



## INVITATION TO QUOTE

### **MG ALBA Annual Report and Accounts 2024/25 (for the year ended 31 March 2025)**

**17 February 2025**

1. MG ALBA invites you to quote for the provision of the above services.
2. Services are expected to commence from Monday 14 April 2025.
3. Your quote must be submitted via email to [tender@mgalba.com](mailto:tender@mgalba.com)
4. Quotes must arrive no later than **2pm on Friday 14 March 2025**. Quotes submitted after this may not be considered.
5. MG ALBA is not bound to accept any quote received.
6. Enquiries should be sent to [tender@mgalba.com](mailto:tender@mgalba.com)

### **Background**

You are invited to visit [www.mgalba.com](http://www.mgalba.com) for more information about the company.

MG ALBA employs over 40 staff. Its main business is the commissioning of audiovisual media content from media production companies and the operation of the Gaelic audiovisual service BBC ALBA in collaboration with the BBC.

### **Services sought**

MG ALBA invites quotes for the creating, editing and digital publication of the MG ALBA Annual Report & Accounts for the year ended 31 March 2025 (in Gaelic and English).

Bidders should note that MG ALBA are inviting submissions detailing innovative presentational formats and concepts appropriate to a modern digital media organisation.

The services required will include -

- directing the project in consultation with MG ALBA's Gaelic Manager, preparing and adhering to a delivery timetable of mid June 2025 for electronic publication;
- working to the draft timeline as outline below in **Timeline**;
- designing the Report and create relevant artwork and graphics;
- undertaking typesetting and supply proofs and mock-ups for approval;
- editing and proofing as required (proofing required only for the English version);
- delivering the Report in digital format.

## Deliverables

The successful tenderer will be expected to deliver:

- A bilingual Annual Report of around 65 pages in full colour and in digital format for publication on MG ALBA's website and for electronic distribution. Please see [last year's report](#) for example.

## Timescale

The contract will begin on Monday 14 April 2025 and will run for 1 year.

There will be an option to extend for 1 year.

## Timeline

Closing date for Tenders	<b>2pm, Friday 14 March 2025</b>
Potential Interviews	<b>Thursday 20 – Tuesday 25 March 2025</b>
Decision Communicated to Parties	<b>5pm, Friday 28 March 2025</b>
Start of engagement	<b>Monday 14 April 2025</b>
Delivery of 3 mock-ups design	<b>Monday 5 May 2025</b>
Work in-depth on artwork and text	<b>Monday 19 May – Friday 20 June 2025</b>
Delivery of final PDF	<b>Tuesday 24 June 2025</b>

## Pricing

MG ALBA has set aside a budget of £5,000 excl. VAT per annum for this project.

## 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.

<b>Criteria</b>	<b>Weighting</b>
Demonstrable understanding of requirements and innovative, creative approach.	40%
Suitability of approach and technical ability.	25%
Quality of submission.	25%
Value for money	10%
<b>TOTAL</b>	<b>100%</b>

## **Contract Management**

The main point of contact for this engagement will be MG ALBA's Gaelic & Corporate Affairs Manager.

## **Enquiries and Submission**

Proposals should be no more than 2 pages, not including cost breakdown or samples of previous works.

You may submit your proposal in the format that best suits you (e.g., Microsoft Word, PowerPoint etc).

You may be invited to meet with MG ALBA representatives to discuss your quote, following the closing date.

Please submit any enquires associated with this invitation by email to [tender@mgalba.com](mailto:tender@mgalba.com).