



27/05/2026

Dear Sir / Madam

## **Invitation to Tender for CYG044: IT Support Services for the Welsh Language Commissioner**

### **1. Introduction**

- 1.1 You are invited by the Welsh Language Commissioner (Commissioner) to submit a tender for the provision of IT Support Services for the Commissioner as detailed in the enclosed documents.
- 1.2 You will find enclosed:
  - Specification;
  - Conditions of Participation
  - Pricing Table
  - Terms and Conditions
- 1.3 Persons proposing to submit tenders are advised to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their tender is successful.

#### **Comisiynydd y Gymraeg**

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Ffordd Balaclafa  
Caernarfon  
LL55 1TH

0345 6033 221  
post@comisiynyddygybraeg.cymru  
**Croesewir gohebiaeth yn y Gymraeg a'r Saesneg**

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#### **Welsh Language Commissioner**

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Balaclafa Way  
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LL55 1TH

0345 6033 221  
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**Correspondence welcomed in Welsh and English**

welshlanguagecommissioner.wales



- 1.4 It is the responsibility of tenderers to obtain for themselves, at their own expense, all information necessary for the preparation of their tenders. Information supplied by the Commissioner (whether in these tender documents or otherwise) is supplied for general guidance in the preparation of the tenders. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of any such information and the Commissioner accepts no responsibility for any information obtained by tenderers.
- 1.5 All information supplied by the Commissioner in connection with this invitation to tender shall be regarded as confidential by the tenderer.
- 1.6 The tenderer must not tell anyone else, even approximately, what his tender price will be before the time limit of tenders. The only exception is if the tenderer requires an insurance quotation to calculate the tender price, he may give his insurance company or brokers any essential information they ask for, so long as he does so in strict confidence.
- 1.7 The tenderer must not try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
- 1.8 The tenderer must not make any arrangement with anyone else about whether or not they should tender, or about the tender price of any party.

## 2. Contract Period

- 2.1 It is the intention of the Commissioner that the work under the new contract should commence on 24/11/2026 and be completed by 30/11/2029. The contract term will be 3 years, with an option to extend for up to a further 2 years, dependent upon performance and budget.

## 3. Offer and Acceptance

- 3.1 The tender and an electronic by e-mail marked as follows:

**CYG044 TENDER DOCUMENTS: Strictly Private and Confidential**

[tendro@cyg-wlc.wales](mailto:tendro@cyg-wlc.wales)

- 3.2 All tender documents must be signed by two duly authorised persons.
- 3.3 Tenders to be submitted by 12 noon, 03 July 2026. The Commissioner does not undertake to consider submissions received after that time.
- 3.4 The tenderer is expected to keep his tender valid for acceptance for a period of 60 days from the closing date of the tenders.



**Comisiynydd y  
Gymraeg  
Welsh Language  
Commissioner**

- 3.5 Tenderers are advised that any approach made to the Commissioner (other than requests for further information as detailed in the enclosed documents), formal or informal, relating to the tender and made during the tender submission period may result in the rejection of their bid.

Yours sincerely,

**Richard Davies**

**Senior Finance & Resources Officer**

On behalf of the Welsh Language Commissioner