Sport Wales And Disability Sport Wales

Invitation to Tender Document

November 2026

Invitation to Tender for the provision of joint work between Sport Wales and Disability Sport Wales on futureproofing para performance sport in Wales

Contents

1. Background 3
2. Overview of the Requirement 6
3. Submission of Responses / Timetable 7
4. Procedural and Response Requirements 8
5. Acceptance of Tenders 8
6. Modifying the Procurement 9
7. Conditions of Tender 10
8. Expenses and Losses in Tender 11
9. Prices 11
10. Payment Terms 11
11. Confidentiality 12
12. Security 12
13. Welsh Language 12
14. Specification 13

Introduction 13
Standards 16
Sport Wales/Disability Sport Wales Responsibilities 16
Record Keeping and Reporting 16
Governance 16
Contract Duration 16

15. Assessment Process 17

Overview of Invitation to Tender Assessment Process 17
Quality and Commercial Assessment 17
Quality Assessment 17
Commercial Assessment 18
Award Criteria 18
Award 20

16. Further Guidance 20

17. Non-Compliance 22
18. Financial Standings and Resources 22
19. Checklist of Response Documents for return 22

1. Background

Sport Wales

1.1 The Sports Council for Wales (known by its trade name Sport Wales) was established by Royal Charter dated 4 February 1972. It is financed by annual funding from the Welsh Government and from income generated from its own activities. It is the main adviser on sporting matters to the Welsh Government and is responsible for distributing Welsh Government and National Lottery funding to sport in Wales.

1.2 Sport Wales is the national organisation responsible for developing and promoting sport and physical activity in Wales at both community and elite levels. It is also responsible for the distribution of significant amounts of grant funding across a broad portfolio of sports activity in Wales.

1.3 Sport Wales is one of the public sector bodies in Wales which are subject to Welsh Government's *Well-being of Future Generations (Wales) Act 2015*. Accordingly, Sport Wales has developed its own well-being objectives. Audit Wales is charged with auditing these organisations to assess the extent to which well-being objectives and the five ways of working that the Act promotes, have been delivered.

1.4 We aim to not only improve the level of sports participation at grassroots level but also provide our aspiring athletes with the support required to compete successfully on the world stage.

1.5 Sport Wales currently operates over four locations in Wales; the sites include our two National Centres, situated in Sophia Gardens, Cardiff and Plas Menai, Caernarfon (in partnership with Parkwood & Legacy Leisure); and satellite offices located in Deeside and Llanelli.

1.6 For further information and context, visit the Sport Wales website at https://www.sport.wales/.

Disability Sport Wales

1.7 The Federation of Disability Sport Wales (FDSW) (operating name is Disability Sport Wales (DSW)) is a pan-disability National Sport agency which provides and promotes inclusive physical activity (including sport) for disabled people in Wales. It is a Company Limited by Guarantee (number: 05199508) and a registered Charity (number: 1144663).

1.8 Disability Sport Wales have provided support and been responsible for the delivery of disability sport and sport for disabled people throughout Wales for over 25 years, at 'Community' (participatory level) this includes: investment into regions/local authorities,~~,~~ an education and training programme (including Play Together) and a programme to support partners achieve inclusive cultural change (insport). This is funded through Community Lottery, grants and some exchequer investment from Sport Wales.

1.9 DSW also manage a performance pathway programme which is intended to link the community provision with performance pathways at NGB level and through to Para Commonwealth Games and Paralympic provision. This is funded through Performance Lottery and some exchequer investment from Sport Wales.

1.10 We also work with one corporate partner (at the time of writing) who supports the provision of our insport Series Events: These are events which bring insport Clubs together in one location to provide disabled people and their networks opportunity to try a range of sports and then continue with them after the event because they have the club connection.

1.11 Further information about the company and its activities can be found at: www.disabilitysportwales.com

1.12 DSW are committed to the Sector Vision for Sport (see further information below): An active Nation where everyone can have a lifelong enjoyment of Sport.

1.13 Our Mission is to: influence, include, inspire, insport. and our Values are:

Champion everyone

We believe in diverse and meaningful opportunity with people at the centre of all we do.

