**Invitation to Quote for:**

|  |
| --- |
| **Queen’s Jubilee Research & Scriptwriting Project** |

**PLEASE NOTE:**

Application form with appendices 1,2,3,4 and 6 must be returned by **12 noon 31st August 2021** to Museum Officer, Jamie Austin.

**Email:**  jamie.austin@causewaycoastandglens.gov.uk

Due to COVID 19 and the need to reduce handling, submissions should be made electronically.

**Contents Page**

**Section 1** Instructions and Information for Bidders 3

**Section 2** Project Brief 7

**Section 3**  Selection and Assessment 11

**Section 4** Appendices

**Appendices:**

**Appendix 1** Fair Employment Declaration 16

**Appendix 2** Declaration of Commitment to the Promotion of Equality of Opportunity and Good Relations 17

**Appendix 3** Contractors insurance details 18

**Appendix 4** Contact Details of Bidder 20

**Appendix 5** Freedom of Information 21

**Appendix 6** Application Form 23

**IMPORTANT: Please note** appendices 1, 2, 3, 4 and 6 must be fully completed and returned. Failure to do so may result in non-selection of the quotation.

**Section 1: Instructions and Information for Tendering Bodies**

**Invitation to Quote**

Causeway Coast and Glens Borough Council (“the Council”) invites written proposals from suitably experienced and competent bidders to **complete the Queen’s Jubilee Research & Scriptwriting Project.**

The Contractor shall be deemed to have satisfied itself before submitting its proposal as to the accuracy and sufficiency of the rates and prices stated in the proposal which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor’s obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor’s quotation/submission.

**Submission of Quotation Documents**

1 copy of Appendices 1,2,3,4 and 6 must be returned by **12 noon 31st August 2021** **to Museum Officer, Jamie Austin.** Submissions should be returned no later than the day, date and time specified. Submissions received after this time will NOT be considered.

Due to COVID 19 and the need to reduce handling submissions should be made electronically on or before **12 noon 31st August 2021** **to Museum Officer, Jamie Austin.**

Email: jamie.austin@causewaycoastandglens.gov.uk

**All submissions must be in English and prices in GBP Sterling, exclusive of VAT.**

**Point of Contact**

In the case of a technical query, please contact:

Jamie Austin

Museum Officer

Telephone: 028 27660230

Email:Jamie.austin@causewaycoastandglens.gov.uk

**Standard Conditions of Contract**

Please note that any contract awarded as a result of this procurement exercise will be executed in accordance with the Standard Conditions of Contract for Services issued by the Northern Ireland Department of Finance Central Procurement Directorate. Full details of these terms and conditions are available via the following link:

<https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/STANDARD-CONDITIONS-OF-CONTRACT-FOR-SERVICES-V4.pdf>

**Clarification of Meaning of Contract**

Before submitting a quotation, bidders should seek to clarify any points of doubt or difficulty with the member of staff listed above. For this purpose, contact should be made by email, in the first instance, with the relevant staff member. If e-mail is not available, fax should be used. Should there be any matters of principle or remaining doubt or difficulty which bidders consider are not adequately covered in the quotation documents, details of these matters should be submitted in writing. **A cut off period of 3 working days prior to the quotation deadline of 12 noon 31st August 2021** **to Museum Officer, Jamie Austin.**

**Shall apply to queries.** The response to the query will, save in exceptional circumstances, also be provided in writing to all those who receive quotation documentation to ensure that all potential bidders receive the same information. Responses to any queries received from potential bidders in relation to a quotation will be made in writing.

**Changes to Council document**

Causeway Coast and Glens Borough Council shall not accept any alterations to the contents of this document.

**Written Acceptance**

Acceptance by the Council will only be made by written instruction to the successful Applicant.

**Right to Issue Further Instructions**

During the tendering period, the Council reserves the right to make changes to the Contract Documentation, which changes shall be accepted by the tenderer without reservation.

**Expenses and Losses**

The Council shall not be responsible for, or pay for, any expenses or losses that may be incurred by any prospective biddersin preparing their tender proposals.

**Preparation of quotation**

It is the responsibility of prospective biddersto obtain for themselves, at their own expense, any additional information necessary for the preparation of their quotation.

