



## INVITATION TO QUOTE

### MG ALBA Gaelic Translation Services

**18 February 2025**

1. MG ALBA invites you to quote for the provision of the above services.
2. Services are expected to commence from Tuesday 1 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 **Wednesday 12 March 2025**. Quotes submitted after this may not be considered.
5. MG ALBA is not bound to accept any quote received.
6. We retain the option to grant the whole engagement to one supplier or to maintain a panel of suppliers.
7. 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. MG ALBA's 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 tenders from either individuals or companies capable of Gaelic translation services.

The successful tenderer will be:

- Trustworthy, as some pieces of work may be of a confidential nature;
- Able to work to tight timescales with a response time of 24 hours for any given piece of work; and
- Reliable and able to provide a good service to an excellent standard.

### Scope of Work

The services required will include (but is not limited to) -

- Reviewing/quality control – this would be checking already authored Gaelic pieces to ensure they are at a standard for publication

- Translating into Gaelic from English, eg, press releases, recruitment packs
- Being able to provide assistance with language queries at short notice, eg, small grammatical queries
- Assisting with our Annual Report / Accounts. Around May-July each year, we produce a bilingual Annual Report (see last year's) - [https://mgalba.com/wp-content/uploads/2024/06/13386\\_MG\\_ALBA\\_Annual\\_Report\\_2023\\_ARTWOR\\_K.pdf](https://mgalba.com/wp-content/uploads/2024/06/13386_MG_ALBA_Annual_Report_2023_ARTWOR_K.pdf). The scope of this work would predominantly be proofing already authored in-house translation to a standard for publication but also possibly translating some sections into Gaelic from the outset, should that be required.
- Being available as the point of contact for Gaelic matters, as detailed in this tender, when the Gaelic Manager is on holiday/absent

## Timescale

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

There will be an option to extend for 1 year.

## Provisional Timeline

Closing date for Tenders	<b>2pm, Wednesday 12 March 2025</b>
Potential Interviews	<b>Tuesday 18 March 2025</b>
Decision Communicated to Parties	<b>5pm Thursday 20 March 2025</b>
Start of engagement	<b>Tuesday 1 April 2025</b>

## Pricing

Please quote for the following:

- 1) Review/ quality control** (including proof-reading Annual Report/Accounts as detailed before) – a price or rate card per 100 or 1,000 words.
- 2) Translating into Gaelic from English** – a price or rate card per 100 or 1,000 words

Examples of this work can be seen here in the News section of our website <https://mgalba.com/thig-comhla-ri-bbc-alba-airson-na-nollaige/>

Your work could be to review or translate on average 4 of these per month, sometimes less, sometimes more. It could also be job adverts/job application packs and anything else that arises.

- 3) Being able to provide assistance with language queries at short notice**, eg, small grammatical queries.

You can quote for each of the above as a package or for part. If you are quoting for the full package, please set out your monthly fee and how you would propose:

- a) to provide cover for times when you are unavailable; and
- b) how you would manage the engagement cost effectively.

## Evaluation of Quotes

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

<b>Criteria</b>	<b>Weighting</b>
Demonstrable understanding of requirements and samples of previous translation work.	25%
Expertise, track record and credentials across relevant competencies.	25%
Price / Value for money	50%
<b>TOTAL</b>	<b>100%</b>

## Contract Management

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

## Enquiries and Submission

Proposals should be no more than 2 pages, not including cost breakdown.

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).