



Invitation to Tender

for the provision of a

Funding Proposal Support and Review Services Framework

Life Sciences Hub Wales Reference:	LSHW.008.2026
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COMMERCIAL IN CONFIDENCE

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1. Background

- 1.1 Established in 2014, Life Sciences Hub Wales Ltd is a private company limited by guarantee with Welsh Government being its sole member and controlled by an independent Board of Directors.

Our vision is for Wales to become a place of choice for health, care and wellbeing innovation. Our aim is to help the people of Wales benefit from improved healthcare and economic wellbeing. We do this by working with innovative partners to find solutions for the NHS, healthcare and social care providers.

- 1.2 Life Sciences Hub Wales's role is to:

- **Convene** industry, healthcare, social care, and academia to share ideas, raise awareness of needs, identify opportunities for codeveloping solutions and sharing knowledge, and to foster collaboration.
- **Integrate** the health and social care innovation ecosystem providing an infrastructure for better collaboration, meeting industry needs for interaction, supporting the system to become the country's most powerful driver of innovation for the benefit of the people and our economy.
- **Accelerate** adoption of transformative innovation identifying promising opportunities supporting system change and delivering a staged pipeline of innovation.
- **Advocate** for the health and wealth of Wales, showcasing excellence and opportunities for collaboration, making sure Wales has input into UK policies and attracts investment.

- 1.3 Further context regarding the Life Sciences Hub Wales vision is provided below:

Our vision is to make Wales the place of choice for health, care and wellbeing innovation.

Who we are

We're here to help propel inspiring life science innovations into frontline use in health and social care in Wales. We're connectors, facilitators and drivers. Our team works as a dynamic interface that supports industry, health and social care organisations and academic institutions who share our goal: using new ideas to manage, avert and prevent poor health.

Our open dialogue with frontline providers means we have deep understanding of the most critical challenges and priorities facing the sector. And our relationships with key academic institutions mean access to testing and research is made simpler. That means when innovators approach us, we can help shape their ideas to make them most relevant to an end user. And we'll take frontline needs and priorities to innovators for dedicated development, too.

We bring all of these groups to the table: to listen, share and explore. Put simply, we match health and social care needs with innovation to drive progress, together.

We're here to help make it happen.

Visit the Life Sciences Hub Wales website at: lshubwales.com.

- 1.4 Additional context is provided via the Life Sciences Hub Wales introductory explainer video: [We are Life Sciences Hub Wales - YouTube](#).

2. Overview of the Requirement

- 2.1 Life Sciences Hub Wales seeks to procure and implement a Framework Agreement for the provision of Funding Proposal Support and Review Services.
- 2.2 The intention is to procure a multi-supplier framework to provide ad-hoc bid writing and funding review and support services to Life Sciences Hub Wales as and when may be required.
- 2.2.1 The successful suppliers will act as an extension to the internal Life Sciences Hub Wales Funding Support team, providing additional support, capacity, resilience and expertise when required.
- 2.2.2 It is likely that support via the framework will only be required during periods where internal Life Sciences Hub Wales resource / capacity is limited, such as during peak delivery or as a result of absence (as an example). The framework suppliers will be considered as additional resource to be called upon to alleviate pressure and enable continued delivery during these periods.
- 2.3 For context, the funding proposal service offering provided by Life Sciences Hub Wales is described below:

Funding Proposal Support and Review at Life Sciences Hub Wales

- Life Sciences Hub Wales supports innovators to successfully secure innovation / R&D grant funding for the development of solutions for better health and wellbeing.
 - Life Sciences Hub Wales offers bid / application support, bid reviews, advice on eligibility, consortium building, funding intelligence and connections with relevant support agencies.
 - The support offered by Life Sciences Hub Wales is available to organisations who are developing healthcare innovation that will benefit patients, improve NHS Wales and boost the Welsh economy. This includes academics, industry, clinicians, local authorities and charities.
 - Life Sciences Hub Wales supports the production of bids to grant funders, which may include, UKRI, European Commission, NIHR, HCRW, and charities.
- 2.3.1 In addition, the following link provides a summary outline of the Life Sciences Hub Wales funding proposal service (includes additional resources): <https://lshubwales.com/support/funding-support>.
- 2.3.2 The scope of support potentially required by Life Sciences Hub Wales via the framework includes the full breadth of services aligned to the funding proposal service.
- 2.4 The full specification of requirements is provided below in [Part 13](#).
- 2.5 The intention is to award a position on the framework to up to three suppliers.
- 2.6 Each instance of activity required by Life Sciences Hub Wales will be called-off via the framework as a distinct package of work, in-line with the framework governance process as outlined below in Part [13.6](#).
- 2.7 The proposed Framework Agreement term is an initial 24-months, with the option to extend up to a further 12-months at the sole discretion of Life Sciences Hub Wales.
- 2.8 **Life Sciences Hub Wales makes no commitment to the total value of the framework, nor to the value or volume of work to be let during the term of the agreement.**



- 2.8.1 However, as an indication, Life Sciences Hub Wales has set the maximum annual value at up to £50,000 (excluding VAT) per annum, for a total maximum value of up to £150,000 over the full potential duration of the framework.
- 2.8.2 Note, as outlined below in [Part 14.2.9.3](#), all call-off activity will be procured and priced based on the use of the tendered day rate. To confirm, a success fee approach will **not** be considered.

