



INVITATION TO TENDER - OVERVIEW

Contract for the Delivery of Services FILMG15 and FILMG16 – 2 Year Award

9th May 2022

1. MG ALBA invites you to tender for the provision of the above services.
2. Your Tender must be submitted via email to tender@mgalba.com
3. Tenders must arrive no later than **2pm on 8th June 2022**. Tenders submitted after this may not be considered.
4. MG ALBA is not bound to accept any Tender offer received.
5. Enquiries should be addressed to Alison Bruce at alison.bruce@mgalba.com
6. Your Tender may not be considered if it does not meet the requirements of the following documents:
 - A. Services Sought
 - B. Information and Instructions for Tenderers
 - C. Award Criteria and Scoring Matrix
 - D. Questionnaire: Essential Information and Declaration

A. SERVICES SOUGHT

1. Background

FilmG is a Gaelic short film competition promoting and encouraging all aspects of filmmaking from young people to industry professionals. Since its launch in 2008 it has been a hugely important vehicle for BBC ALBA and many of its participants have gone on to develop media careers and receive further [industry recognition](#).

The brand has a [website](#), YouTube [channel](#) and accounts on [Facebook](#), [Twitter](#), [Instagram](#) and [TikTok](#).

Since launch, the competition has received more than 1000 short films.

This contract offers an opportunity not just to maintain that historic success, but to build on it. We seek to strengthen FilmG's role as an important talent development vehicle, and equally importantly, to increase its profile as a celebration of the digital content being created by new generations of confident young Gaelic speakers. As part of tenders, we welcome suggestions as to how the existing model of FilmG delivery could be adapted to ensure the competition aims are achieved.

Tenderers are invited to visit MG ALBA's website for information about the company and its activities. See www.mgalba.com

2. Services sought

This open tender is for the contract for the delivery of the FilmG15 and FilmG16 competitions (including workshops, subject in 23/24 to The Scottish Government funding) and awards ceremony for 22/23 and 23/24. The contract will begin on 11th July and expire 31st March 2024.

3. Deliverables / Outcomes

Successful delivery of the FilmG15 and FilmG16 competitions in 22/23 and 23/24 including:

- the Competition across 2022 and 2023;
- the Workshops in 2022 and 2023; and
- the Awards ceremonies in Spring 2023 and 2024.

In order to ensure successful delivery, the successful applicant will be expected to provide the following, which will form part of the contract:

1. A **Competition Project Plan** setting out the deliverables which will typically include the following:
 - Budget (inclusive of service fee)
 - Milestones
 - Task list, including:
 - General;
 - Theme & Branding – with MG ALBA to have final sign off;
 - Launch – mechanics and press;
 - Guess the Theme;

- Website;
- Prizes - including potential donors and sponsors, which the service provider is expected to source, document and acknowledge;
- Awards Graphics - the service provider is expected to originate/manage the origination of;
- Schools/Development workshops, including close liaison with schools and teachers;
- Category focus, on Students/Industry/others, including Dúthchas;
- Logged evidence of appropriate disclosure forms for all groups
- Logged verification that submitted films have observed rules, including [PG guidance](#) and usage of [broadcast cleared music](#);
- Logged verification of licences/consents required (including for subsequent broadcast on BBC ALBA);
- Judging;
- Closing date and Films Live;
- Press.
- Project Risk Analysis

2. An **Awards Event Project Plan**, which will include the following:

- Awards Event Objectives
- Live awards event arrangements, which are undertaken in partnership with MG ALBA
 - Event is a live awards event, or a studio-based awards programme. The awards event is expected to be televised for live broadcast or broadcast in whole or in part at a later date.
 - Close liaison with MG ALBA required including - but not limited to - the following:
 - Preparation and creation of awards short film inserts ('VTs');
 - MG ALBA supplied production and technical crew (including director), production, livestream, live event and projection facilities;
 - Hospitality responsibilities;
 - Guest arrangements, including nominees.
 - Allocation of responsibilities
- Event Budget

The aim of the competition is:

- To encourage and develop skills in grass roots filmmaking and on-screen storytelling within Gaelic communities, schools, and post-school education
- To generate and present significant amounts of new and engaging Gaelic digital content
- To encourage Gaelic-speakers and non-Gaelic speakers to create, enjoy, and become active within Gaelic media
- To develop and grow an online community of people actively interested in the opportunities presented by digital media technologies for Gaelic
- To uncover Gaelic-speaking talent for BBC ALBA

The outcomes sought are:

- Grass-roots digital content experimentation, self-expression and storytelling in Gaelic, supporting education, communities and language revival in new ways
- An increasingly connected community of Gaelic speakers, learners and supporters who actively participate in the development of Gaelic digital content and who are confident in their own identity and self-expression
- The emergence of new faces, voices, ideas and other talent (Gaelic speakers and learners) and the progression of these into the media
- An active community of Gaelic and non-Gaelic speakers who view, critique and enjoy Gaelic media
- Recognition at a national level of the project and its outcomes as making a significant contribution to the culture of Scotland.