**Confidential Information**

The Bidder agrees to keep confidential at all times the contents of this Invitation to quote and all information which has either been designated as confidential by the Authority in writing or that ought to be considered confidential including commercially sensitive information, information which relates to the business and affairs of the Authority (and its suppliers, service providers, agents, professional advisers and representatives) and all information which the Bidder receives or obtains as a result of its involvement in the Procurement

**Award of Contract**

The Council reserves the right not to accept the lowest or any Quote under this process. Causeway Coast and Glens Borough Council reserves the right to enhance and/or extend the contract after it has been awarded. Should the Council enhance and/or extend the contract resources will be made available to support any enhancements/extensions*.*

**Contract Validity Period**

Quotations are required to remain valid for acceptance for a period of 90 days from the closing date for submission of quotations.

**Opening of Quotations**

Prospective bidders, or any representatives thereof, will not be permitted to be present when the quotations are opened.

**Return of Specified Supplementary Documents**

Failure to return all specified supplementary documentation by the submission return date, or such subsequent date as may be prescribed, may result in the submission being rejected.

**Copyright & Intellectual Property**

The copyright of all text, intellectual property and other materials produced by the successful Applicant shall remain with the Council.

**Canvassing**

Any business that directly or indirectly canvasses any official of the Council, concerning the award of contract or who directly or indirectly obtains or attempts to obtain information from such official concerning the proposed or any other quotation will be disqualified.

**Equality – Section 75 and Schedule 9 of the Northern Ireland Act 1998**

Applicants should be aware that the Council is required, in carrying out their functions, to have due regard to the need to promote equality of opportunity:

* Between persons of different religious belief, political opinion,
* Racial group, age, marital status or sexual orientation;
* Between men and women generally;
* Between persons with a disability and persons without; and
* Between persons with dependents and persons without.

In addition, without prejudice to their obligations above, the Council shall in carrying out all its functions, powers and duties relating to Northern Ireland, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

**Format of Response**

Bidders must submit electronically, a document with the following:

* Appendices 1,2 3 and 4
* Appendix 6 Application Form

**Failure to follow this format may result in submissions being marked as incomplete and therefore rejected.**

**Instructions**

These instructions are addressed to those who are considering submitting a quotation to provide services, as set out in the Terms of Reference, to Causeway Coast and Glens Borough Council.

The successful bidder will be appointed under a contract. The services required are as described in the Project Brief.

**Section 2: Project Brief**

**Project Background**

**This project is being undertaken to celebrate Queen Elizabeth II’s Platinum Jubilee in 2022, meeting the expectations of the council members and its stakeholders. The project will look at the Queen’s visits’ to Northern Ireland with particular focus on the Causeway Coast and Glens Borough Council area as well as looking at the Queen’s previous Jubilee celebrations within the Borough. The research carried out will be used for exhibition panels within a Jubilee exhibition in 2022.**

**Project Aims**

The aims of the project are to:

* Explore Queen Elizabeth II’S Platinum Jubilee and the Causeway Coast and Glens Borough council area’s links to her previous Jubilee celebrations such as her Silver & Diamond Jubilee’s.
* Explore Queen Elizabeth II’s visits to Northern Ireland, in particular to the Causeway Coast and Glens Borough.
* To highlight those who met the Queen on her visits to the Borough.
* To connect the Platinum Jubilee event to local people and places within the Borough.

**Purpose of this Tender**

Causeway Coast and Glens Borough Council (“the Council”) invites written proposals from suitably experienced and competent individuals to undertake a historical primary research project with local and regional newspapers and other sources including museum collections, in order to provide context and in particular local interest stories to create content for exhibition panels. The project will involve a research report and narrative script writing for a general public audience.

**Closing date for Submission of quotes is 12 noon 31st August 2021** **to Museum Officer, Jamie Austin.**

**Research should cover the years that Queen Elizabeth II visited Northern Ireland with particular focus on the Causeway Coast and Glens Borough Council area as well as looking at her previous Jubilee celebrations** **such as the Queen’s Silver & Diamond Jubilee’s within the Borough.**

The final written research should be in essay format with footnotes. A copy of all newspaper extracts should be included with clear reference to source and dates

