# INVITATION TO QUOTE

This is a short form invitation to quote document for use for standard Below Threshold procurements.

**PROJECT TITLE: Arts Council of Wales – Capital fund explainer video**

**CONTRACT REFERENCE:**  **Comms03/2021-22**

1. You are hereby invited by the Arts Council of Wales to quote for the services detailed in the following Brief and attached Price Schedule in accordance with the following conditions.
2. Your quote shall be in accordance with Arts Council of Wales Standard Conditions of Contract for services and any Supplementary Conditions attached.
3. Your quote should be returned to the address below and should arrive not later than **1.00pm** on the date shown below.
4. Arts Council of Wales is committed to minimising the effect of its day-to-day operations on the environment and all our suppliers are encouraged to adopt a sound proactive environmental approach, designed to minimise harm to the environment where possible.
5. The Potential Provider will demonstrate understanding and commitment to Diversity and Equality.

1. Arts Council of Wales is committed to encouraging our suppliers to operate to the same ethical standards we employ ourselves. All providers will abide by the conditions set out in section 18 of our Standard Conditions of Contract.

1. Due regard must be paid to the confidentiality requirements of the contract and to the Data Protection Act ([www.dataprotection.gov.uk](https://artscouncilwales-my.sharepoint.com/personal/sion_brynach_arts_wales/Documents/Documents/Fideos%20-%20esbonio'r%20cronfeydd%20loteri/www.dataprotection.gov.uk)) and the UK General Data Protection Regulation (“GDPR”)
2. Your quote can be submitted in either Welsh, English or bi-lingually. There will be no differential treatment to bids received in either language. It is the responsibility of Bidders to ensure that their quotation is delivered not later than the appointed time and Arts Council of Wales will not consider quotations received after that time.
3. Arts Council of Wales are not bound to accept the lowest or any quotation and shall not be bound to accept the Contractor as a sole supplier.
4. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately, and the VAT Registration Number given.

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| **Date of Invitation:** | 16 December 2021 | **Date to be returned: by 1pm on** | | | | Monday 17 January 2022 |
|  |  |  | | | |  |
| Contracting Office: | Arts Council of Wales | | | Tel: | 029 2044 1307 / 1344 | |
|  |  | |  | | |  |
| Name: | Siôn Brynach, Head of Communication / Iwan Llwyd, Press and Communication Officer | | | Email: | comms@arts.wales | |

**THE BRIEF**

Arts Council of Wales wishes to produce 1 short video (in both Welsh and English – so 2 in total) explaining the nature of the Arts Council National Lottery Capital fund, outlining the focus of the fund and giving case studies of past projects. These could include projects that have been funded but are not yet completed. Examples could include (but not limited to):

* Pontypridd YMCA,
* Canolfan Ucheldre Holyhead,
* Theatr Clwyd, Mold,
* Frân Wen, Bangor.

**Further details about the Capital fund can be found at** [**https://arts.wales/funding/get-started/funding-for-organisations**](https://arts.wales/funding/get-started/funding-for-organisations)

The focus of the video will be the principles and purpose of the fund. The video should reflect geographical and ethnic diversity as well as the values expressed in Art Council of Wales’s Corporate Plan 2018-2023, entitled “For the benefit of all….” <https://arts.wales/resources/corporate-plan-2018-23-for-benefit-all> (see page 8 in particular).

The primary purpose of the video is to explain the fund clearly to prospective applicants. It should also mention the role of National Lottery players for their contribution to good causes through their playing of the National Lottery. As well as explaining as clearly as possible the purpose of this fund - and encouraging as wide a range of applicants as possible to it- we want to celebrate the resilience and imagination of the arts, and the creativity of organisations and the individuals within the sector.

**Background**

**Arts Council of Wales**

The Arts Council of Wales is the country’s official public body for funding and developing the arts. Every day, people across Wales are enjoying and taking part in the arts. We help to support and grow this activity. We do this by using public funds from the Welsh Government and by sharing the money we receive as a good cause from the National Lottery. By managing and investing these funds, the Arts Council contributes to people’s quality of life and to the cultural, social and economic wellbeing of Wales.