3. Submission of Responses / Timetable

- 3.1 The proposed procurement timetable is set out below. Note that the dates provided are indicative only and Life Sciences Hub Wales reserves the right to revise them at any time during the process without liability.

Activity	Date	Responsible
Invitation to Tender Published	28 th August 2026	Life Sciences Hub Wales
Deadline for Submission of Clarification Questions	16 th September 2026	Supplier
Deadline for Submission of Responses	25 th September 2026	Supplier
Evaluation of all Responses	October 2026	Life Sciences Hub Wales
Contract Award	By 30 th October 2026	Life Sciences Hub Wales
Contract Start	1 st November 2026	Life Sciences Hub Wales and Supplier

- 3.2 Tender submissions are to be submitted in electronic format to the Postbox facility on sell2wales.gov.uk by **14:00** on **Friday 25th September 2026**. Responses received after the deadline may not be considered.

A [Suppliers' Postbox user guide](#) is available under the 'Help and Support' section of the Sell2Wales website.

- 3.3 Clarification questions (queries) in relation to the tender are to be submitted via the Sell2Wales Questions and Answers function. The deadline date for clarification questions in relation to the tender is 17:00 on Wednesday 16th September 2026.

Life Sciences Hub Wales will endeavour to respond to all clarification questions by 17:00 on Friday 18th September 2026.

- 3.3.1 Tenderers that have recorded an interest in the opportunity may access the Questions and Answers, both to send clarification questions and to view answers to all clarification questions previously raised. Clarification questions received outside of Sell2Wales (e.g. via email) may not be responded to.
- 3.3.2 Use of the Questions and Answers function within Sell2Wales enables transparency of clarified information, ensuring that all participating tenderers benefit from further context and clarifying information. Questions sent through the function will be anonymised, but all other tenderers that have expressed an interest in the opportunity will be able to see the question text so ensure that any questions asked do not include commercial, sensitive or confidential information.



- 3.4 Should tenderers encounter any issues using Sell2Wales, such as when submitting their response or accessing the Questions and Answers function (etc), they may contact Adam James-Price at tenders@lshubwales.com.
- 3.5 Responses may be received in Welsh or English. Tenders submitted in Welsh will not be treated less favourably than those submitted in English. All subsequent correspondence/communication will be conducted in keeping with the language of the submitted tender.

4. Procedural and Response Requirements

- 4.1 This Invitation to Tender document, together with any and all other associated tender documents provided to tenderers in connection with this procurement contain procedural and response requirements that tenderers must follow. Failure to comply with or adhere to any procedural or response requirement may result in the exclusion of the tenderer from the procurement and the invalidation of their response, at Life Sciences Hub Wales's sole discretion.

5. Acceptance of Tenders

- 5.1 Except for manifest error, or as may otherwise be expressly agreed by both Life Sciences Hub Wales and the tenderer, the content of submitted tender responses with regards to this procurement will be deemed to be binding upon the tenderer and open for acceptance by Life Sciences Hub Wales.
- 5.2 Prior to submitting their response, tenderers are responsible for ensuring that its staff, and those of any sub-contractors, are fully aware of all the technical, commercial and legal requirements relating to this procurement.
- 5.3 Life Sciences Hub Wales does not commit itself to accept the lowest priced tender or any tender submission received in response to this procurement. No submission shall be deemed to have been accepted unless such acceptance has been notified to the tenderer in writing.
- 5.4 No part of the submitted tender response will be returned to the tenderer.

6. Modifying the Procurement

- 6.1 Neither this Invitation to Tender document, any corresponding tender notice nor any additional information given as part of this procurement shall be regarded as a commitment or representation on the part of Life Sciences Hub Wales (or any other person) to enter into a contractual arrangement.
- 6.2 Life Sciences Hub Wales reserves the right to terminate or otherwise cancel this procurement at any point during the process, and/or to otherwise not award any contract as a result of this procurement.
- 6.3 With regards to terminating or otherwise cancelling the procurement and/or otherwise not awarding any contract as a result of this procurement; Life Sciences Hub Wales shall not be liable for any costs incurred by the tenderer resulting from this action.



6.4 Life Sciences Hub Wales reserves the right at any time to:

- Issue amendments, modifications or additional information to any documentation which forms part of this procurement, including the specification.
- Require a tenderer to clarify any part of their response and tender submission in writing and/or provide additional information. Failure by a tenderer to respond in-line with instructions may result in their tender submission being invalidated.
- Alter the procurement timetable for this procurement.
- Re-run any part of the procurement on the same or alternative basis.
- Otherwise amend the procurement as described herein.