This means you will see us

- Advocating and being an ally alongside diverse communities
- Calling out inequitable behaviour and action
- Listening to and responding to what you need

Proudly Welsh

We embody and celebrate what it is to be Welsh.

- Using, learning, and celebrating Welsh language
- Keeping services local and trusted

Value growth

We are committed to development and inclusive change and will always support that.

- Welcoming you to all we do
- Reflecting in action and changing for the better
- Learning from you and others
- Contributing and bringing something to the table

Highlight possibility

We connect opportunities and prioritise partnerships, so people get what they need.

- Putting people and what they can do first
- Connecting you with opportunities, solutions and people who can make things happen
- Being curious about making things better

1.14 Our purpose as an organisation is to ensure that disabled people are as likely to have a lifelong enjoyment of physical activity (including sport) as non-disabled people. This means that every disabled person has genuine choice within the pathway; whatever activity or sport they would like, provided locally, communicated clearly, and offering good access to coaching (if wanted).

1.15 Definitions of disability are wide ranging, and at DSW we work at three levels:

a. Collaborating with partners for the provision of inclusive opportunities which everyone who is identified or identifies as 'disabled' under the Equality Act 2010 definition can access
b. Providing and influencing the provision of performance development opportunities (not performance funded) linking into pathways provided by other organisations which may lead to the:
    i. Deaflympics (www.Deaflympics.com)
    ii. Virtus Global Games (https://www.virtus.sport/)
    iii. or Special Olympics World Games (https://www.specialolympics.org/)
c. Working directly with partners who deliver performance-funded Paralympic (www.paralympic.org) and Para Commonwealth programmes (https://www.commonwealthsport.com/about).

1.16 Further information can be found on our Strategy here: https://chwaraeonanableddcymru.com/en-gb/about/our-strategy

1.17 Equity, equality, diversity and inclusion are the cornerstones of DSW's working practices and as such we look for these as being important behaviours and practices with partner organisations.

The Vision for Sport In Wales

1.18 The Vision for Sport responds to the needs of the individual at different stages of their lives and focuses upon creating a wide range of positive experiences so everyone can enjoy sport. Both Sport Wales and Disability Sport Wales are committed to developing an active, healthy and successful Wales, where every citizen from every community can participate in sport and physical recreation and reach their potential, irrespective of background and circumstance. The Vision for Sport in Wales provides us, the sector, and sector partners with a shared goal that we can all unite around. For more information on the Vision for Sport, please refer to the following link: https://www.sport.wales/our-vision-for-sport/

2. Overview of the Requirement

2.1 Sport Wales and Disability Sport Wales are jointly commissioning a piece of work to 'future-proof' para performance sport in Wales. The aim is to identify the system changes required over the next 12–16 years to ensure that performance sport environments are inclusive of intersectional communities of disabled people.

2.2 This work will:

- Define the current parameters of para performance sport in Wales and assess the maturity of para performance environments across Welsh National Governing Bodies (NGBs), DSW-led provision (NGB-function and programme delivery), and performance development events currently outside the scope of UK Sport and Sport Wales performance funding.
- Project the trajectory of resourcing requirements to sustain and grow para performance sport.
- Make recommendations to support the transition and/or retention of responsibility for para performance pathways from DSW to NGBs, ensuring long-term sustainability and inclusivity.

2.3 The project could be one single submission or be split into three distinct sections. The successful tenderer will be expected to complete any, or all of sections one, two, or three based on their level of expertise and capacity. Outputs across each section would be:

Section 1 - Conduct a comprehensive review of current resources, delivery models, and performance environments within Wales, benchmarking Wales against other world-

leading nations in para sport. Identify and define the current parameters of para performance sport in Wales and assess the maturity of all para performance environments.

Section 2 - Engage stakeholders across the Welsh sport sector - Explore and analysis of how para-athletes in Wales are identified, developed and supported and who is best placed to do this.

