



## INVITATION TO TENDER - OVERVIEW

### GFX Services

1 July 2026

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 Wednesday 12 August 2026**. 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). An automated receipt will be generated.
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. About MG ALBA**

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.

Tenderers are invited to visit [www.mgalba.com](http://www.mgalba.com) for information about the company, and for details about our partnership with the BBC please visit [www.mgalba.com/about-us/bbc-alba/](http://www.mgalba.com/about-us/bbc-alba/).

### **2. Services sought**

Applications are invited from experienced post-production providers to carry out the following:

1. Interstitial production services for BBC ALBA's linear and on demand platforms
2. The creation of promotional showreels for MG ALBA.

For these services, we seek a partner capable of delivering high-quality, accurate, engaging and cohesive interstitial and promotional content to tight delivery deadlines on an ongoing weekly basis. Interstitial production requires flexibility to ensure that as well as capacity to meet the weekly junction deliveries, there is flexibility to re-assemble some junction breaks if there are late schedule changes caused by sports fixtures etc.

The contract will begin on 1<sup>st</sup> October 2026.

The services sought are:

#### Interstitials Delivery Services\*

- The overlaying of BBC ALBA graphics and livery, audio and music onto BBC ALBA promos and trailers of varying lengths – average 5 promos per week
- The assembly of interstitial packages (junctions) from pre-existing assets - approximately 60 hours per annum spread evenly over the year
- The creation of occasional generic promos and trailers
- The creation of menus, programme pointers and other presentational elements 2- 4 per week

*\*This service does not include audio post-production*

#### Showreels

- The compilation of 3 seasonal showreels for BBC ALBA approx 5 mins in duration, nominally Christmas, Spring and Autumn
- The compilation of a showreel celebrating MG ALBA's successes, with BBC ALBA, FilmG, SpeakGaelic, LearnGaelic etc.

## Deliverables

All elements will be delivered to MG ALBA's headquarters in Stornoway using Media Shuttle (MG ALBA will provide the delivery portal) or via direct connection where appropriate.

- MXF file of each completed junction (interstitial break) to the agreed technical standard
- Dressed promos
- Editable elements for junctions, promos and menus to enable quick turnaround of simple changes e.g. a last-minute football fixture change
- AAF files
- .mov or similar edit master format of completed showreels

### **3. Outcomes**

The outcomes/key results will be:

- Timely, accurate and efficient delivery of interstitial elements throughout the year
- Demonstrable resilience in systems and personnel
- A demonstrable track record in the continuous delivery of content to strict deadlines
- Efficient and streamlined process with MG ALBA staff and external suppliers

Measurable **KPIs** will be agreed on the appointment of the successful tenderer.

### **4. Contract duration**

The contract will begin on 1<sup>st</sup> October 2026 for a period of 12 months, ending on 30 September 2027, with the option to extend for a further 12 months.

### **5. Pricing**

MG ALBA has set aside a budget of up to £90,000 (exc. VAT) per annum for this contract. Submissions should include a detailed pricing structure detailing time and resource dedicated to the services sought.

The contract will be overseen by MG ALBA's Head of Publishing and Head of Technology & Estate, with ongoing management the responsibility of the Media Assets Manager.

## 6. Timescale

The timescale for the award is set out below.

<b>Timetable of events</b>	
<b>ITT issued</b>	<b>Wednesday 1 July 2026</b>
<b>Q &amp; A period</b>	<b>Wednesday 1 July – Wednesday 5 August 2026</b>
<b>Tender closing date</b>	<b>2pm, Wednesday 12 August 2026</b>
<b>Interviews</b>	<b>Thursday 20 August 2026</b>
<b>Notification of decision</b>	<b>By 5pm, Friday 21 August 2026</b>
<b>Standstill period</b>	<b>Until Tuesday 1 September 2026</b>
<b>Assignment starts</b>	<b><u>Thursday 1 October 2026</u></b>

## 7. 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 evidence of the ability to consistently deliver a reliable, resilient service to the agreed standard	25%
Expertise and credentials of team across relevant competencies	20%
Knowledge and understanding of the Gaelic language	20%
Commitment to Sustainability	10%
Price	25%
<b>TOTAL</b>	<b>100%</b>

## 8. 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 **6 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: SERVICES 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 asked Tenderers to note the following:

- Nothing in the communication between the Tenderer and MG ALBA 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.

- All intellectual Property Rights in the Services, products of the Services, Deliverables and Materials shall vest in MG ALBA.
- 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 (one) 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.
- 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

### 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>	$a \times (100\%/4xb)$
Criteria	0-4	XX%	
Criteria	0-4	XX%	
Criteria	0-4	XX%	
Criteria	0-4	XX%	
<b>Sub total</b>		<b>XX%</b>	
Price		XX%	
<b>TOTAL</b>		<b>100%</b>	

The Tender with the lowest price will be awarded the maximum score for Price. 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 (e.g., 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, Real 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