



## **INVITATION TO QUOTE**

### **MG ALBA Policy Review Exercise**

**5 March 2026**

1. MG ALBA invites you to quote for the provision of the above services.
2. Services are expected to commence from Monday 6 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 Thursday 19 March 2026**. 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'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. MG ALBA is a partner in the [SpeakGaelic](#) project.

MG ALBA employs over 40 staff, around two-thirds are based in Stornoway, with the other third is based in Glasgow, and one member of staff based at home. There is a mix of learners at varying levels and more advanced/fluent speakers.

### **Services sought**

MG ALBA is inviting proposals from experienced and qualified consultants or firms to undertake a comprehensive review of its organisational policy framework. This review is intended to ensure that all policies are up-to-date, legally compliant, consistent in structure and tone, and aligned with current best practice.

The successful supplier will be required to have the following competencies:

#### HR expertise

- Strong knowledge of employment law, HR best practices, and regulatory compliance (e.g., GDPR, Equality Act, Health & Safety)
- Experience in policy development, implementation, and auditing within HR functions
- Policy analysis & consolidation skills

- Proven ability to critically evaluate existing policies for relevance, duplication, gaps, and alignment with current legislation
- Skilled in simplifying complex documents and merging overlapping policies into coherent, streamlined versions

#### Professional experience

- Familiarity with internal governance frameworks and external audit requirements

### **Objectives**

The primary objectives of this policy review exercise are to:

- Audit and catalogue existing policies
- Identify gaps, overlaps, outdated content, or redundant policies
- Look to categorise policies into ‘families’ of policies
- Look to differentiate “policy” from “staff guidelines/procedures”
- Consider accessibility needs
- Look at the existing handbook and how best to incorporate policies/procedures into it
- Identify policies that do not currently reflect current legislation, regulations, and organisational processes
- Standardise policy format, language, and structure across all documents
- Establish a centralised and user-friendly policy register
- Develop an appropriate schedule and framework for ongoing policy review and maintenance

### **Scope of Work**

The successful tenderer will be expected to:

- Review and assess all existing organisational policies (approximately 60 in total)
- Evaluate each policy for relevance, legal compliance, clarity, and consistency
- Apply a standard policy template and recommend improvements to format and content
- Identify areas where new policies may be required
- Consolidate overlapping or duplicate policies where appropriate
- Develop a searchable policy register including metadata (e.g. owner, version, review date, status)
- Propose a governance framework for future policy development and review cycles
- Provide final versions of all policy documents in editable formats (e.g. Microsoft Word)
- Prepare guidance and tools for future internal use, including templates and review schedules

## Deliverables

The successful tenderer will be expected to:

- A policy audit report detailing findings, risks, and recommendations.
- Revised and standardised policy documents.
- A completed policy register with key information and status indicators.
- A policy template and guidance materials for future updates.
- A summary presentation of key outcomes to senior leadership team
- Identification of those policies that are in need of prioritised expert review

## Timescale

The contract will begin on Monday 6 April 2026 and will run until Friday 15 May 2026.

## Provisional Timeline

Closing date for Tenders	<b>2pm, Thursday 19 March 2025</b>
Potential Interviews	<b>Wednesday 25 March 2025</b>
Decision Communicated to Parties	<b>5pm Tuesday 31 March 2025</b>
Start of engagement	<b>Monday 6 April 2026</b>

## 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>
Expertise and experience of team across relevant competencies	30%
Suitability and quality of approach	30%
Clarity and completeness of submission	10%
References and track record	10%
Price	20%
<b>TOTAL</b>	<b>100%</b>

## Pricing

MG ALBA has set aside a budget of £10,000 excl. VAT for this project.

## Contract Management

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

## **Enquiries and Submission**

Interested suppliers are requested to submit a brief written proposal including the following:

- Overview of relevant experience and qualifications
- A proposed methodology and approach for conducting the review
- Project timeline with key milestones
- Details of the proposed team and their roles
- Two references from similar or related work

Proposals should be no more than 3 pages, not including cost breakdown or references.

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).

## **A. 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 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):
  - o Health and Safety Legislation
  - o GDPR and Data Protection Act 2018

## B. 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>	$a*(100\%/4*b)$
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.

### C. 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