6.5 The Specification ([Part 13](#)) sets out the Life Sciences Hub Wales requirements in full. It is possible that during the life of any implemented agreement that changes to the specification, service or other requirements will arise.

6.6 Changes to the specification will be implemented by issuing written amendments to all those affected by the changes. Life Sciences Hub Wales holds the sole right to implement changes in this manner.

7. Expenses and Losses in Tender

7.1 Tenderers must bear all the costs associated with the preparation and submission of their tender response and any further costs incurred prior to award of the contract.

7.2 Life Sciences Hub Wales will not be responsible for expenses or losses that may be incurred by any tenderer in the preparation and submission of their tender response and otherwise in their participation within this procurement process, regardless of the conduct or outcome of the procurement.

8. Prices

8.1 The prices stated in the tender response will be deemed to be the full inclusive value for the provision of the requirement as described in the Specification ([Part 13](#)), including all costs and expenses, risks and obligations set forth in or to be implied from the Invitation to Tender.

8.2 All prices are to be stated in sterling exclusive of Value Added Tax (VAT).

9. Payment Terms

9.1 In adherence to the Procurement Act 2023 payment will be made within 30-days of receipt of valid invoice, with invoices to be issued in accordance with the payment schedule agreed before or at call-off contract award.



- 9.2 For an invoice to be considered valid and acceptable for payment it must be sent electronically (i.e. via email) and must include the following information as minimum:
- The name of the supplier,
 - A description of the goods, services and/or works supplied to Life Sciences Hub Wales (as applicable).
 - The sum requested.
 - A unique invoice reference / number.
- 9.3 All invoices are to be submitted to invoices@lshubwales.com.
- 9.4 Should an invoice be considered invalid and/or the sum payable is disputed the supplier shall be notified as soon as practicable and the 30-day payment term will be considered on-hold until all queries are resolved.

10. Confidentiality

- 10.1 The tenderer (whether their submission is accepted or not) and all other recipients of the Invitation to Tender document (whether they submit a tender response or not) shall treat the details of this document as private and confidential.
- 10.2 Any submission received in response to this Invitation to Tender shall be treated likewise by Life Sciences Hub Wales, except where requested in compliance with the Freedom of Information Act 2000.

11. Security

- 11.1 The successful supplier must strictly adhere to the obligations of a "Data Processor" as specified in the Data Protection Act 2018 (DPA 2018) and retained EU GDPR 679/2016, Article 28.
- 11.2 In line with the Data Protection Act 2018, Chapter 2, the successful supplier is responsible for ensuring that all personal data processed while delivering services, goods, or works under this agreement is handled in compliance with the standards set out in Chapter IV.
- 11.3 Life Sciences Hub Wales data must be protected by appropriate technical and organisational measures and controls. At the end of the framework all Life Sciences Hub Wales data must be returned or disposed of, with formal confirmation provided in writing.
- 11.4 The successful supplier must inform Life Sciences Hub Wales immediately of any actual or suspected security breaches involving Life Sciences Hub Wales data, in accordance with the provisions of the Data Processing Agreement.
- 11.5 Any statement regarding the framework, including call-off activity, to be made by any of the successful suppliers must first be agreed by Life Sciences Hub Wales prior to issue.

12. Welsh Language Requirements

- 12.1 The successful suppliers will need to ensure that services provided through this contract, if awarded, are compliant with the Life Sciences Hub Wales Welsh Language policy requirements.
- 12.2 The requirements in relation to this contract are:
- Any/all Welsh Language Scheme Requirements will be confirmed by Life Sciences Hub Wales at each instance of call-off.
- 12.3 Further for details see: <https://lshubwales.com/governance/welsh-language> and <https://www.gov.wales/welsh-language>

13. Specification

13.1 Introduction

- 13.1.1 Refer to [Part 2 \(Overview\)](#) for an initial introduction to the requirement.
- 13.1.2 As outlined above, each instance of activity as required by Life Sciences Hub Wales will be called-off via the framework as a distinct package of work, in-line with the framework governance process as outlined below in [Part 13.6](#).
- 13.1.3 The specification and allocated budget for each call-off work package to be let during the term of the framework will be varied and dependent on the priorities and ongoing activity of Life Sciences Hub Wales, and will be fully described and articulated in each instance. All details and relevant requirements will be fully described at each instance of call-off.
- 13.1.4 Common themes / requirements likely (but not definitely) to be consistent within the majority of call-offs might include, but will not be limited to, the following:
- Writing of funding applications to be completed to a strict process and timeline, process to be implemented by Life Sciences Hub Wales (outlined below) and the timeline for each call-off to be agreed in each instance between Life Sciences Hub Wales and the successful supplier.
 - Review and revision (as needed) to ensure that funding proposals are written in such a way as to demonstrate alignment with funder guidance, scope and eligibility criteria, as well as alignment with any other pertinent documents such as Government policy, so as to directly appeal to the funder, in an attempt to put forward the most compelling case to secure funding for the applicant.
 - Reviews may include meeting with the applicant and/or Life Sciences Hub Wales to discuss proposals, providing advice during meetings and in writing, editorials of draft bids (including suggested changes, areas for improvement, error checking, suggestions for blank sections etc).