Section 3 - Develop a detailed implementation plan with actionable recommendations (short, medium and long term). Make recommendations which project the trajectory of resourcing requirements over the next 12 – 16 years and will continue to ensure Welsh sport produces world-class para performance athletes.

More information and a detailed requirement for this work(s) can be found in section 14.

2.4 The proposed contract term is 18-months, with paid instalments linked to project milestones and sections agreed with Sport Wales and Disability Sport Wales.

2.5 The estimated total contract value is (up to) £50,000 (excluding VAT) over the full potential term (3 sections). The breakdown is as follows:

Section 1 - £10,000
Section 2 - £20,000
Section 3 - £20,000

Sport Wales and Disability Sport Wales have released this tender for the entirety of the work. Successful tendees might be appointed to all, or only some of the sections they apply to. If it is the case that tendees are appointed to only one or two sections, with another successful tendee winning the outstanding section(s), opportunity will be given for all successful parties to meet, and discuss working arrangements and practicalities of the project to ensure all parties are able to complete the works.

3. Submission of Responses / Timetable

3.1 The proposed procurement timetable is set out below. Please note that the dates provided are indicative only. To ensure that the most suitable consultant or consortium is appointed to lead the project (or projects), we are willing to consider reasonable flexibility in the proposed start and completion dates, as well as the interim timescales, where sufficient justification is provided within the tender submission. Any proposed changes to the dates set out below should be included in the tender submission, together with the reasons for those changes.

Activity	Date	Responsible

Invitation to Tender Published	17th November 2026	Sport Wales
Deadline for Submission of Clarification Questions	Thursday 7th January 2027	Tenderer
Deadline for Submission of Responses	12th January 2027 (4pm)	Tenderer
Evaluation (inc. all internal approvals)	By 19th January 2027	Sport Wales/Disability Sport Wales
Interview invites sent	20th January 2027	Sport Wales/Disability Sport Wales
Interviews held for clarification of written responses only	26/27th January 2027	Sport Wales/Disability Sport Wales
Contract Award	February 2027	Sport Wales/Disability Sport Wales
Contract Start	2nd March 2027	Sport Wales/Disability Sport Wales and Tenderer

3.2 Tender submissions are to be submitted in electronic format to the Postbox facility on sell2wales.gov.uk by 4pm on Tuesday 12th January 2027 Responses received after the deadline will not be considered.

3.3 A Suppliers' Postbox user guide is available under the 'Help and Support' section of the Sell2Wales website.

3.4 Should tenderers encounter any issues when submitting clarification questions, please use the Sell2Wales support function.

3.5 Clarification questions (queries) in relation to the tender are to be submitted via the Sell2Wales questions and answer functionality. Clarification questions received outside of Sell2Wales (e.g. via email) may not be responded to.

3.6 Responses may be received in Welsh or English. Responses 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 response.

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.

4.2 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 Sport Wales's sole discretion.

5. Acceptance of Tenders

5.1 Sport Wales and Disability Sport Wales will review all tenders received via the Sell2Wales Postbox. Note however that responses received after the deadline may not be considered.

5.2 Except for manifest error, or as may otherwise be expressly agreed by both Sport Wales/Disability Sport 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 Sport Wales and Disability Sport Wales.

5.3 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.

5.4 A tender should be valid for acceptance for a period not less than 120 days from the date of submission.

5.5 Sport Wales and Disability Sport 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.

5.6 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 Sport Wales/Disability Sport Wales (or any other person) to enter into a contractual arrangement.

6.2 Jointly, Sport Wales and Disability Sport 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. With regards to lots, any decision by Sport Wales/Disability Sport Wales to not to award a lot does not prevent Sport Wales/Disability Sport Wales from awarding the remaining lots.

6.3 With regards to terminating or otherwise cancelling the procurement and/or otherwise not awarding any contract as a result of this procurement; Sport Wales/Disability Sport Wales shall not be liable for any costs incurred by the tenderer resulting from this action.

6.4 Sport Wales/Disability Sport 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 14) sets out the 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. Sport Wales/Disability Sport Wales holds the sole right to implement changes in this manner.

