



## INVITATION TO QUOTE - OVERVIEW

### Fixed Period Contract - Research EBU Children's Drama Scheme – 2 Month Award

**2 July 2025**

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](mailto:tender@mgalba.com)
3. Tenders must arrive no later than **2pm** on **Monday 28 July 2025**. Tenders submitted after this may not be considered.
4. MG ALBA is not bound to accept any Tender offer received.
5. Enquiries should be sent to [tender@mgalba.com](mailto:tender@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**

Tenderers are invited to visit [www.mgalba.com](http://www.mgalba.com) for 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.

MG ALBA has participated in the EBU children's drama scheme since 2016 offering talent development and other opportunities whilst at the same time creating original live action drama in Gaelic and access to circa 6 live action films from scheme partners for versioning into Gaelic

### **2. Services sought**

MG ALBA now wishes to carry out some research and assessment of the scheme and its efficacy for the future. We invite applications from suitably qualified individuals or companies to carry out research and produce a report on the consumption patterns of the target audience (ages 6-9), an analysis of the impact of the originated Gaelic language films specifically and an assessment of the impact of the films versioned from other languages into Gaelic generally (some performance data will be provided).

### **3. Deliverables / Outcomes**

The successful candidate will be expected to produce a report to be delivered by 22 September 2025 which will include:

- Information gathered by running a questionnaire via Gaelic primary schools and Gaelic Medium Units to assess the impact of the scheme, its use and impact both in terms of usefulness to teachers and on children;
- Information gathered by running small focus group/s with Gaelic speaking parents and children to assess impact and gather feedback on content from the scheme, including impact of the scheme generally, did the films increase media literacy or loyalty to/awareness of BBC ALBA, and other general questions on children's Gaelic content;
- The experience of the producer/writer/directors involved in the scheme to date (contact details will be provided);
- The average cost of the genre in the UK and in Europe and a comparison with the scheme costs among broadcast members of the scheme (contacts will be provided);
- An analysis of whether the scheme has led to or has increased the likelihood of the producer/writer/directors furthering a career in drama; and
- An analysis of awards, nominations and commendations for films produced in Gaelic for the scheme and of festival screenings.

### **4. Experience and Skills**

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

- Understanding of children's production

- Project management and delivery, including budget management
- Understanding of Gaelic language, culture and role of the media in language revitalisation
- Gaelic language skills (desirable)
- Research and Reporting.

## 5. Contract duration

This contract will begin on Monday 4 August 2025 and is expected to be completed by 22 September 2025.

## 6. Pricing

MG ALBA expects the research to require 12 days of work and has aside a budget of £350.00 excluding VAT per day, with a total budget of £4,200.00 excluding VAT.

There can be agreed associated costs of up to £1,300.00 excluding VAT for the questionnaire and any travel and focus group activity.

## 7. Contract Management

The contract will be managed by MG ALBA's Director of Content.

## 8. Timescale for Award

The timescale for the Award is set out below.

ITT Issued	<b>Wednesday 2 July 2025</b>
Tender Closing date	<b>2pm, Monday 28 July 2025</b>
Possible Interviews (subject to change)	<b>Thursday 31 July 2025</b>
Contract Award	<b>5pm, Friday 1 August 2025</b>
Assignment Start	<b>Monday 4 August 2025</b>

## 9. 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>
Demonstratable understanding of requirements and innovative, data driven approach.	45%
Expertise, track record and credentials of individual or team across relevant competencies.	30%
Quality, creativity and distinctiveness of submission	15%
Price / Value for money	10%
<b>TOTAL</b>	<b>100%</b>

## 10. 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 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](mailto: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 8 **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 asks 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; and
- 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

### 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%	
<b>Sub total</b>		<b>XX%</b>	
Price / VFM		XX%	
<b>TOTAL</b>		<b>100%</b>	

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 (eg, 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