- 13.1.5 The desired outcomes for the Funding Proposal Support and Review Services framework are:
- Improved chances of success for proposals submitted to competitive funding schemes.
 - Greater awareness for the client organisation / applicant going forward with regards to how to write a compelling, competitive funding bid.
 - Positive influence and impact against relevant Life Sciences Hub Wales KPIs.
- 13.1.6 The key Life Sciences Hub Wales stakeholders aligned to the Funding Proposal Support and Review Services framework include:
- Innovation Adoption Director.
 - Head of Sector Intelligence.
 - Sector Intelligence team.
 - Funding Support Service.

13.2 The Services

- 13.2.1 As previously stated, the specific call-off requirements and allocated budget will be confirmed for each individual work package to be let during the term of the framework.
- 13.2.2 Funding proposal support required by Life Sciences Hub Wales is (but not definitely) to include all/some of the common themes / requirements outlined in section 13.1.4.
- 13.2.3 An indication of the tasks and activities likely to be carried out are provided below:
- Life Sciences Hub Wales will identify clients who are applying for grant funding streams, that meet the criteria for support, and appear to align with the funder guidance. Life Sciences Hub Wales will then introduce the client(s) to the successful supplier.
 - The successful supplier will arrange an initial meeting between themselves, the client and Life Sciences Hub Wales to discuss the application and the support required.
 - The successful supplier will support the client with a bid writing session (covering, for example, the client's plans for the application, the main aspects of the bid application form, alignment with the guidance, basic bid writing skills and other relevant information, as well as answering any questions from the client). Note that the list of bid writing session content is provided as an indicative example only and is not considered exhaustive.
 - The successful supplier will draft funding bids for clients within an appropriate timeline to allow timely review and provision of feedback, ensuring that appropriate changes can be made before the grant submission deadline.
 - The successful supplier will provide written feedback to the client in the form of tracked changes and comments on any documents provided and set up and deliver a review meeting to discuss the recommendations with the client.

- The successful supplier will liaise with the client to work on draft versions (could be multiple, as needed) and a final draft for review. Draft reviews must be returned to the client in good time to allow them to take on any feedback in advance of the funding deadline and may include a review meeting to discuss feedback with the client.
- The client may require the supplier to submit the final application, or they may want to do this themselves.

The purpose of all tasks outlined above is to provide all Life Sciences Hub Wales clients with a funding proposal support service that enables the effective development of collaborative, high value, high technology readiness level funding applications to support health and care innovation.

13.2.4 Whilst no commitment is made to the volume of work expected to be let under the framework an indicative estimate of the annual requirement, based on an estimate of current activity, is shared below:

- Circa. 1-2 bid writing opportunities / funding proposals supported per annum.

13.2.4.1 However, as a reminder, note that service provision via the framework is intended as additional support during instances of peak delivery / high demand.

13.2.4.2 Note that indicative volumes are provided as an indication of the requirement only at this stage and that Life Sciences Hub Wales makes no guarantee or commitment to the level of spend or volume of work to be issued via the framework, if procured and implemented.

13.2.5 All intellectual property rights related to funding proposal support completed on behalf of Life Sciences Hub Wales by the successful suppliers will be transferred to Life Sciences Hub Wales upon issue and receipt of completed content.

13.2.5.1 For the avoidance of doubt, intellectual property aligned to background materials will remain that of the relevant owning party.

13.2.6 All deliverables submitted to Life Sciences Hub Wales for review must be quality checked in advance of submission. Life Sciences Hub Wales will assess the quality of all submitted output and deliverables to ensure accuracy and quality etc ahead of submission to client organisations.

13.2.7 The provision of required funding proposal support content may include stakeholder interviews, depending on the requirement, to be confirmed in advance by Life Sciences Hub Wales at each instance of call-off.

13.2.7.1 Where interviews are required the process for arranging interviews and collecting consent will be agreed in advance of each individual call-off. In principle, Life Sciences Hub Wales typically arranges interviews and has a GDPR consent form for use.

13.3 Standards

13.3.1 As above, all deliverables submitted to Life Sciences Hub Wales for review must be quality checked in advance of submission. Life Sciences Hub Wales will assess the quality of all submitted output and deliverables to ensure accuracy and quality etc ahead of submission to client organisations.



- 13.3.2 As above, all intellectual property rights related to deliverables completed on behalf of Life Sciences Hub Wales by the successful suppliers will be transferred to Life Sciences Hub Wales.

All intellectual property rights associated with any background materials used during service delivery will remain with the relevant owning party.

