# Invitation to Quote

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

**INVITATION TO QUOTE FOR THE PROVISION OF WELSH LANGUAGE ARTS ACTIVITY MAPPING AND RECOMMENDATIONS CONTRACT**

**ARTS COUNCIL WALES**

1. You are hereby invited by the Arts Council of Wales to quote for the services detailed in the attached Specification and 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 not arrive any later than **3pm** 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. Your quote can be submitted in either Welsh, English or bi-lingually, all applications will be processed the same, irrespective of 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 may not undertake to consider quotations received after that time.
6. 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.
7. 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date of Invitation:** | 06/11/19 | **Date to be returned: by 3pm on** | | | | 20/11/19 |
|  |  |  | | | |  |
| Contracting Office: | Arts Council of Wales, Colwyn Bay | | | Tel: | 03301 242733 | |
|  |  | |  | | |  |
| Name: | Sian Tomos,  Director, Arts Development | | |

**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 /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 price offered is subject to a cash discount of \_\_\_\_\_\_\_\_\_\_per cent for payment within \_\_\_\_\_\_\_days of valid invoice date.
3. The quotation together with your written acceptance thereof, shall constitute a binding Contract between us.
4. \*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.)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Signed** | |  | | | **in capacity of** | | |  | | |
|  | | | | | | | | | | |
| Name |  | | | | | **BLOCK CAPITALS PLEASE** | | | | |
|  | | | | | | | | | | |
| **For and on behalf of** | | |  | | | | | | **Date** |  |
|  | | | | | | | | | | |
| **Telephone (include area code)** | | | |  | | | **Email** | |  | |

**SPECIFICATION AND PRICE SCHEDULE**

*[Insert detailed specification]*

**PLEASE COMPLETE THE FOLLOWING**

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

**VALUE ADDED TAX**

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

**Project Specification – Welsh Language Arts Activity Mapping**

The Arts Council of Wales (herein referred to as the Client) wishes to procure the services of a company / individual who can give us a clear picture of the current levels of Welsh language arts activity[[1]](#footnote-1) taking place across Wales, with a focus on activity that is not currently funded by the Client, and provide us with recommendations for our way forward, as set out in our **Objectives** below.

# BACKGROUND

The Welsh Government has set out a clear message in its Welsh language strategy, [Cymraeg 2050](https://gov.wales/sites/default/files/publications/2018-12/cymraeg-2050-welsh-language-strategy.pdf), where it identifies its long term ambition of 1 million Welsh speakers in Wales by 2050. Allied to this, the [Well-Being of Future Generations (Wales) Act](https://futuregenerations.wales/wp-content/uploads/2017/02/150623-guide-to-the-fg-act-en.pdf) identifies the Welsh language as one of its well-being goals in A Wales of Vibrant Culture and Thriving Welsh Language. We know that the Arts Council of Wales has a clear role to play in these agendas.

We have set the Welsh language as one of our priorities in our Corporate Plan, [For the Benefit of All](https://arts.wales/sites/default/files/2019-02/Corporate_Plan_2018-23.pdf) as well as in our new [lottery strategy](https://arts.wales/funding/get-started), for which the initial programmes were launched in October this year. We are compliant with the [Welsh Language Standards](https://arts.wales/about-us/strategy/welsh-language) set upon us and have a [Policy for Promoting and Facilitating the use of Welsh](https://arts.wales/about-us/strategy/welsh-language).

However, we are aware that our ambitions are not always clear or visible. We realise that there is limited work in the Welsh language being funded by us, whether through our [Arts Portfolio Wales](https://arts.wales/funding/arts-portfolio-wales) or through the lottery funding to date. We are also aware that, for whatever reason, many who are able to speak Welsh are not progressing to careers in the arts in Wales.

Yet, we recognise that the arts have a valuable contribution to make to the Welsh language as a living, vibrant language that has social, economic and cultural benefit.

# PURPOSE OF THE REQUIREMENT

Periodically we will conduct an Investment Review. This is the mechanism by which we will decide on the membership of our Arts Portfolio Wales. The last review was conducted in 2015. As we move into our Investment Review in 2020, we want to be clearer about our expectations on our Arts Portfolio Wales (and others) and what can be achieved with our resources.

We want to play an active role in supporting the Welsh Government to meet its Cymraeg 2050 agenda, but to do this, we need a clearer idea of what our contribution could be and where we fit best in the current Welsh language ecology of Wales.