7. Conditions of Tender

7.1 By submitting a tender, you are acknowledging and agreeing in full to the following conditions:

7.2 The contents and requirements of the tender documentation have been read, understood and, where required, complied with.

7.3 This is a bona-fide tender, and that the prices and / or sums herein have not been adjusted or unfairly influenced by any arrangements or agreements with any third party.

7.4 You have not, nor will not, prior to any contract award communicated with others except Sport Wales/Disability Sport Wales with regard to the tendered amount or specific details thereof, except where the disclosure of this information is required to obtain information in support of your submission.

7.5 You have not and will not enter into any arrangement or agreement that could lead to others not submitting a tender or otherwise influencing the tendered amount submitted by others.

7.6 You have not and will not offer any inducement, financial or otherwise, directly, or indirectly to any person or third party in any way to influence any tender submitted, or part thereof.

7.7 You are hereby offering to enter into a contract with Sport Wales and Disability Sport Wales in accordance with the requirements contained in this Invitation to Tender document, for the costs and charges contained within your tender response.

7.8 Any and all matters, whether technical, operational, commercial, or contractual where your tender response does not comply, either fully or in part, with the requirements of this tender are clearly defined in a document to be headed 'Tender Qualifications' and submitted as part of your tender response.

8. Expenses and Losses in Tender

8.1 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.

8.2 Sport Wales/Disability Sport 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 in the procurement process, regardless of the conduct or outcome of the procurement.

9. Prices

9.1 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 14), including all costs and expenses, risks and obligations set forth in or to be implied from the Invitation to Tender.

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

10. Payment Terms

10.1 In adherence to the Procurement Act 2023, payment will be made within 30-days of receipt of valid invoice. Invoices are to be issued in accordance with the payment scheduled agreed before or at contract award.

10.2 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 purchase order number (where available / known).
- A description of the goods services and/or works supplied to Sport Wales/Disability Sport Wales.
- The sum requested.
- A unique invoice reference / number.

10.3 All invoices are to be submitted to finance@sport.wales

10.4 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.

11. Confidentiality

11.1 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.

11.2 Any submission received in response to this Invitation to Tender shall be treated likewise by Sport Wales/Disability Sport Wales, except where requested in compliance with the Freedom of Information Act 2000.

12. Security

12.1 The successful Supplier must 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. In line with the Data Protection Act 2018, Chapter 2, the 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.

13. Welsh Language

13.1 As a public sector body, Sport Wales has a duty to comply with the Welsh Government's Welsh Language Standards.

13.2 The successful supplier will need to ensure that services provided via this contract are compliant with Sport Wales' Welsh language needs.

13.3 The Welsh language requirements aligned to this procurement are: to be discussed on appointment of the contract.

13.4 Further references are made to Sport Wales' bilingual requirements in Part 14 (Specification) below.

13.5 For further details regarding Welsh language requirements and responsibilities, see: https://www.gov.wales/welsh-language.

14. Specification

Introduction

14.1 The primary objective of this piece of commissioned work is to identify and address key areas that will future-proof para sport, ensuring it continues to provide opportunities for the progression of disabled athletes through to Paralympic and Para Commonwealth level events.

14.2 Disability Sport Wales has delivered insport NGB for 14 years, and it has created some strong inclusive cultural change. In the same time again, it is DSW's aspiration to be 'needed differently' by the sector. This is based on the premise that the inclusion of intersectional communities of disabled people is everyone's role, not just that of one organisation. In performance sport, when all NGBs, Disability Sport Wales and Sport Wales contribute to the delivery of an inclusive performance pathway, DSW's function in this space will change, reduce or disappear.

14.3 Sport Wales funding approaches have changed in recent years with the evolution of new funding model(s), which aim to make the sport system more equitable. To ensure that all organisations in Welsh sport deliver robust, healthy and inclusive performance pathways, with the right level of support into the future, there is a need to identify the needs of the sector in realising this, and the leadership role that the respective organisations (DSW and Sport Wales) can play.