**BUDGET AND SPECIFICATION**

**The maximum budget for this work is £5,000 inclusive of VAT and expenses**

**Output:** Please provide an itemised quote for producing 1 x 2-5-minute bilingual video, or separate Welsh and English versions (so 2 in total – though we expect significant visual content in common) and a number of 20 second shorts for social media use. Any voiceover or music should be included in the quote. As well as a standard non-subtitled version, all videos should also have a subtitled version and supplied in a standard format such as mp4 or AVI.

In submitting your material you are confirming all necessary consents and intellectual property right permissions for any third party material or contributions to have been secured for all content of the videos prior to submission. We may ask for proof of this. Please do not submit any content for which the necessary permissions for the specified use below have not been confirmed.

**Video usage: The Arts Council of Wales will have full rights over the material and its usage. Videos will be used in a number of ways including but not restricted to:**

1. Arts Council Website
2. social media
3. presentations to clients
4. emailed sector newsletter

**Audiences:**

1. Prospective applicants to the fund
2. Arts Council of Wales staff and trustees
3. Opinion formers including politicians,
4. The Arts Sector
5. Anyone with an interest in the arts.

**Tone of Voice and Brand:** The script should be accessible, using Plain English and Welsh. We would expect the video to reflect the accessible nature of our website <https://arts.wales/>. Please adopt a gentle wit and warmth when delivering the message. The video and messages should reflect the values of the Art Council of Wales.

**Script Development:** We would expect the company to come up with a script based on information supplied by Arts Council of Wales and will be approved by Siôn Brynach, Head of Communication, Arts Council of Wales.

Please provide a brief outline of how you would approach writing a script with Arts Council of Wales, including number of meetings required etc

**INSTRUCTIONS FOR SUBMITTING YOUR PROPOSAL AND KEY DATES:**

Please email your submission to[**Comms@arts.wales**](mailto:Comms@arts.wales)

Submission of a quotation will act as a confirmation of your registration of interest in tendering for this work**.**

Please include the title **Arts Council of Wales – Capital fund explainer video videos** in your email header.

**Quotation, to be received by:** 13:00, Monday 17 January 2022.

Please note that it is your responsibility to ensure your proposal is submitted prior to the above deadline. Late submissions cannot be accepted, nor will any submission be evaluated prior to the deadline

**Due Date for Finished video:** 13:00, 31 March 2022

**TO BE COMPLETED BY THE TENDERER**

**(\* Delete as appropriate)**

To Arts Council of Wales

1. \*I/We have read the request for quotation documents and subject to and in accordance with Arts Council of Wales Standard Conditions stated, the Conditions of Contract above and all relevant documents attached, we offer to supply and deliver the \*goods/services specified in the Schedule (to the extent which Arts Council of Wales may determine in accepting this quotation), in the quantities and at the rate or prices inserted in the Price Schedule.
2. The quotation together with your written acceptance thereof, shall constitute a binding Contract between us.
3. \*I/We agree to abide by this tender for a period of \_\_\_\_\_\_\_\_days from the date of quotation return. (If no date is stated then this tender will be valid for 60 days from the returnable date.)

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| Name |  | | | | | **BLOCK CAPITALS PLEASE** | | | | |
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| **For and on behalf of** | | |  | | | | | | **Date** |  |
|  | | | | | | | | | | |
| **Telephone (include area code)** | | | |  | | | **Fax** | |  | |

**SPECIFICATION AND PRICE SCHEDULE**

*[Insert detailed specification]*

**PLEASE COMPLETE THE FOLLOWING**

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| **POINT OF DELIVERY** | **DESCRIPTION OF GOODS/SERVICE** | **QUANTITY** | **PRICE PER**  **Unit**  **(Exc Vat)** | **TOTAL**  **PRICE**  **(Exc Vat)** |
|  |  |  |  |  |
| **Total (Exc VAT)** | | | | £ |

**VALUE ADDED TAX**

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| --- | --- | --- | --- |
| 1. | Registration Number (if registered for Value Added Tax purposes) | |  |
| 2. | Total amount of VAT payable on this tender | | **£** |
| 3. | VAT rate |  |  |