSA CCM version 3.0)
- Complies with IT Health Check and regular Penetration Testing

- All data encrypted in transit and at rest and all physical media encrypted
- Data sanitisation processes exist and comply with recognised standard, for example CSA CCM version 3.0 or ISO/IEC 27001
- BS EN 15713 The Secure Destruction of Confidential Material (or agreed equivalent).
- ISO14001 Environmental Management.

### **Particular suitability**

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

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## **Submission**

### **Enquiry deadline**

26 February 2026, 12:00pm

### **Tender submission deadline**

27 February 2026, 12:00pm

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

The full details are outlined with the tender documents attached within Bravo.  
<https://etenderwales.bravosolution.co.uk>.

Please direct all queries relating to this tender via the messaging function of the Bravo portal.

**Tenders may be submitted electronically**

Yes

**Languages that may be used for submission**

Welsh

**Award decision date (estimated)**

20 March 2026

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**Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Price	Evaluation of total benchmarked contract cost.	Price	60.00%
Technical Quality	Assessment of the bidder's technical capability, methodology, workforce competence, risk management, resource allocation, and delivery of services as detailed in the tender documents.	Quality	40.00%

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**Other information**

## **Payment terms**

NHS Ts&Cs apply along with the All Wales No PO No Pay Policy.

## **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

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## **Contracting authority**

**NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)**

- Public Procurement Organisation Number: PXWV-6492-CGMN

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St Asaph

LL17 0JL

United Kingdom

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Website: <http://nwssp.nhs.wales/ourservices/procurement-services/>

Region: UKL13 - Conwy and Denbighshire

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales