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Tender

Executive Search Services

Senedd Cymru / Welsh Parliament

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

Notice identifier: 2026/S 000-014445

Procurement identifier (OCID): ocds-h6vhtk-065651

Published 17 February 2026, 3:34pm

Changes to notice

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

Scope

Reference

1274

Description

The Commission seeks to appoint an experienced and suitably qualified Executive Search provider to work in partnership with HR, the Chief Executive and Clerk, the Senior Leadership Team and Committee Clerking Teams to design and deliver open, transparent and inclusive recruitment campaigns with successful outcomes.

Total value (estimated)

- £166,666 excluding VAT
- £200,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 27 May 2026 to 26 May 2030
- 4 years

Main procurement category

Services

CPV classifications

- 79600000 - Recruitment services

Contract locations

- UK - United Kingdom
-

Participation

Legal and financial capacity conditions of participation

As per Procurement Documents

Technical ability conditions of participation

As per Procurement Documents

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

12 March 2026, 10:00am

Submission type

Requests to participate

Deadline for requests to participate

19 March 2026, 10:00am

Submission address and any special instructions

Procurements document can be found within the Bravo solution portal at:

<https://etenderwales.bravosolution.co.uk/web/login.shtm>

Search for:

pqq_33828 - Executive Search Services

Tenders may be submitted electronically

Yes

Languages that may be used for submission

- Welsh
- English

Suppliers to be invited to tender

Minimum 5 suppliers

Selection criteria:

As per Procurement Documents

Award decision date (estimated)

22 May 2026

Award criteria

Name	Description	Type	Weighting
Quality	Delivery of Service Q. Please provide a brief, outlining how you will meet the requirements detailed in sections 4.2 - 4.10 of the specification. Max Score = 30 (attachment) Q. Please provide details that demonstrate your experience of recruitment campaigns, as per section 4.10 of the specification. As a minimum, responses should cover: - - Success in conducting a breadth of high profile recruitment campaigns; - - Successfully demonstrate inclusive recruitment practices and evidence of diversifying talent pipelines; and - - References (two clients) Max Score = 20 (Attachment) Q. Ability to provide a bilingual service for candidates, as outlined in Section 4.7 of the specification Max Score = 5 (Attachment) Q. Please complete the Data Governance Questionnaire. Max Score = 5 (Attachment)	Quality	60.00%

Name	Description	Type	Weighting
Cost	Contract Costs Q. Please provide details of your costing model for a fixed campaign management fee, per annum, per campaign as per Section 4 and 5.2 of the Specification. Please note the below is for evaluation purposes only and not an indication of an actual order. Max Score = 40 (attachment)	Cost	40.00%

Other information

Payment terms

As per Procurement Documents

Description of risks to contract performance

As per Procurement Documents

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

We will advertise our requirement on the Sell2Wales and CDP portal where the Procurement documents will be available for immediate download by suppliers via our e-tendering portal, Bravo.

Further to the evaluation of the Conditions of Participation, we will look to invite a minimum of 5 suppliers to tender (assuming 5 or more suitable suppliers respond to the Conditions of Participation).

Justification for not publishing a preliminary market engagement notice

A quotation exercise for a very similar requirement was run by the Senedd in July 2025, where a number of suppliers were engaged and approached to submit a quote.

Documents

Documents to be provided after the tender notice

Procurements document can be found within the Bravo solution portal at:

<https://etenderwales.bravosolution.co.uk/web/login.shtm>

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Contracting authority

Senedd Cymru / Welsh Parliament

- Public Procurement Organisation Number: PZHB-8494-NVZZ

Senedd Cymru / Welsh Parliament

Cardiff

CF99 1SN

United Kingdom

Email: ryan.bishop@senedd.wales

Website: <http://www.senedd.wales.org/abthome/abt-procurement.htm>

Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales