

# CONTRACT NOTICE – NATIONAL

Notice Type: SERVICES

## 1 Authority Details

### 1.1 Authority Name and Address

|                                                                                                                                                        |                                     |                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------|
| <b>Official Name:</b><br>The National Library of Wales                                                                                                 |                                     |                       |
| <b>Postal Address:</b><br>Archives and Records Council Wales, Penglais, Aberystwyth,                                                                   |                                     |                       |
| <b>Town:</b><br>Ceredigion                                                                                                                             | <b>Postal Code:</b><br>SY23 3BU     | <b>Country:</b><br>UK |
| <b>For the attention of:</b><br>Vicky Jones                                                                                                            | <b>Telephone:</b><br>+44 1970632800 |                       |
| <b>E-Mail:</b><br>vicky.jones@llyfrgell.cymru                                                                                                          | <b>Fax:</b><br>+44 1970615709       |                       |
| <b>Internet Address (URL):</b> <a href="https://www.llgc.org.uk">https://www.llgc.org.uk</a>                                                           |                                     |                       |
| <b>Electronic access to information:</b> <a href="https://www.sell2wales.gov.wales/">https://www.sell2wales.gov.wales/</a>                             |                                     |                       |
| <b>Electronic submission of tenders and requests to participate:</b> <a href="https://www.sell2wales.gov.wales/">https://www.sell2wales.gov.wales/</a> |                                     |                       |

#### Address from which documentation may be obtained

### 1.2

|                                                                                              |                                     |                       |
|----------------------------------------------------------------------------------------------|-------------------------------------|-----------------------|
| <b>Official Name:</b><br>The National Library of Wales                                       |                                     |                       |
| <b>Postal Address:</b><br>Archives and Records Council Wales, Penglais, Aberystwyth,         |                                     |                       |
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| <b>Internet Address (URL):</b> <a href="https://www.llgc.org.uk">https://www.llgc.org.uk</a> |                                     |                       |

#### Completed documents must be returned to:

### 1.3

|                                                                                      |                                     |                       |
|--------------------------------------------------------------------------------------|-------------------------------------|-----------------------|
| <b>Official Name:</b><br>The National Library of Wales                               |                                     |                       |
| <b>Postal Address:</b><br>Archives and Records Council Wales, Penglais, Aberystwyth, |                                     |                       |
| <b>Town:</b><br>Ceredigion                                                           | <b>Postal Code:</b><br>SY23 3BU     | <b>Country:</b><br>UK |
| <b>For the attention of:</b><br>Vicky Jones                                          | <b>Telephone:</b><br>+44 1970632800 |                       |
| <b>E-Mail:</b><br>vicky.jones@llyfrgell.cymru                                        | <b>Fax:</b><br>+44 1970615709       |                       |
| <b>Internet Address (URL):</b> https://www.llgc.org.uk                               |                                     |                       |

## 2 Contract Details

### 2.1

#### Title

Development of a new Archives Wales / Archifau Cymru website.

#### Description of the goods or services required

To deliver a new Wordpress design template for the Archives Wales and Archifau Cymru websites, along with new branding, to promote and provide information on Archive services across Wales.

The new Archives Wales / Archifau Cymru websites should be a bilingual, dynamic 'one-stop-shop' hub of information, representing the archive services in Wales on a national level. It will provide an entry point to the

Archives Hub catalogue (from March 2027), enabling users to search archives resources from any repository in Wales and UK. The website will provide information on a range of collaborative projects and resources, contact details for all services, news articles and 'how to' guides, and closed area for a staff toolkit.

## Deliverables

The following deliverables are required:

- A new bilingual design template that is modern and accessible to all users and designed for use on the current Wordpress sites
- A template that will enable editors to update and maintain the website content, with training provided before the new website goes live.
- Migration of specified existing content into the new template, and time allowance for editors to update and create new content before new website goes live.
- An interactive staging prototype of the design to allow editors and stakeholders to test content and functionality before publishing the live site.
- A Staff Toolkit Area to allow access to promotional resources and training materials not viewable to the public.
- Smooth navigation between both English and Welsh language sites and pages
- New Archifau Cymru - Archives Wales branding and logo design.
- Quotes for further maintenance and support (cost per hour)
- Training package for staff
- Search engine optimization for both Welsh and English sites

## Considerations

### a. Accessibility

The site must meet accessibility and usability standards. It must be cross-browser compatible and compatible with mobile devices. The site therefore needs to be compatible with assistive technologies e.g. screen readers and magnifiers, digital readers, and playback software.

It must cater for the varying needs and abilities of users and be accessible in line with Web Accessibility Guidelines. <http://www.w3.org/WAI/>

Public Sector institutions must comply with The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 (and the Equalities Act 2010) <https://www.legislation.gov.uk/uksi/2018/852/made>

The website must meet the WCAG 2.2AA standard

<https://www.gov.wales/accessibility-standards-govwales>

and an accessibility statement must be provided.

<https://www.gov.uk/government/publications/sample-accessibility-statement>

The interface needs to be intuitive, user-friendly, and searching needs to be accurate and easy.

### b. Design and layout / Ergonomics

The new site should have a user-friendly, modern design, using colours and design elements to highlight the work and services offered by the archive sector in Wales. It is essential that visitors to the site can find the information that they require in their preferred language by navigating the site with ease.

### c. Welsh language requirements

In compliance with the Welsh Language Standards (No. 7) Regulations 2018 the website will need to be available in English and Welsh.

<https://business.senedd.wales/mgIssueHistoryHome.aspx?IId=21301>

At present, both English and Welsh site are separate, with a language switch option on the homepage only, rather than throughout.

Domain dependant and contextual language switching will be required for the new website design.

#### d. Prototype

The successful company will provide an interactive prototype of a new design for the following views:

- Main Homepages
- Landing pages for each of the main sections
- Design package for each element within a page
- Responsive interface for each of the page views

We expect the first design of each view to be presented, then allowing us to request flexible changes amounting to one full redesign of the original proposal, before presenting the final prototype. Additional changes based on user testing should be included within the price. Each step will be signed off before moving on to the final stage when the product is delivered.

#### e. Translation and proof-reading

We ask that the winning bidder work with us to ensure that all Welsh text is checked and proof-read before content goes live. If changes need to be made from English to Welsh, translations will be finalised by us to ensure accuracy before returning to you for adding to the site.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at [https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=157701](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=157701).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [https://www.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

### Notice Coding and Classification

#### a) Commodity Codes

| Code     | Description                               |
|----------|-------------------------------------------|
| 72413000 | World wide web (www) site design services |
| 79822500 | Graphic design services                   |

#### b) Delivery Location/Area

| Code | Location                                                      |
|------|---------------------------------------------------------------|
| 1000 | WALES                                                         |
| 1010 | West Wales and The Valleys                                    |
| 1011 | Isle of Anglesey                                              |
| 1012 | Gwynedd                                                       |
| 1013 | Conwy and Denbighshire                                        |
| 1014 | South West Wales (Carmarthenshire, Pembrokeshire, Ceredigion) |
| 1015 | Central Valleys (Merthyr Tydfil, Rhondda Cynon Taf)           |
| 1016 | Gwent Valleys (Torfaen, Blaenau Gwent, Caerphilly)            |
| 1017 | Bridgend and Neath Port Talbot                                |
| 1018 | Swansea                                                       |
| 1020 | East Wales                                                    |
| 1021 | Monmouthshire and Newport                                     |
| 1022 | Cardiff and Vale of Glamorgan                                 |
| 1023 | Flintshire and Wrexham                                        |
| 1024 | Powys                                                         |

### Total quantity or scope of tender

#### Overview

Archives are the written record of our lives – providing evidence of the activities of institutions, businesses, people, and communities. Archives provide first-hand information or evidence relating to historical events or figures, and can include items such as letters, reports, registers, maps, photographs and films, digital files and sound recordings. Archive services across Wales collect and keep these records safe, so that they are accessible now and in the future, and can be used to support organisational goals and strategic priorities.

Archives and Records Council Wales (ARCW) is the strategic partnership body for archive services in Wales with a membership comprising of 23 local authority and university funded services, formally constituted independent archives, and national institutions. ARCW works with the Welsh Government to deliver all-Wales developmental projects.

‘Archives Wales’ and ‘Archifau Cymru’ act as the promotional branding for this partnership.

National Library of Wales, on behalf of Archives and Records Council Wales and Welsh Government (WG), are seeking to engage a company to undertake the development of a new bilingual Archives Wales website to act as a ‘one stop shop’ hub providing information about the wealth of services offered by archive repositories in Wales. The site will also host resources and training for archive staff.

## 2.4

### Context

The current Archives Wales and Archifau Cymru websites exist as portals for finding information on access to archive services for first time visitors, contact details, news and blog articles, information on collaborative archive projects across Wales, and a staff toolkit.

The current websites were created in 2018, using a basic free Wordpress template and an additional accessibility plug-in. The domains and Wordpress sites Archifau.Cymru and Archives.Wales are already paid for by subscription by ARCW, and content is managed by the ARCW Business Manager.

Welsh Government have offered funding to create a new design template for site; to provide smoother navigation, a more updated aesthetic, a layout that attracts the user to continue reading further articles, and direct language switching on all pages.