**Scope of Work**

|  |  |
| --- | --- |
| **Service** | **Element** |
| Research | Conduct initial 2 days desktop research on the Queen’s visit to Northern Ireland and her previous Jubilee celebrations such as her Silver & Diamond Jubilee’s within the Borough. |
|  | To carry out 10 days research in local newspapers held in Coleraine, Limavady and Ballymoney Libraries in the first instance.  |
|  | To provide reference copies of relevant material i.e. photocopies where possible.  |
| Images | To identify approx. 30 key images with captions and sources, to support the script. Appropriate copyright sources must be identified to enable Council to clear copyrights.   |
| Report | To prepare report with reference notes & database for Museum Services contextualising archival material collected during this research project. Included in this report should be a timeline of events generated by the newspaper research along with a summary of research recording articles against the agreed themes.  |
| Project Communication. | Project Start-up Meeting –To attend a start-up meeting online, lasting approx. 2 hours, with Client team in order to discuss potential content. |
|  | Project review meeting online to discuss draft report lasting approx. 2 hours.  |
|  | 2 project review meetings online to discuss draft script lasting approx. 2 hours. |
| Script | To prepare a 2,000 word approx. script for a general public audience on the Queen’s Jubilee, her previous Jubilee celebrations such as her Silver & Diamond Jubilee’s and the Queen’s visits to Northern Ireland with particular focus on the Borough for exhibition panels.  |
| Cost per day for additional work if required |  |
| Any other costs | Please provide details |

**Project Time Scale**

* To be available to attend a start-up meeting online with the Museum Services in week beginning 6th September 2021 and to complete this research & script writing project by end January 2022.

# **Programme Management**

The successful applicant will be required to develop a sustainable delivery mechanism for the services set out in the scope of service. The successful applicant will be responsible for meeting with Causeway Coast and Glens Borough Council at the following four stages:

* On appointment for the start-up meeting online, to agree a forward work plan and the proposed implementation;
* At the agreed draft report stage to review research content.
* At the agreed two draft stages to review script writing content.

And to also

* Update the Museum Service on an agreed scheduled throughout the lifetime of the service delivery;
* Submit final report with referenced photocopies of newspaper articles.
* Submit final script for general public audience.

**General Data Protection Regulation (GDPR)**

Your personal data (applicable to sole traders)

As a public authority, Council takes your rights and freedoms seriously and will only release information when required under law or with your consent.  Further information about your rights, how to contact the Data Protection Officer and how long information is held or how we process any payments made can be found at:

<https://www.causewaycoastandglens.gov.uk/footer-information/privacy-statement>

**Section 3: Selection and Assessment**

**MANDATORY CRITERIA**

1. Provide details of two examples of the individual’s or team’s experience of completing a research project for a client
2. Provide details of two examples of the individual’s or team’s experience of writing engaging scripts for a general public audience.
3. Signed confirmation that you can attend a project start-up meeting the week commencing 6th September 2021 and to complete this research & scriptwriting project by end January 2022.

**ONLY IF YOUR APPLICATION MEETS THE ABOVE MANDATORY CRITERIA WILL IT THEN BE ASSESSED ON THE FOLLOWING COSTS.**

|  |  |
| --- | --- |
| **Service** | **Element** |
| Research | Conduct initial 2 days desktop research on the Queen’s visit to Northern Ireland and her previous Jubilee celebrations such as her Silver & Diamond Jubilee’s within the Borough. |
|  | To carry out 10 days research in local newspapers held in Coleraine, Limavady and Ballymoney Libraries in the first instance.  |
|  | To provide reference copies of relevant material i.e. photocopies where possible.  |
| Images | To identify approx. 30 key images with captions and sources, to support the script. Appropriate copyright sources must be identified to enable Council to clear copyrights.   |
| Report | To prepare report with reference notes & database for Museum Services contextualising archival material collected during this research project. Included in this report should be a timeline of events generated by the newspaper research along with a summary of research recording articles against the agreed themes.  |
| Project Communication. | Project Start-up Meeting –To attend a start-up meeting online, lasting approx. 2 hours, with Client team in order to discuss potential content. |
|  | Project review meeting online to discuss draft report lasting approx. 2 hours.  |
|  | 2 project review meetings online to discuss draft script lasting approx. 2 hours. |
| Script | To prepare a 2,000 word approx. script for a general public audience on the Queen’s Jubilee, her previous Jubilee celebrations such as her Silver & Diamond Jubilee’s and the Queen’s visits to Northern Ireland with particular focus on the Borough for exhibition panels.  |
| Cost per day for additional work if required |  |
| Any other costs | Please provide details |

Please note:

* Photocopying costs will be reimbursed subject to provision of receipts etc.
* Mileage incurred during this project should be calculated at a maximum rate of 45 pence per mile, up to a maximum of £500.