The annual success criteria to date have been as follows and these principles are expected to continue:

	Criteria	Historical Targets
1	Receive an agreed number of film submissions from target groups annually	90 films in total
2	Annual growth of film viewings	10%
3	Increase and maintain the FilmG online community through social media shares, retweets, likes and comments.	10% increase across all social media platforms
4	National recognition – public expression of approval by Government, Industry or winning of a national award.	1
5	Receive an agreed amount of positive media exposure items annually	50
6	Use of new technology and introducing different technologies to schools.	Significant emphasis on digital facilitation/ participation

4. Experience and Skills

Tenderers must possess the relevant skills and experience to fulfil the aims of the competition. These include but are not limited to:

- Project management and delivery, including budget management
- Event management
- Network of contacts across media industry, schools, post-school, educational, community groups and potential sponsors
- Social media experience – ensuring ongoing brand visibility and engagement on relevant platforms
- Understanding of Gaelic language and culture
- Gaelic language skills
- Reporting

5. Contract duration

This contract will begin on 11th July 2022 and expire 31st March 2024. There will be an option to extend for one year.

6. Contract delivery timeline

Start of engagement	11th July 2022
Milestones as appropriate	Agreed within the Project Plan and the Awards Event Project Plan

7. Pricing

The FilmG budget is in total £130,000 per annum, which is broken down as follows:

Competition:	£70,000
Workshops:	£30,000 (subject to The Scottish Government funding for this element in 23/24)
Event contribution:	£30,000

8. Contract Management

The contract will be managed by MG ALBA's Brands Communication Manager.

9. Timescale for Award

The timescale for the Award is set out below.

Timetable of Events	
ITT Issued	9th May 2022
Q & A period	9th May – 7th June 2022
Tender Closing date	2pm, 8th June 2022
Possible Interviews	2-3pm, 9th June 2022; 11am-12pm, 10th June 2022
Evaluation	By 13th June 2022
Clarifications (if required)	9th – 10th June 2022
Contract Award	5pm, Monday 13th June 2022
Cooling Off Period	Two weeks from date of Award
Assignment Start	11th July 2022

10. Evaluation of Tenders

The decision criteria are set out below. These will be assessed by an evaluation panel. Feedback to unsuccessful Tenderers will be provided on request.

Criteria	Weighting
Quality, creativity and distinctiveness of submission	15%
Track record in successful project delivery	30%
Demonstrable network of contacts across media industry, and target schools, post-school, educational, community groups and potential sponsor contacts to enable delivery, or demonstrable ability to create such network	10%
Demonstrable track record in innovative, creative approach ensuring ongoing brand visibility and engagement on social media platforms	30%
Evidenced commitment to Gaelic language within company and in company outputs, including staff training	10%
Price / Value for Money	5%
TOTAL	100%

11. Enquiries and Submission

Unless advised to the contrary in the Invitation to Tender you may submit your proposals in the format that best suits you (e.g., Microsoft Word, PowerPoint etc).

The submission should include:

1. A summary of the delivery approach, including proposals on how the competition aims will be realised.
2. A summary of key talent and plan for how resources will be applied over the course of the competition, workshops and awards event.
3. A proposed budget breakdown.
4. If not covered elsewhere in the application, a statement as to how each of the criteria will be fulfilled.

The opportunity to discuss and develop these submissions may be given through interviews with applicants once the tender has closed.

Enquires associated with the Invitation to Tender can be made by email to tender@mgalba.com. Responses to questions raised during the tendering period and which disclose previously unpublished information not in the public domain will be published on MG ALBA's website and/or circulated to all known potential Tenderers in the form of a Frequently Asked Questions note (FAQ). The relevant dates are set out above at 9 **Timescale for Award**.

B. INFORMATION AND INSTRUCTIONS FOR TENDERERS

It is your responsibility to obtain any additional information necessary for the preparation of a Tender.

Please treat as confidential all information supplied by MG ALBA unless you need to disclose it to obtain guarantees or quotations for your Tender.

You must submit completed Tenders as set out in A: SERVICE SOUGHT.

- MG ALBA may need to disclose information provided, for example, to comply with the Freedom of Information Act 2000, any other law, or, as a consequence of judicial order, or order by any court or tribunal or other body with the authority to order disclosure.
- Accordingly, if you consider that any of the information included in your Tender is commercially confidential, please identify it and explain (in broad terms) what harm might result from disclosure and/or publication.

MG ALBA reserves the right to reject any Tender which, in their opinion, does not comply with the requirements.

MG ALBA may not consider Tenders received after the closing date and time.

MG ALBA reserves the right to withdraw or amend the requirement at any stage prior to the award of the contract. Where amendments are significant, MG ALBA may, at its discretion, extend the deadline for receipt of Tenders.

The Tenderer will bear all costs associated with this Tendering exercise.

Please note that MG ALBA may ask the successful Tenderer to provide guarantees from a parent company or other relevant person or body.

MG ALBA asked Tenderers to note the following.