- 13.3.3 During the term of the agreement the successful suppliers must ensure that data is managed appropriately at all times, in-line with the Data Protection Act 2018 (Chapter 2) (UK GDPR).
- 13.3.4 Third-party content (e.g. client information shared for the purpose of providing services under the framework) must be kept commercial in confidence at all times.
- 13.3.5 The successful suppliers are required to comply with all applicable legislation (including without limitation the Data Protection Act 2018, Welsh Language Act 1993 and Modern Slavery Act 2015) in their dealings with the Life Sciences Hub Wales.

13.4 Life Sciences Hub Wales Responsibilities

- 13.4.1 Life Sciences Hub Wales will confirm the specific roles and responsibilities at each instance of call-off.
- 13.4.2 Life Sciences Hub Wales will be responsible for dealing directly with client organisations. In all cases (unless directly advised otherwise by Life Sciences Hub Wales), the successful suppliers, acting as an extension to the in-house Life Sciences Hub Wales team, will receive instruction and relevant information from Life Sciences Hub Wales.
- 13.4.3 In all cases (unless directly advised otherwise by Life Sciences Hub Wales) the successful suppliers will only need to provide content in English. Life Sciences Hub Wales will seek Welsh language translation as required.

13.5 Record Keeping and Reporting

- 13.5.1 During the provision of the service, the successful suppliers are required to manage all Life Sciences Hub Wales data appropriately, in-line with UK GDPR, the Data Protection Act 2018, the Freedom of Information Act 2000 and the Welsh Language Act 1993.
- 13.5.2 During the provision of the service, the successful suppliers are required to manage all third-party data appropriately, in-line with UK GDPR, the Data Protection Act 2018, the Freedom of Information Act 2000 and the Welsh Language Act 1993.
- 13.5.3 The successful suppliers will need to agree not to use or disclose Confidential Information provided in preparation of the call-off output / deliverables, and to be bound by Life Sciences Hub Wales confidentiality policies. This will include entering into a standard non-disclosure agreement(s), as necessary for each individual call-off.
- 13.5.4 During the term of the framework the successful suppliers must declare any actual, potential or perceived conflicts of interest as may arise, notifying Life Sciences Hub Wales immediately should they become aware of such conflict.
- 13.5.4.1 Conflicts of interest that arise during the term of the framework will not necessarily result in removal from the framework or necessarily mean that the supplier is no longer considered eligible



for call-offs. However conflicts of interest will be carefully considered ahead of each call-off instance.

13.6 Governance

- 13.6.1 The intention is to award a position on the framework to up to three suppliers.
- 13.6.2 The three highest scoring and compliant suppliers at tender, determined following the evaluation of all submissions, will be appointed as the framework suppliers (the successful suppliers).
- 13.6.2.1 Further details regarding the awarding of the Invitation to Tender and the appointment of the successful suppliers is provided below in [Part 14.2.11](#)
- 13.6.3 Life Sciences Hub Wales shall be entitled to call-off activity via the Framework by Direct Award, reserving the right to award call-off activity based on framework supplier availability, expertise, capability and any other considerations considered relevant.
- 13.6.4 Life Sciences Hub Wales will appoint a Framework Manager to act as the direct point of contact between the organisation and the successful suppliers.
- 13.6.5 The successful suppliers must also each appoint a dedicated Contract Manager to act as the direct point of contact between their organisation and Life Sciences Hub Wales.
- 13.6.6 Any/all service issues, risks etc are to be brought to the attention of the Contract Manager(s) in the first instance.
- 13.6.7 Life Sciences Hub Wales has a Data Protection Officer (DPO) provision in place that will act as the point of contact for cyber, physical security and compliance measures as required.

13.7 Quality and Performance Management

- 13.7.1 Quality will be managed throughout the term of the framework, with specific quality requirements to be confirmed at each instance of call-off.
- 13.7.2 During the provision of service (call-off activity) an agreed schedule of review meetings will be held between Life Sciences Hub Wales and the framework suppliers, to monitor ongoing progress, performance and quality.
- 13.7.3 Likely quality requirements at each call-off, in the form of project SLAs, might include quality assessment, adherence to project timescales (etc).
- 13.7.4 Ongoing quality and performance will be managed and assessed under the framework via:
 - Reviews of submitted output / deliverables ahead of submission to clients;
 - Client feedback to Life Sciences Hub Wales on receipt of output / deliverables;
 - The number of successful grant applications.

Note that the list above is provided as an indication of the quality and performance indicators and is not considered exhaustive or all-encompassing.

- 13.7.5 Unless otherwise agreed by Life Sciences Hub Wales, where a framework supplier fails to achieve the agreed performance requirements against a call-off delivery plan Life Sciences Hub Wales may instruct the supplier to provide proposals to resolve the underperformance in the form of an improvement plan. The framework supplier shall provide their proposals within fourteen days of this instruction. Such proposals shall include, but not be limited to, an explanation of the root cause of the underperformance, key action points to remedy the situation and a timescale by which the underperformance will be rectified. Life Sciences Hub Wales shall give an instruction to resolve the underperformance either by accepting the framework supplier's Improvement Plan or by instructing how otherwise the underperformance is to be addressed.

