# 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 – Covid and The Arts**

**CONTRACT REFERENCE:**  **Comms01/2021-22**

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. 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 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.

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| **Date of Invitation:** | 22April 2021 | **Date to be returned: by 1pm on** | 5 May 2021 |
|  |  |  |  |
| 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 a short video (in both Welsh and English) exploring the response of key organisations in the arts sector in Wales to the Covid pandemic.

The focus of the video will be the activities of the Arts Portfolio Wales (APW). The APW is the nation-wide network of key organisations whose year-round activities are revenue funded by the Arts Council of Wales.

The video will also reflect the financial support and assistance provided by the Arts Council during the Covid pandemic, but this should not be the primary focus. The intention of this video is to foreground the public-facing activities of APW organisations and the imagination, innovation and resilience that they have shown in responding to Covid.

**Background**

**Arts Council of Wales**

The Arts Council of Wales is the country’s official public body for funding and developing the arts

1. Every day, people across Wales are enjoying and taking part in the arts. We help to support and grow this activity
2. 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
3. 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

Covid-19 has had a significant impact on the arts sector – on those who work in the arts, and those who enjoy and take part in the arts.

Almost all Arts venues have been closed since March 2020, and individual artists and freelancers have seen their opportunities to work significantly reduced.

However, even during this terrible pandemic, some wonderful and inspiring things have been happening. We want to celebrate the resilience and imagination of the arts, and the creativity of organisations and the individuals within the Sector that they have worked with.

**Possible themes**

As Covid took hold, the arts moved quickly online, providing events, exhibitions, educational and participatory activity on a variety of digital platforms, giving solace and enjoyment during lockdown. They have connected with people and communities, helping with mental health and wellbeing.

Some extraordinary work has been delivered as artists and arts organisations find innovative ways of connecting with audiences.

New partnerships have been developed.

One of the outcomes of Covid has been an increased recognition of the differential impact that the pandemic has had on different people and communities. Significant disparities have been revealed in the fair and equal access to funding, services and opportunities. The arts widen the range of people they work with, especially those who have previously experienced barriers to engaging with the arts.

The arts have been at the heart of communities – sometimes in surprising ways. APW organisations have promoted a range of digital activity, but they have also supported the distribution of food from arts venues and have helped to make PPE.

The arts have also contributed to the public health response – arts venues have offered their facilities for screening and staff have volunteered to assist with Test and Trace.

**The Arts Council – protecting and supporting the arts**
The Arts Council has worked hard to support the sector through the Covid challenges. In the initial stages of the pandemic, the Arts Council repurposed its National Lottery funding to set up an initial emergency fund worth £7.5m to immediately assist freelancers and organisations in immediate dire need. Later in the year, £35m+ of emergency support has been distributed by the Arts Council in collaboration with the Welsh Government.

Further National Lottery funding will be available in 2021 for arts organisations and creative practitioners to apply to.

This supported should be reflected within the video but should not be the dominant feature.

**Looking forward to recovery**The arts will be fundamental to re-energising people, spaces, places and communities. The arts will also contribute to the revival of the economy

The arts are ready and eager to resume public activity and develop it further, building on current innovation, when it’s safe to do so. It will also be about “building back better”, helping to create a society that is fairer, more inclusive and more sustainable.

We all need the solace, enjoyment and inspiration that the arts can provide.

**BUDGET AND SPECIFICATION**

**The maximum budget for this work is £7,500 inclusive of VAT and expenses**

**Output:** Please provide an itemised quote for producing a 5-10-minute video and a number of 20 second shorts for social media use. The videos need to be bilingual or versions in Welsh and English. We would expect the quotation to consider if a voiceover and music is required and the quote should reflect this. We would expect all videos to be subtitled in both Welsh and English 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;** Arts Council Website, sharing on social media, presentations to clients, included in emailed sector newsletter.

**Audience:** The arts sector in Wales and beyond, Arts Council of Wales staff and trustees, opinion formers including politicians at Local Authority and national level, as well as the wider public with an interest in the arts. The video must reflect the diverse communities of Wales and the Arts Council’s equality objectives.

**Tone of Voice and Brand:** The video 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 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>

**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.

**Key Points for video Storyboard Development.** (Please note, this is not a suggested script). We will discuss which messages to include based on your advice. We are open to ways of splitting the message using the various different video formats.

We suggest a two-pronged approach:

* in the first instance approaching members of the Arts Portfolio Wales to ask about any video content they have themselves shot and which they’d be willing to contribute to this sector video
* Shooting further content as pandemic related restrictions allow, assuming this is possible within the projected time-scale.

We will contribute suggestions of APW organisations or other selected projects that might be worth pursuing. It might be useful to cast an eye over the list of published grants recipients which appears on our website - <https://arts.wales/funding/history>

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

Please email your submission to**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 – Covid and The Arts** in your email header

**Quotation, to be received by:** 13:00, 4 May 2021.

Please note that it is your responsibility to ensure your proposal is submitted prior to the above deadline. Late submissions cannot be accepted.

**Due Date for Finished video:** 13:00, 1 June 2021

**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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| **Signed** |  | **in capacity of** |  |
|  |
| Name |  | **BLOCK CAPITALS PLEASE** |
|  |
| **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 |  |  |