- Nothing in the communication between the Tenderer and MG ALA regarding the tendering process or the tender response shall constitute a contract for the provision of any service covered by this tender process nor a warranty or a representation that any contract will or may be awarded.
- MG ALBA reserves the right to withdraw from and/or abandon and/or defer this tender process at any time, not to award any contract as a result of this tender process, to supplement, revise and/or clarify the terms and conditions of this ITT and/or to require the Tenderer to clarify its tender responses and/or to provide additional information in relation thereto.
- You are required to provide details if it is envisaged that there may be a conflict of interest between individuals involved in the application and members of MG ALBA's Board and/or staff.
- MG ALBA expects the terms to require the successful Tenderer to have the necessary insurances in place.

- MG ALBA will be granted a royalty free, perpetual, unencumbered licence of copyright and other rights in any and all deliverables created in the provision of the services, unless specifically agreed to the contrary.
- The successful Tenderer will be expected to act in MG ALBA's best interests at all times.
- The successful Tenderer will be expected to warrant that it shall provide the services in accordance with all applicable laws.
- The successful Tenderer shall use MG ALBA's confidential information solely for the purposes of performing its obligations under the agreement and it shall not disclose any confidential information to any person other than to its staff or to comply with any legal obligations;
- The successful Tenderer will be expected to provide all reasonable assistance to MG ALBA to enable MG ALBA to deal with any requests made in accordance with the Freedom of Information Act 2000;
- It is expected that MG ALBA may terminate the agreement on giving 1 month's notice. MG ALBA may also terminate the agreement immediately where the successful Tenderer is in material breach of any of its obligations, where any of the key personnel are unavailable to provide the services, where the Tenderer is wound up, where a receiver is appointed over any of the Tenderer's assets, where the Tenderer is unable to pay its debts, where the Tenderer ceases to carry on its business, or where there is any change of control of the Tenderer.
- Following such termination of the agreement, it is expected that there shall be no obligation on MG ALBA to make any payments to the Tenderer other than for the work actually completed; the Tenderer shall return to MG ALBA all property belonging to MG ALBA; the Tenderer shall provide all reasonable assistance to MG ALBA to enable MG ALBA to complete the work of providing the services; and the main terms noted above shall remain in force.
- The successful Tenderer will be required to comply with the following codes of practice, legislation and guidelines (amongst others):
 - Health and Safety Legislation
 - GDPR and Data Protection Act 2018
- TUPE legislation may or may not apply. MG ALBA has requested relevant information which will be made available on request to prospective bidders on a strictly confidential basis.

C. AWARD CRITERIA AND SCORING MATRIX

An evaluation panel will score the Tenderer's responses.

Qualitative criteria are evaluated as follows:

0	Does not demonstrate an ability to meet the criteria
1	Partially addresses the criteria but contains insufficient detail
2	Broadly addresses the criteria but lacks details in certain areas
3	Addresses the criteria and provides sufficient details
4	Comprehensively addresses the criteria and provides details of how the requirement will be met in full

A successful submission must obtain a score of at least **2** in each area.

The evaluation is then weighted to produce a score, as set out in the matrix.

Scoring matrix	Evaluation	Weighting	Score
	<i>a</i>	<i>b</i>	<i>a x (100%/b)</i>
Criteria	0-4	XX%	
Criteria	0-4	XX%	
Criteria	0-4	XX%	
Criteria	0-4	XX%	
Criteria	0-4	XX%	
Sub total		XX%	
Price / VFM		XX%	
TOTAL		100%	

The Tender with the lowest price and/or best value for money will be awarded the maximum score for Price/VFM. Other Tenders will be scored by reference to that.

D. QUESTIONNAIRE: ESSENTIAL INFORMATION & DECLARATION

Please complete and return the following information.

All personal information supplied will be treated as confidential and will be subject to data protection laws.

Please access [MG ALBA's Privacy Notice](#) for details of how we will handle and use your personal information.

Name of Organisation
Type of Organisation (e.g., Company limited by shares, Company limited by guarantee, partnership, etc.)
Address
Lead contact name
Contact details
Telephone Number
E-mail address
Website address (if applicable)
VAT Registration Number
If your Tender is on behalf of a joint venture or consortium, please provide (a) lead name; (b) name and address of each proposed member of the consortium; (c) the percentage interests of each member; and (d) the role which each member will perform and their estimated percentage involvement.
If you intend to use sub-contractors, please provide details of each sub-contractor (if known) and their intended role.

Do you hold or intend to obtain the insurances indicated below, and if so, to what financial level:

- Employer's (Compulsory) Liability Insurance
- Public Liability Insurance
- Professional Indemnity Insurance

Prior to Award, MG ALBA will wish to undertake financial and business probity scrutiny in each of the following areas:

- Grounds for Mandatory Exclusion
- Grounds for Discretionary Exclusion
- Economic and financial standing
- Insurances
- Equality
- Environmental Management
- Health and safety
- Employment policies and practices (e.g., commitment to diversity and inclusion, living wage etc)

You may comment as appropriate below.

*I/We agree to abide by this Tender from the date fixed for receiving Tenders, until the Award of Contract.

*I/We understand that MG ALBA is not bound to accept the lowest or any Tender and shall not be bound to use the Contractor as a sole supplier.

Signature

Name:

(BLOCK CAPITALS)

Designation

Duly authorised to sign Tenders for and on behalf of:

Name of Tenderer

Date