In the event that the framework supplier fails to improve performance in line with their Improvement Plan and Life Sciences Hub Wales reasonably considers that the underperformance significantly affects the continuing viability of the provision of the service, Life Sciences Hub Wales may terminate the suppliers Framework Agreement.

13.8 Entry and Exit Planning

- 13.8.1 Each individual call-off requirement will be subject to an initial meeting between Life Sciences Hub Wales and the appointed framework supplier to discuss the specific requirement and expected deliverables in detail.
- 13.8.2 At the end of the framework agreement the outgoing suppliers will be required to return all relevant documents and/or data which is no longer required for legal or regulatory purposes to Life Sciences Hub Wales, and to give assurance that all other documentation and/or data has been destroyed.

13.9 Contract Duration

- 13.9.1 If awarded, the framework is expected to commence 1st November 2026.
- 13.9.2 Except for early termination, the framework will run for an initial period of 24-months and will end 31st October 2028.
- 13.9.3 At the sole discretion of Life Sciences Hub Wales the framework may be extended by a further 12-months, giving a latest possible end date of 31st October 2029.

14. Assessment Process

14.1 Overview of the Assessment Process

- 14.1.1 The Assessment Process is comprised of three parts as detailed below:
1. Qualification Questionnaire.
 2. Quality Award Criteria.
 3. Commercial Award Criteria.



- 14.1.2 Tenderers are required to respond to each part in full in order for their submission to be deemed compliant and eligible for inclusion within the evaluation process.
- 14.1.3 Tenderers are required to use the response templates provided as part of the suite of Invitation to Tender documentation.

Qualification Questionnaire

- 14.1.4 Refer to the template document titled “*Funding Proposal Support and Review Services (LSHW.008.2026) – Qualification Questionnaire*”.
- 14.1.5 The Qualification Questionnaire includes a number of qualifying questions that tenderers must answer as instructed in order to self-certify that their organisation meets the Life Sciences Hub Wales mandatory requirements (by responding as instructed in each instance).
- 14.1.6 The Qualification Questionnaire includes Pass / Fail questions; unless otherwise clearly stated, wherever a question is stated as Pass / Fail a response of ‘No’ may be deemed as a failure to meet the Life Sciences Hub Wales minimum requirements and will invalidate the tenderers response. The response will be discounted and will not be evaluated further.
- 14.1.7 Submissions that meet all of the Qualification Questionnaire criteria will progress to the next stage of the evaluation process; the Quality and Commercial evaluation. The award criteria are detailed below.

14.2 Award Criteria

- 14.2.1 The agreement (if awarded) shall go to the three suppliers submitting the Most Advantageous Tender (MAT), in terms of value for money based on the award criteria specified below.

Ref	Question	Weighting	Page Limit
Quality Criteria			
Q1	<i>Consider the Life Sciences Hub Wales requirement as per Part 2 (Overview) and 13 (Specification).</i> Detail your organisation’s recent (within last 3-years) experience of providing bid writing and funding proposal support services similar in breadth and context to those required by Life Sciences Hub Wales. Provide details outlining the range of funders that your organisation has previous experience of working with. <i>For the avoidance of doubt, the response to Q1 will be evaluated in its entirety and will receive one single score in-line with the Life Sciences Hub Wales scoring methodology (i.e. the question has no sub-criteria).</i>	25%	Up to 3 Pages A4
Q2	<i>Consider the Life Sciences Hub Wales requirement as per Part 2 (Overview) and 13 (Specification).</i> Describe in detail how your organisation proposes, in principle, to manage the successful delivery of bid writing and funding proposal support services, from start (receipt of draft funding proposal) to finish (completion of review).	15%	Up to 3 Pages A4

	Include a clear demonstration of how your organisation ensures that all work is completed effectively to project timelines / deadlines, outlining your organisation's approach to project management. <i>For the avoidance of doubt, the response to Q2 will be evaluated in its entirety and will receive one single score in-line with the Life Sciences Hub Wales scoring methodology (i.e. the question has no sub-criteria).</i>		
Q3	Clearly describe how your organisation takes large amounts of raw information, such as data, research, background material (etc), and condenses and translates it into clear, impactful and engaging bid content. <i>For the avoidance of doubt, the response to Q3 will be evaluated in its entirety and will receive one single score in-line with the Life Sciences Hub Wales scoring methodology (i.e. the question has no sub-criteria).</i>	20%	Up to 3 Pages A4
Q4	Detail how your organisation ensures the provision of accurate, error-free and consistent deliverables. Describe the approach, processes, procedures, systems and tools utilised, including those aligned to the secure processing and storage of client data. <i>For the avoidance of doubt, the response to Q4 will be evaluated in its entirety and will receive one single score in-line with the Life Sciences Hub Wales scoring methodology (i.e. the question has no sub-criteria).</i>	10%	Up to 2 Pages A4
Total Quality Score Available:			70%
Commercial Criteria			
Day Rate for the Provision of Funding Support and Review Services			30%
Total Commercial Score Available:			30%
Total Tender Score Available:			100%

14.2.2 The tender carries a maximum score of 100%.

Quality Assessment

14.2.3 The Quality assessment shall carry 70% of the available 100%. The Quality assessment will be undertaken following the scoring methodology provided in Annex 1.