The current website can be found here:

<https://archives.wales/> / <https://archifau.cymru/>

The Archives Wales / Archifau Cymru brand provides information & promotion on the following social media sites:

Facebook - @ArchifauCymru.ArchivesWales

Instagram - @ArchifauCymru.ArchivesWales

## 3 Conditions for Participation

### 3.1 Minimum standards and qualification required

## 4 Administrative Information

### 4.1 Type of Procedure

Single stage

### 4.2 Reference number attributed to the notice by the contracting authority

N/a

### Time Limits

### 4.3 Time-limit for receipt of completed tenders 24-11-2025 Time 14:00

Estimated award date  
27-11-2025

### 4.5 Language or languages in which tenders or requests to participate can be drawn up

EN CY

Tender Submission Postbox

4.6

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [https://www.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/sitehelp/help_guides.aspx)

## 5 Other Information

### Additional Information

#### 5. Timescales and targets

Timescales and targets are outlined in the attached documentation.

#### 6. Budget

The project's allocated budget is no more than £40,000 (ex VAT) for all deliverables. This cost is for a 'one-off' development of the new Archives Wales / Archifau Cymru website template only. Any costs for further maintenance and development should be provided as a separate quote (cost per hour).

#### 7. Evaluation of Responses

Responses from potential bidders will be assessed based entirely on the responses submitted, and the contract will be awarded to the tenderer who scores the highest marks following the evaluation.

The evaluation panel will consist of 1 member of NLW staff, 2 ARCW Officers, 1 representative from Welsh Government, and the ARCW Business and Training Manager.

To be transparent, and in order that tenderers fully understand how their tender submission will be evaluated, full details of the methodology for evaluating tender submissions against the criteria are described in appendix 1 (Archives Wales Website - Tender Evaluation Criteria).

The tender submissions will be assessed against these two criteria:

- Quality of your work and creativity, including project management and ability to deliver: 70%
- Price: 30%

The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors.

The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

The winning tender response shall be the tender response scoring the highest when applying the above evaluation methodology.

#### 8. Award of Contract and Acceptance of Tender

5.1

The tenderer to be offered the Contract will be advised accordingly via the Sell2Wales portal. Such award, offered pursuant to this Invitation to tender, will be based on the most economically advantageous tender, based on the evaluation criteria described above.

Tenderers whom it is proposed will not be offered the Contract will be advised of this via Sell2Wales and will be entitled to receive feedback on the relative merits and characteristics of their tender submission compared with that of the accepted tender.

The award of the Contract will be subject to a standstill period of at least 10 days between the notification of award decision and Contract conclusion. If representations are received during the standstill period, the Customer may have to suspend the making of the Contract and extend the standstill period until any issues have been resolved; tenderers will be advised accordingly.

All tenderers are advised that they should not take any action for example commencing the implementation of Services, until the award decision is finalised and communicated to you as above. Tenderers should also refrain from undertaking any publicity, marketing or promotional activity until such confirmation is received. In any event, tenderers must seek prior approval from the Customer, before undertaking any marketing activity.

A formal Contract will be entered into between the Customer and the successful tenderer. The Terms and Conditions governing the Contract will be those agreed between the National Library of Wales and the successful tenderer unless and until a formal Contract is prepared and executed, the tenderer's tender submission, together with the Customer acceptance thereof, shall constitute a binding Contract between the parties. You must adhere to NLW Terms & conditions (See Appendix 1 attached).

## 9. Welsh Language Standards

In accordance with Welsh Language Standards:

- You are welcome to submit your tender in English or Welsh.
- A tender submitted in Welsh will not be treated less favourably than a tender submitted in English.

## 10. Questions & contact details

All requests for clarification (whether in relation to this document, the requirement, or the Tender Submission Document) should be submitted as soon as possible via Sell2Wales: <https://www.sell2wales.gov.wales/>

All questions and answers raised will be visible on Sell2Wales.

Questions received after Thursday, 13th November 2025, 12:00 (noon) may not be answered.

The closing date for submission of Tenders is Monday, 24th November 2025, 2pm

(WA Ref:157701)

### **Additional Documentation**

The following additional documents relating to this notice are available from the site:

Archives Wales specification - invitation to tender

Archives Wales website - tender evaluation criteria

National Library of Wales Standard Terms and Conditions March 2019

Gwahoddiad i Dendro - Gwefan newydd Archives Wales-Archifau Cymru

Gwahoddiad i Dendro - Gwefan newydd Archives Wales-Archifau Cymru

National Library of Wales Standard Terms and Conditions March CYMRAEG

### **Publication date of this notice**

03-11-2025

5.2

5.3

SF 51a