 **APPENDICES**

**Appendix 1: Fair Employment Declaration**

**Fair Employment and Treatment (Northern Ireland) Order 1998**

* 1. Article 64 of the Fair Employment and Treatment (NI) Order 1998 (“the Order”) provided inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by the public authority to submit offers. Article 64 also provides that the public authority shall take all steps as are reasonable to secure that no work is executed or goods or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.
	2. An unqualified person is either an employer who, having been in default of the circumstances specified in Article 62(1) of the Order, has been served with a notice by the Fair Employment Commission stating that he is not qualified for the purposes of Articles 64-66 of the Order or an employer who, by reason of connection with an employer on whom has been served a notice to that effect, has also been served with such a notice.
	3. Mindful of its obligations under the Order, CAUSEWAY COAST AND GLENS BOROUGH COUNCIL has decided that it shall be a condition of tendering that a contractor shall not be an unqualified person for the purposes of Article 64-66 of the Order.
	4. Contractors are, therefore asked to complete and return the attached Declaration / Undertaking, with their quotation / tender, to confirm that they are not unqualified persons and to undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with a Council to which Article 64 of the Order applies.
	5. I/We\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that I am/we are not an unqualified person for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998. I/We undertake that no work shall be executed or goods or services supplied by any unqualified person for the purposes of any contract with CAUSEWAY COAST AND GLENS BOROUGH COUNCIL to which Section 64 of the Order applies.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duly authorised to sign for and on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 2: Declaration of Commitment to the Promotion of Equality of Opportunity and Good Relations**

We (insert name of organisation):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recognise Causeway Coast and Glens Borough Council’s duty to have due regard to the need to promote equality of opportunity:

* + Between persons of different religious belief, political opinion, racial group, age marital status or sexual orientation;
	+ Between men and women generally;
	+ Between persons with a disability and persons without
	+ Between persons with dependants and persons without,

and to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

We undertake not to act in any way that would contravene the Council’s statutory obligations and are committed to promoting good relations and equality of opportunity in all our activities (including in the recruitment, promotion and training of all our staff).

Signed by:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name in block letters**

Position in Organisation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

On behalf of: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Name of organisation)**

Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix 3: Contractor’s insurance details (Please complete where applicable)**

**Please note that should the bidder not have insurance at the time of submission, should you be successful, you would be expected to provide evidence before being formally appointed. Please only fill in the appropriate sections**

**NAME OF CONTRACTOR:**

**DESCRIPTION OF CONTRACT:**

**Please arrange to have this form completed by your Insurance Broker or Insurers.**

**PUBLIC / PRODUCTS LIABILITY (Minimum of £1,000,000):**

1. Policy number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Insurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Period of insurance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Business description (as stated on policy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Limits of indemnity

Public liability: £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Products liability: \_\_\_\_\_\_\_\_\_\_\_\_

1. Height or depth limit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Restrictive endorsements / excess \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Does the policy cover liability for acts of negligence

committed by subcontractors of the insured? Yes / No

1. Does the policy cover liability for use of motor vehicles

where Road Traffic Compulsory Insurance Legislation

does not apply? Yes / No

1. Does the policy provide an indemnity to principal extension? Yes / No

**EMPLOYER’S LIABILITY (minimum of £1,000,000): If appropriate**

1. Policy number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Insurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Period of insurance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Business description (as stated on policy)
5. Limits of indemnity
6. Height or depth limit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Restrictive endorsements / excess \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Does the policy cover liability for acts of negligence

committed by sub-contractors of the insured? Yes / No

**Please Note: All relevant certificates should be included in submission of Stage 1**

**Appendix 4: Contact Details of Bidder**

Please complete this form with your details and include it with your submission:

1. Company name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Postcode:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Telephone number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Fax number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of person to contact in

connection with this submission:

1. Position in Company:
2. Telephone number:

(if different from above):

1. Fax number:

(If different from above):

1. e-mail address:
2. Mobile telephone number:
3. Website (if applicable):

 **Appendix 5 Freedom of Information**

**Please note that from 1 January 2005, under the Freedom of Information Act 2000, members of the public have the right to request information from Public Sector Bodies, which may include details relating to this exercise**

The Freedom of Information Act 2000 (FOI) is intended to promote a culture of openness and accountability amongst public sector bodies by providing people with rights of access to the information held by them. It is expected that these rights will facilitate better public understanding of how public authorities carry out their duties, why they make decisions they do and how they spend public money. From 1 January 2005, people will have the right to make a request for any information held by a public authority and the authority will be required to follow the provisions of the Freedom of Information Act in dealing with the operation of its functions. Information is defined in section 84 of the Act as being information recorded in any form, and it covers any information held by the public body in connection with the operation of its functions.