14.2.4 For the Quality Assessment tenderers are required to complete and return a Quality response template by responding to each of the Quality questions as per the guidance outlined within the template document and within the Invitation to Tender document.

The Quality response template is provided as a supporting attachment titled "*Funding Proposal Support and Review Services (LSHW.008.2026) – Quality Response Template*".

14.2.5 Tenderers must achieve a minimum weighted Quality score of 40% (out of the available 70%) in order to be considered for a position on the framework. Tenderers that fail to achieve a minimum weighted Quality score of 40% will not be eligible for award and will be considered unsuccessful.

Commercial Assessment



- 14.2.6 The Commercial assessment shall carry the remaining 30% of the available 100%.
- 14.2.7 For the Commercial Assessment tenderers are required to complete and return a Commercial response workbook by inserting the requested information as per the workbook guidance.
- 14.2.8 The Commercial response workbook is provided as a supporting attachment titled “*Funding Proposal Support and Review Services (LSHW.008.2026) – Commercial Response Workbook*”.
- 14.2.8.1 The Commercial assessment will be based on an evaluation of tenderer’s day rates for the provision of services aligned to the full scope of the Life Sciences Hub Wales requirement.
- 14.2.8.2 All call-off activity will be procured and priced based on the use of the tendered day rate. To confirm, a success fee approach will **not** be considered.
- 14.2.8.3 Day rates will be fixed at the rates tendered for the first 24-months of the framework. The successful suppliers will have the opportunity to propose revised day rates ahead of the extension period (if extended).
- 14.2.9 The Commercial assessment will be evaluated on a proportional vs best basis and will be evaluated using the following calculations:

Part	Evaluation Calculation	Weighting
Day Rate	$(30\%) / (\text{Tenderers Day Rate} / \text{Lowest Day Rate})$	30%
Total Available Commercial Score:		30%

Award

- 14.2.10 The total Quality score and total Commercial score will be combined to give a Total tender score. The three highest scoring and compliant tenders shall be deemed successful as the Most Advantageous Tenders (MATs), and will form the framework suppliers.

14.3 Further Guidance

- 14.3.1 Tenderers must examine the Invitation to Tender document, as well as any supporting documentation, in full as these indicate what information must be provided in order for their response to be deemed complete and compliant. Incomplete or unqualified tenders may be rejected as non-compliant, at the sole discretion of Life Sciences Hub Wales.
- 14.3.2 These instructions are designed to ensure that all proposals are given equal and fair consideration. It is important therefore that tenderers provide all of the information requested.
- 14.3.3 The tenderer shall ensure that each and every sub-contractor, consortium member and adviser abide by the terms of these instructions and conditions of tender.
- 14.3.4 It is the tenderer’s responsibility to ensure that all information required is supplied and is accurate and, should there be doubt as to the content of the Invitation to Tender and/or supporting documentation, to seek additional information as required via formal clarification questions.
- 14.3.5 Tenderers must ensure that they read all questions carefully and respond in accordance with the criteria below:

- Where supporting information is expressly requested (i.e. CVs, policies, process documents etc.) this can be provided as an appendix to your response. For the avoidance of doubt, this will be in addition to the maximum page limit outlined.
- Supporting information not expressly requested by Life Sciences Hub Wales (i.e. attachments and appendices) will not be considered nor evaluated as part of the submission.
- Unless expressly requested, tenderers must not include links or shortcuts to external resources (i.e. websites etc.). Where not expressly requested these links will not be opened and will not be considered nor evaluated as part of the submission.
- Tenderers must outline in their response any areas in which they do not fully meet the requirement.
- The name of the file(s) submitted must include the supplier's organisation name.
- No commercial information is to be provided within the Quality response.
- Tenderers must provide itemised pricing for all envisaged costs for the provision of the proposed services as per their response.

15. Non-Compliance

- 15.1 Tender submissions received will first be evaluated for completeness and adherence to the mandatory response requirements. Failure to comply with the response instructions or provide the information requested may invalidate the submission entirely, at Life Sciences Hub Wales's sole discretion.
- 15.2 In the event of non-compliance with the specification during the term of contract, if awarded, the following procedure will be followed:
- Notification of complaint and requirement to comply.
 - Notification of unacceptable practices and/or substantial noncompliance to the specification.
 - Recourse to the conditions of contract.