Performance funding to Disability Sport Wales is currently used in the following primary ways:

- For Athlete Development Awards.
- For the provision of Performance Pathway Inspiration Days – in conjunction with other partners.
- For the delivery of development and competitive opportunity in Paralympic and/or para-Commonwealth sports not provided for by a governing body in Wales. (This includes Boccia, Wheelchair Basketball, Wheelchair Rugby, Goalball, Taekwondo, Equestrian, and Bowls).

14.4 To outline the system change needed over the next 12 – 16 years for performance sport environments to be inclusive of the needs of individuals, across the sport sector. To do this the scope of the project will be split into three phases:

Section 1 – award cost £10,000
Identify and define the current parameters of para performance sport in Wales and assess the maturity of all para performance environments.

Areas for exploration:

- Review of the resources currently available and used for para performance sport in Wales.
- Outline the areas where resourcing (beyond investment alone) is currently focused and why.
- Explore the impacts of delivery and focus based on the funding and resourcing over the most recent years
- Explore the risks/opportunities of the funding parameters for the next 4, 12 and 16 years.

Assumptions:

- It is assumed that:
    - this will be a desk-based piece of work without any significant consultation with organisations outside of DSW or Sport Wales.
    - the successful tenderer will have:
        - A good understanding of performance systems, structures and opportunities in Wales.
        - A willingness to transition Section 1 into Section 2 with another consultant/consultancy (if not the successful tender for Section 2 or did not tender for Section 2)

Section 2 - award cost £20,000

Explore an analysis of how para-athletes in Wales are identified, developed and supported and who is best placed to do this.

Areas for exploration:

- Pathway delivery models and how impact is demonstrated and measured (as differentiated by the leadership of the provision (NGB-led, DSW-led, DSW-provided, UK/Welsh NDSO-led)
- Key ingredients to the successes within the differentiated pathways
- Gaps which are impacting on successes within the differentiated pathways
- What are other Nations doing (who are world leading within para sport) and how does Wales compare

Assumptions:

- It is assumed that:
    - This piece of work will provide thorough engagement with all parties in Wales and the UK who have involvement with, a connection to, or are a stakeholder in the successes of para-athletes.
    - The successful tenderer will have:
        - a base-familiarity (or able to quickly gain familiarity) with para performance programmes in other Nations which are considered 'world-leading' and/or innovative in para performance development.
        - preference for a framework which will assess the maturity of para performance pathways beyond solely medal outcomes.
        - a willingness to work with another consultant/consultancy who might have completed the outputs for Section 1 (if the tenderer for

section 2 was not successful in tendering for Section 1, or chose not to submit a tender), and who might be successful in tendering for Section 3 (if they are not successful in tendering for Section 3 or chose not to submit a tender for that work).

Section 3 – award cost £20,000

Make recommendations which project the trajectory of resourcing requirements over the next 12 – 16 years and will continue to ensure Welsh sport produces world-class para performance athletes.

Areas for exploration:

- Identify the optimum conditions needed within the sector to achieve the most appropriate structure for inclusive provision of para-athletes within the performance pathway and what the proposed timeframes for achieving this should be
  - Outline what is missing and what needs refining or continuing to establish appropriate structures which will achieve these optimum conditions during proposed timeframes.
- Map the critical resourcing requirements over this timeframe to put Wales in the strongest position to continue supporting the production of world class para-athletes.
- Produce an Executive Summary appropriate to key stakeholders and potential funders regarding the changes/continuations and timelines.

Assumptions:

- It is assumed that:
  - This piece of work will link to an advisory group where consultation regarding recommendations can be refined and confirmed. The structure of this advisory group will be at the discretion of the successful tenderer.
  - The successful tenderer will have:
    - good connections to key stakeholders in para performance sport within Wales, the UK and wider.
    - a sound understanding of the opportunities and challenges with the resourcing of para performance sport within Wales.
    - a willingness to transition the outputs from Section 2 (and Section 1 where relevant) from another consultant/consultancy (if the tenderer was not the same for Section 1 and/or Section 2).