This guidance covers procurement exercises which will vary from routine exercises to procurement in the wider sense e.g. Invitations for expressions of interest or establishing partnerships.

Up to and including the evaluation process, all the information provided by bidders to the Council will be considered to be of a confidential nature. Beyond the evaluation process, the provisions of the Act will govern what the Council is obliged to disclose. The evaluation process will be deemed to have been completed when the Council has made its decision, or a Senior Council Officer has decided that the particular quotation exercise is not viable.

Bidders should be aware that the information provided in the completed tender and contractual documents could be disclosed in response to a request under the Freedom of Information Act. We will proceed on the basis of disclosure unless and appropriate exemption applies. No information provided by bidders will be accepted “in confidence” and Causeway coast and Glens Borough Council accepts no liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

Causeway Coast and Glens Borough Council has no discretion whether or not to disclose information in response to a request under the Freedom of Information Act, unless an exemption applies. Disclosure decision will be taken by appropriate individuals in Causeway Coast and Glens Borough Council having due regard to the exemption available and the Public Interest. Bidders should be aware that despite the availability of some exemptions, information may still be disclosed if the Public Interest in its disclosure outweighs the Public Interest in maintaining the exemption. Bidders are required to highlight information that they include in the quotation documents, which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular issues concerning trade secrets and commercial sensitivity should be highlighted. Bidders are advised against recording unnecessary information.

In accordance with the Lord Chancellors Code of Practice on the discharge of public functions, Causeway Coast and Glens Borough Council will not accept any contractual term that purports to restrict the disclosure of information held by the Council in respect of the contract or quotation exercise save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with Causeway Coast and Glens Borough Council.

Bidders will be notified by the Council of any disclosure relating to the

 **Appendix 6 – APPLICATION FORM**

 **Closing date for Submission of quotes is 12 noon 31st August 2021**.

|  |
| --- |
| 1. Provide details of two examples of the individual’s or team’s experience of completing a research project for a client
 |
| 1. Provide details of two examples of the individual’s or team’s experience of writing engaging scripts for a general public audience.
 |
| **3. Please confirm that you are available during the week commencing the 6th September 2021 for a project start up meeting online with the client team, and can complete the this research & scriptwriting** **project by January 2022.**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PRINT NAME & POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **ONLY IF YOUR APPLICATION MEETS THE ABOVE MANDATORY CRITERIA WILL IT THEN BE ASSESSED ON COST.** |

**Costs**

|  |  |  |
| --- | --- | --- |
| **Service** | **Element** | **COST** |
| Research | Conduct initial 2 days desktop research on the Queen’s visit to Northern Ireland and her previous Jubilee celebrations such as her Silver & Diamond Jubilee’s within the Borough. |  |
|  | To carry out 10 days research in local newspapers held in Coleraine, Limavady and Ballymoney Libraries in the first instance.  |  |
|  | To provide reference copies of relevant material i.e. photocopies where possible.  |  |
| Images | To identify approx. 30 key images with captions and sources, to support the script. Appropriate copyright sources must be identified to enable Council to clear copyrights.   |  |
| Report | To prepare report with reference notes & database for Museum Services contextualising archival material collected during this research project. Included in this report should be a timeline of events generated by the newspaper research along with a summary of research recording articles against the agreed themes.  |  |
| Project Communication. | Project Start-up Meeting –To attend a start-up meeting online, lasting approx. 2 hours, with Client team in order to discuss potential content. |  |
|  | Project review meeting online to discuss draft report lasting approx. 2 hours.  |  |
|  | 2 project review meetings online to discuss draft script lasting approx. 2 hours. |  |
| Script | To prepare a 2,000 word approx. script for a general public audience on the Queen’s Jubilee, her previous Jubilee celebrations such as her Silver & Diamond Jubilee’s and the Queen’s visits to Northern Ireland with particular focus on the Borough for exhibition panels.  |  |
| Cost per day for additional work if required |  |  |
| Any other costs | Please provide details |  |
| TOTAL COST |  |  |

Please note:

* Photocopying costs will be reimbursed subject to provision of receipts etc.
* Mileage incurred during this project should be calculated at a maximum rate of 45 pence per mile, up to a maximum of £500.

**All submissions must be in English and prices in GBP Sterling, exclusive of VAT.**