16. Abnormally Low Tenders

- 16.1 Life Sciences Hub Wales may, at its own discretion and where it considers it appropriate, investigate any tender submission which appears to be abnormally low for the full and effective performance of the contract.
- 16.2 Where Life Sciences Hub Wales considers that a tender submission may be abnormally low it may seek clarification from the tenderer concerning their Commercial response and their ability to deliver the required services under the contract in accordance with all of the requirements set out in the Invitation to Tender.
- 16.3 Life Sciences Hub Wales will consider the information and evidence provided by the tenderer objectively and proportionately.
- 16.4 Should Life Sciences Hub Wales propose to disregard any tender on the basis of what it considers to be an abnormally low Commercial response the tenderer will first be notified and

given reasonable opportunity to demonstrate their ability to perform the contract for the price tendered.

- 16.4.1 Life Sciences Hub Wales will consider the tenderer's response before determining whether the tender may be disregarded as an abnormally low tender.
- 16.4.2 Any such request to demonstrate ability to perform the contract at the price tendered will not constitute an opportunity for the tenderer to amend or materially improve their tender submission. The information requested will be limited to details and explanation relevant to determining whether the tenderer can satisfactorily perform the full scope of services at the price tendered.
- 16.5 Following consideration of the tenderer's response and any supporting evidence, Life Sciences Hub Wales may disregard the tender where it remains satisfied that the tender is abnormally low such that the contract cannot be performed for the tendered price.
- 16.6 The fact that a submission is lower in price than other tenders, or lower than Life Sciences Hub Wales's estimate, will not in and of itself mean that the tender is considered abnormally low or rejected.
- 16.7 Life Sciences Hub Wales will not determine that a tender is abnormally low solely through use of any predetermined percentages, mathematical formulae or comparison. Indicators or analysis used to identify a potentially abnormally low tender will be applied consistently and proportionally, having due regard to the circumstances of the procurement.

17. Financial Standing and Resources

- 17.1 Life Sciences Hub Wales wishes to ensure that tenderers have the necessary financial standing and resources to meet their obligations throughout the duration of the contract. This may include (where appropriate) considering the contractor's level of existing work commitments and the potential impact on resources that awarding a contract would have.
- 17.2 In deciding whether to submit a tender response, tenderers should also be aware and take into consideration the risks of becoming over-reliant on Life Sciences Hub Wales business, or indeed that of any customer. In doing so, tenderers should take into account earnings from any other work undertaken for Life Sciences Hub Wales as well as potential earnings from this contract.

18. Documents and Information to be Submitted

- 18.1 For ease of reference, for your tender response to be considered a compliant submission it must include the following:
- A completed Qualification Questionnaire (including signed Form of Tender) as outlined in Part [14.1.4](#).
 - A response to the Award Criteria as outlined in Part [14.2.4](#), i.e. a response to each of the Quality questions via a completed Quality response template.
 - A completed Commercial response workbook as outlined in Part [14.2.8](#).

ANNEX 1: Evaluation Guidance and Scoring Methodology

The evaluation Award Criteria ([Part 14.2.1](#)) will be assessed against Quality Evaluation Scoring Table A1 (below).

Table A1: Quality Evaluation Scoring Table

Capability	Evidence	Remark	Score
Tenderer is clearly able to meet the needs of the Life Sciences Hub Wales	- Evidence is consistent, comprehensive, compelling, directly relevant to the project in all respects and highly credible. - A clear, concise and explicitly relevant response that fully demonstrates an excellent understanding of the subject matter and meets all Life Sciences Hub Wales expectations.	Absolute Confidence	10
Tenderer is likely to be able to meet the needs of the Life Sciences Hub Wales.	- Evidence is sufficient (in qualitative terms), convincing, and credible. - The tenderer has presented a clear, precise demonstration of how they will meet the Life Sciences Hub Wales requirements as outlined in the specification.	Confidence	8
Small risk that the tenderer will not be able to meet the needs of the Life Sciences Hub Wales.	- Evidence has minor gaps, or to a small extent is unconvincing, lacks credibility or irrelevant to the project. - The tenderer has provided adequate information that demonstrates how they will meet the Life Sciences Hub Wales requirements as outlined in the Specification.	Minor Concerns	6
Moderate risk that the tenderer will not be able to meet the needs of the Life Sciences Hub Wales	- Evidence has moderate gaps, is unconvincing. - The tenderer has provided limited information to demonstrate how they will meet the Life Sciences Hub Wales requirements as outlined in the specification.	Moderate Concerns	4

Significant risk that the tenderer will not be able to meet the needs of the Life Sciences Hub Wales.	• Evidence has major gaps, is unconvincing in many respects, lacks credibility, or largely irrelevant to the project. • The tenderer has provided a response that does not illustrate an acceptable level of understanding of the subject matter and fails to meet most of the Life Sciences Hub Wales requirements as outlined in the specification.	Major Concerns	2
Tenderer will not be able to meet the needs of the Life Sciences Hub Wales.	• No answer provided. • No evidence or misleading evidence. • The tenderer has provided information that fails to demonstrate how they will meet the Life Sciences Hub Wales requirements as outlined in the specification.	Not acceptable	0