14.5 The proposed contract term is a total of 18-months for full completion of the works.

14.6 The estimated total contract value is (up to) £50,000 (excluding VAT) over the full potential term.

14.7 The frequency and specific milestones of work will be decided between Sport Wales/Disability Sport Wales and the successful tenderer.

Standards

14.8 Tender submissions must include:

- A detailed methodology outlining how the work will be delivered and which sections you wish to apply for.
- Your company Equity, Equality, Diversity and/or Inclusion Policy or Policies.
- A timeline with key milestones.
- A breakdown of costs.
- Relevant experience and qualifications of the project team.
- Varied and different examples per assessment question of previous work in inclusive sport development or strategic planning.
- Approach to stakeholder engagement and data collection.

14.9 The successful supplier is 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 Sport Wales.

Sport Wales/Disability Sport Wales Responsibilities

14.10 The successful tenderer(s) will work with a senior project team from Sport Wales/Disability Sport Wales. Agreed timeframes for meetings and support will be agreed at the onset of the works.

14.11 Requirements for the work (including access to data, insight and the sport sector contacts), will be supported by Sport Wales/Disability Sport Wales as appropriate and in proportion to the project. This will be discussed at the onset of the works.

Record Keeping and Reporting

14.12 The appropriate management of data, in-line with GDPR / Data Protection Act is required for this work.

Governance

14.13 Sport Wales/Disability Sport Wales will appoint a contract manager to act as the direct point of contact between the organisation and the successful supplier. The successful supplier must also appoint a dedicated contract manager to act as the direct point of contact between their organisation and Sport Wales/Disability Sport Wales. Any/all service issues, risks etc are to be brought to the attention of the contract manager(s) in the first instance.

Contract Duration

14.14 If awarded, the contract is expected to commence no later than 2nd March 2027.

14.15 Except for early termination, the contract and works will be completed and will end after 18 months.

15. Assessment Process

Overview of Invitation to Tender Assessment Process

15.1 The Assessment Process is comprised of two parts as detailed below:

1. Quality Award Criteria (scored in written documentation with the interview used for clarification if required). Each section of work will be scored separately using the scoring matrix below. Please outline in your application which section you are applying to and which section your evidence relates to. Tenderers applying for multiple sections must provide a separate response to Q1-Q8 for each section applied for. Each section will be evaluated independently and awarded its own Quality and Commercial score. A tenderer may be awarded one, two or all three sections.
2. Commercial Award Criteria (scored from written documentation).

15.2 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 final evaluation process.

15.3 Tenderers can use the response templates provided as part of the tender pack. Other formats of response will also be considered – these must still detail all relevant information and stick to the parameters of response length articulated.

Quality and Commercial Assessment

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

Question	**Weighting**
Quality (Service Provision and Experience)	70%
Commercial (Pricing and Fees)	30%
Total Quality Score Available:	**100%**

15.5 The Invitation to Tender Award Criteria has a maximum score of 100%.

Quality Assessment

15.6 The Quality assessment carries [70%] of the available 100%. The Quality responses will be assessed by an evaluation panel against the matrix detailed below:

Score Value	**Score Description**
Score 0 where	No response or response not relevant to the question or question not answered

Score 1 where	Poor Response - Answer has partially addressed the question but lacks evidence of requirements sought. Lack of real understanding of the requirement or evidence of the ability to deliver.
Score 2 where	The response addresses the question but provides limited detail or weak evidence. There is some understanding of the requirement, but confidence in the ability to fully deliver is only partial. The response is better than poor but does not meet an acceptable standard.
Score 3 where	Acceptable Response - The response complies with the question and provides evidence requested.
Score 4 where	The response addresses the question directly with relevant and sufficient evidence to support the answer. The tenderer shows they can meet the requirement and potentially exceed it in some areas, though not to the comprehensive or exceptional level required for a score of 5.
Score 5 where	Excellent Response - Address the question directly with clear evidence to support answers. The tenderer demonstrates that they can meet or exceed the requirement.

15.7 The score for each question will be multiplied by the corresponding weight to provide a weighted score. The total weighted score will then be apportioned to the overall quality score.

