



## INVITATION TO QUOTE - OVERVIEW

### Fixed Period Contract – Training Programme Review

**14 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 Thursday 7 August 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 a legislative responsibility to fund training activities ([Communications Act 2003](#)). It satisfies this responsibility across a number of activities, with partners including Sabhal Mòr Ostaig, Creative Scotland, the Sean Connery Talent Lab, independent producers and the BFI, and more informal talent development through the FilmG project. In its aim to provide a wide variety of high-quality content in Gaelic, MG ALBA has a key interest in a well-trained, available and inclusive skills base in Scotland to enable the delivery of such content.

### **2. Services sought**

MG ALBA now wishes to carry out a thorough review of its training programmes and activities funded over the last five years, with a view to refining and setting strategy for the next five years.

MG ALBA needs to understand the skills required to support our continued digital transformation and our need to engage with, and remain relevant to, younger audiences 18-35.

MG ALBA invites offers of services from suitably qualified, independent agencies or individuals to provide a structured, evidence-based review and final report that captures impact, outcomes and lessons learned from our activities from June 2020 to June 2025, together with recommendations for the future shape and direction of MG ALBA's training activities and implications for expenditure.

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

The successful candidate will be expected to produce a final report to be delivered by 10 October 2025 which will include:

- The scope and success, or otherwise, of training activities undertaken, including vocational, accredited, work placements, apprenticeships, and the role of FilmG
- The scope of partnerships and other arrangements to enable the delivery of the training activities
- The funding spent on training by MG ALBA and the funding garnered via partnerships
- The impact and efficiency of the training budget spend and success of the training activities in attracting, engaging and retaining Gaelic-speaking talent in the media, in terms of numbers of individuals, grades/roles and geographical spread regarding spend and number of roles

- A comparison of the impact of the training budget spend and outcomes with other media training activities in Scotland
- The % of trainees on completion of training activities working in the Gaelic media ecology
- How the use of the training budget over the last five years has increased or supported Equality, Diversity and Inclusion (EDI) in the Gaelic-speaking talent pool, by location breakdown; and
- Highlight specific successes and challenges experienced to date and make recommendations on future strategy for the next five years.

#### **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:

- Ability to source and analyse reports, budgets and course completion rates
- Ability to interview (remotely and in person) a variety of stakeholders and participants
- A knowledge of the Scottish media skills and training sector
- Report writing for a variety of stakeholders, with sufficient case studies and visualisation
- Expertise to make recommendations and to advise on future strategy
- Gaelic language skills (desirable)

#### **5. Contract duration**

This contract will begin on Monday 18 August 2025. The final report is to be delivered by 10 October 2025.

#### **6. Pricing**

MG ALBA has set aside a budget of £15,000 - £20,000 excluding VAT for this contract.

A further £1,000 is available for pre-approved travel and accommodation, as required.

#### **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>Monday 14 July 2025</b>          |
| Tender Closing date                     | <b>2pm, Thursday 7 August 2025</b>  |
| Possible Interviews (subject to change) | <b>By Tuesday 12 August 2025</b>    |
| Contract Award                          | <b>5pm, Thursday 14 August 2025</b> |
| Assignment Start                        | <b>Monday 25 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.

| Criteria  | Weighting   |
|---|-------------|
| 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