# OBJECTIVES

## The specific objectives of the **Welsh Language Arts Activity Mapping**are:

* To provide a comprehensive picture of Welsh language arts activity happening across Wales, with a particular focus on activity that is not funded by the Arts Council of Wales. This should include reference to the language development sector in Wales.
* To develop a list of potential partners and connectors / influencers for our work (this to include those outside of our usual sphere of influence)
* To develop a list of recommendations / opportunities associated with our current work and the findings of the research
* To support us in developing our vision for the Welsh language that flows from this work
* To develop an action plan that will support us to achieve this

# REQUIREMENTS

# The ability to work in both Welsh and English is essential for this role.

We will supply relevant data relating to Welsh language activity that we currently fund through our revenue and lottery funding to the successful bidder from our surveys. This data will not include personal data, as defined by the Data Protection Act 2018, pertaining to our grant recipients. Should the Service Provider gather and process personal data in pursuance of the objectives of this contract, then they will ensure all personal data is treated and processed within the requirements of the Data Protection Act 2018.

**Budget and How to Apply**

The total budget available for this work is £10,000 (including VAT and expenses).

To apply please send:

- CV(s) or bio(s) of you/the team including details of previous work particularly in the arts, cultural and Welsh language sectors

- Examples of previous work to date (preferably through an online link)

- An outline of your approach to this brief

- A budget breakdown, to include expenses

Any appointment will be subject to Arts Council of Wales standard contract Terms & Conditions.

Please email your application documents to Helen Williams [Helen.Williams@arts.wales](mailto:Helen.Williams@arts.wales) by **Wednesday 20th November 2019 at 3pm.** Applications will not be accepted by any other means.

# SERVICE PROVIDER’S ROLE

## The Service Provider will undertake the following tasks:

# Building a comprehensive picture of Welsh language arts activity happening across Wales

# Developing a list of potential partners and connectors / influencers

# Developing a list of recommendations / opportunities associated with our current work and the findings of the research

# Working with us to develop our vision for the Welsh language

# Developing an action plan that will support us to achieve this

# TIMETABLE

Shortlisting of applicants 21.11.19

Awarding of contract w/c 25.11.19

Inception meeting 27.11.19 (pm)

Development of mission statement and vision Completed by 17.01.20

Mapping and recommendations Completed by 30.04.20

Refinement of vision and action plan Completed by 03.07.20

**7. EVALUATION OF QUOTATIONS**

We will evaluate the quotations as follows:

|  |  |
| --- | --- |
| **Level 1 Criteria** | **Weighting** |
| Price | 40 |
| Quality | 60 |
| **TOTAL** | **100** |

|  |  |  |
| --- | --- | --- |
| **Level 2: Sub Criteria for Quality** | **Weighting** | **How scored** |
| Understanding of the requirements of the brief | 6 providing maximum score of 24 | This is scored out of 24 so that a score of 4 (see scoring evaluation criteria example below) for this sub-criteria would give 24 marks. |
| The proposed approach / methodology | 6 providing maximum score of 24 | This is scored out of 24 so that a score of 4 for this sub-criteria would give 24 marks. |
| Ability to deliver within the allocated timescale with the appropriate resources | 4 providing maximum score of 16 | This is scored out of 16 so that a score of 4 for this sub-criteria would give 16 marks. |
| An understanding of the Welsh language context in Wales | 3 providing maximum score of 12 | This is scored out of 12 so that a score of 4 for this sub-criteria would give 12 marks. |
| An understanding of the Welsh language context in the arts in Wales | 3 providing maximum score of 12 | This is scored out of 12 so that a score of 4 for this sub-criteria would give 12 marks. |
| An understanding of the context and organisational culture in which Arts Council of Wales operates | 3 providing maximum score of 12 | This is scored out of 12 so that a score of 4 for this sub-criteria would give 12 marks. |

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 4 | The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements. The response also demonstrates how relevant added value will be provided. |
| 3 | The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements. |
| 2 | The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirements. The response may have either raised a concern, several small issues, or is inconsistent in some aspects. |
| 1 | The Potential Provider's response **does not** enable the evaluator to have an understanding of how the requirement will be met. The evaluator **cannot** clearly identify that the response given will deliver most of the stated requirements due to insufficient evidence and/ or the Potential Provider only demonstrating a limited understanding. |
| 0 | The evaluator believes that the Potential Provider has failed to either answer the question or provide a relevant response. |

1. By arts activity, we mean commissioned and participatory work that includes elements of circus, dance, literature, music, outdoor arts, theatre, visual and applied arts. This can be professional or amateur activity. [↑](#footnote-ref-1)