Commercial Assessment

15.8 The Commercial assessment carries the remaining 30% of the available 100%.

15.9 For the Commercial assessment - tenderers can complete a Commercial response template. The Commercial response template is provided as a supporting attachment. Other formats of response will also be considered – these must still detail all relevant information and stick to the parameters of response length articulated.

Award Criteria – to be applied to each section of work

Question Reference	Question Text	Question Score	Question Weight
Quality (Service Provision and Experience) Criteria			
[Q1]	Please describe your background and knowledge relevant to the work packages described in the tender including specialist skills and experience	5	**2**
[Q2]	Please describe your Experience of supporting organisations with understanding challenges,	**5**	**2**

	opportunities and recommendations for para performance sport		
[Q3]	Please describe your Experience of supporting organisations in developing an inclusive sport system which focuses upon people's needs, as well as creating opportunities which are safe, enjoyable, and developmental.	**5**	**2**
[Q4]	Please describe your Experience in the design and implementation of strategies which consider global and future trend data within sport	**5**	**2**
[Q5]	Please describe your Experience in supporting organisations to enable whole scale, inclusive systems change and the value added that brings to this work.	**5**	**2**
[Q6]	Please describe your Experience of contributing to strategic planning, resource development, facilitation, and collaboration to drive sustainable impact	**5**	**2**
[Q7]	Please describe your Experience of facilitating the exchange of learning, insights, and evidence-based practices across UK and international sports organisations, and/or community partners, and the value added that experience brings to this work.	**5**	**1**
[Q8]	Please describe your knowledge of parasport and your knowledge of the Welsh sport system	**5**	**1**
Commercial (Pricing and Fees) Criteria			
Provide the total cost of your organisation's proposal for the provision of the required service, based on an 18-month (maximum) contract. Provide a clear breakdown of all associated costs, in-line with the requirements set out in this document.		5	1

Award

15.10 The total Quality score and total Commercial score will be combined to give a Total tender score. The highest scoring compliant tender shall be deemed the MAT.

16. Further Guidance

16.1 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 Sport Wales/Disability Sport Wales.

16.2 These instructions are designed to ensure that all proposals are given equal and fair consideration. It is important therefore that tenderers provide all of information requested.

16.3 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.

16.4 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.

16.5 Tenderers must ensure that they read all questions carefully and respond in accordance with the criteria below:

- Where supporting information is expressly requested (e.g. 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 Sport Wales/Disability Sport Wales (e.g. attachments and appendices) will not be considered nor evaluated as part of the submission.
- Unless directly requested by Sport Wales/Disability Sport Wales, tenderers must not include links or shortcuts to external resources (e.g. websites etc.). 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 Sport Wales/Disability Sport Wales requirement.
- The name of the file(s) submitted must include your organisations 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 proposed the services as per their response.

17. Non-Compliance

17.1 Tender submissions 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 Sport Wales's/Disability Sport Wales discretion.

17.2 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.

18. Financial Standings and Resources

18.1 Sport Wales/Disability Sport Wales wishes to ensure that tenderers have the necessary financial standing and resources to meet their obligations throughout the duration of the procured arrangement. This may include (where appropriate) considering the tenderer's level of existing work commitments and the potential impact on resources that awarding a contract would have.

18.2 In deciding whether to submit a tender response, tenderers should also be aware and take into consideration the risks of becoming over-reliant on Sport Wales/Disability Sport Wales business, or indeed that of any customer. In doing so, tenderers should take into account earnings from any other work undertaken for Sport Wales/Disability Sport Wales as well as potential earnings from this procurement opportunity.

19. Checklist of Response Documents for return

19.1 Please respond to each of the requirements set out in Part 15 by Tuesday 12th January 2027 4pm using the response templates (or an alternative format) provided with this Invitation to Tender.

19.2 The following table summarises the documents which tenderers should complete and return:

Document Title	By When
A response to the Quality award criteria Titled: **Future Proofing Performance Sport in Wales**	Tuesday 12th January 2027 4pm

A completed Commercial response template.	Tuesday 12th January 2027 4pm