

Invitation to Tender: Interpretative Design and Print Services for the *Uncharted Histories of the Causeway Coast* Exhibition

Introduction:

Causeway Coast and Glens Heritage Trust (CCGHT) invites proposals from suitably qualified and competent bidders to provide interpretative design and print services for the *Uncharted Histories of the Causeway Coast* Exhibition.

The closing date for return proposals is **12 noon on Tuesday 9th May 2023**.

Causeway Coast and Glens Heritage Trust:

CCGHT is a public/private/voluntary sector partnership set up in 2002. The area covered by CCGHT includes a wide variety of scenic landscapes, important wildlife resources and cultural heritage sites, including three Areas of Outstanding Natural Beauty (AONBs) - Causeway Coast, Binevenagh and Antrim Coast and Glens - and the Giant's Causeway and Causeway Coast World Heritage Site (WHS).

CCGHT aims to '*raise awareness of the special qualities of the natural, built and cultural heritage of the Causeway Coast & Glens area including the Antrim Coast & Glens, Causeway Coast & Binevenagh Areas of Outstanding Natural Beauty; promoting environmental management and sustainable development that aims to conserve and enhance the unique heritage of the area for the benefit of all*'. For further information on CCGHT and our work, please visit www.ccght.org

Project Background:

Uncharted Histories of the Causeway Coast is a local history project which celebrates the connection between landscape and built/natural/cultural heritage within the Causeway Coast Area of Outstanding Natural Beauty (AONB) / Giant's Causeway and Causeway Coast World Heritage Site (WHS) areas.

In 2022, the Project worked with communities and heritage groups to gather histories from across the Causeway Coast area, these will be presented and exhibited in an indoor exhibition in 2023.

CCGHT are working in partnership with Causeway Coast and Glens Borough Council (CCGBC) Museums Services to develop an in person exhibition at Ballymoney Museum, Autumn 2023.

The successful applicant will work with CCGHT and partners to develop interpretation for the *Uncharted Histories* Exhibition. All preparatory research, text and images will be provided by CCGHT and partners.

For more information on the *Uncharted Histories of the Causeway Coast* project please see appendices.

Interpretative design works required

Please note that all text, images, logos required for interpretation will be provided by CCGHT.

The successful bidder will be expected to deliver a consistent and coherent design theme and colour scheme across the interpretative elements listed.



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| Number | Element | To fit Size/Dimensions | Further Specifications/Comments |
|--------|-----------------------------|-------------------------|--|
| 1 | Programme flyer | A5 | 2 pages. Printer friendly PDF. |
| 1 | Launch invite | A5 | 1 page. Printer friendly PDF. |
| 13x | Interpretative Panels | 195.5cm x 97cm portrait | Print ready and printer friendly PDF. These will be printed [see print works required below – 5 single sided, 4 double sided]. |
| 1 | Mesh banner | 3m x 2m landscape | Print ready and printer friendly PDF [to be printed – see below] |
| 1 | Label template/caption card | A6 | Compatible for use with MS Word. Allow space for 25 words. |
| 1 | Label template/caption card | A4 | Compatible for use with MS Word. Allow space for 100 words. |

Print works required

Please note that all text, images, logos required will be provided by CCGHT.

| Number | Element | Size/Dimensions | Material | Further Specifications |
|--------|------------------------|-------------------------|------------|---|
| 5 | Interpretative Panels | 195.5cm x 97cm portrait | 3mm foamex | Single sided print, full colour, high quality |
| 4 | Interpretative Panels | 195.5cm x 97cm portrait | 3mm foamex | Double sided print, full colour, high quality |
| 1 | Mesh banner | 2m x 3m landscape | Mesh | Single sided print, full colour, high quality. Include 4 corner metal eyelets for installation. |
| 10 | Foamex boards [images] | A4 | 3mm foamex | Images will be provided. Full colour, high quality. |

Proposed project timeline

| Activity | Details | Timescale |
|---|--|-------------------------------|
| Tender closes | Deadline for submissions. | 9 th May 2023 |
| Project Initiation Meeting | Meeting with CCGHT staff to discuss project details. This can be online or in person. | 12 th May 2023 |
| Receive and review content | CCGHT to provide all text, images and other content to supplier. Supplier to review and submit any queries or follow up. | 12 th May 2023 |
| Interpretative design | Supplier to begin work on interpretative design work elements | 15 th May 2023 |
| First drafts of interpretation elements | Interpretation drafts to be provided to CCGHT for review. CCGHT will review and provide feedback promptly. | By 9 th June 2023 |
| Second drafts of Interpretation elements | Interpretation drafts to be provided to CCGHT for review. CCGHT will review and provide feedback promptly. | By 17 th July 2023 |



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United Nations
Educational, Scientific and
Cultural Organization



Giant's Causeway
and Causeway Coast
inscribed on the World
Heritage List in 1986

| | | |
|--|--|-------------------------------|
| Final drafts of Interpretation elements | Interpretation drafts to be provided to CCGHT for review. CCGHT will review and provide feedback promptly. | By 28 th July 2023 |
| Print and supply of all printed and electronic elements | Supplier to print and supply all printed and electronic elements – delivery to be arranged with CCGHT/CCGBC Museum Services [Ballymoney or Armoy location] | By end August 2023 |
| | | |

Contract Timescale: May – August 2023

Deadline for Return of Tender: 12 noon, Tuesday 9th May 2023.

What is required in the submission

Submissions must contain evidence of the seven criteria outlined below. Failure to include any of these will invalidate your submission.

Your submission should be no longer than 5 A4 pages, excluding portfolio of relevant work.

| |
|---|
| A clear methodology- the proposer will present a clear process, outlining a timeline of activities and methods used and clear information on the technology's capability. |
| Evidence of skills of the applicant(s)- including a brief portfolio of relevant work |
| A breakdown of key personnel - including the activities they will be responsible for and contact details for the project lead |
| Confirmation of ability to complete the project within budget |
| Confirmation of availability to complete the work within the agreed timescale |
| Two referees who have knowledge of your work and who can be contacted for references |
| Breakdown of costs, including all expenses & VAT |

How submissions will be scored

Submissions will be scored according to the following criteria under *Evidence of the skills of applicant/s*, *Understanding of project requirements* and *Total costs*.

| | | Score | Weighting | Max points |
|---|---|--------------|------------------|-------------------|
| Evidence of the skills of the applicant/s | Present clear evidence of the skills required to deliver this project successfully and to a sufficient standard and quality (including examples and referees) | 0-5 | 6 | 30 |
| Understanding of project requirements | Present a clear and realistic project methodology demonstrating approach to achieving project targets and delivering outputs | 0-5 | 6 | 30 |
| | Present/commit to realistic timescales for delivery to meet project deadlines | 0-5 | 3 | 15 |



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|-------------|--|--|-----|
| Total costs | Detailed costing, clearly broken down and including all proposed expenses (such as VAT and travel/mileage) | Under this criterion, the lowest acceptable tender price is awarded the maximum of 25 points. The second lowest will be awarded 20 points, third lowest will be awarded 15 points and so on. | 25 |
| | | Max score | 100 |

The following table details how assessors will evaluate and score each criterion except costings:

| Score | Description |
|-------|--|
| 0 | The response does not address the criterion |
| 1 | The evaluator is not confident that the Bidder: <ul style="list-style-type: none"> • Understands the requirements covered by this criterion; and / or • Will be able to satisfactorily meet the criterion requirement(s) |
| 2 | The evaluator has reservations about whether the Bidder: <ul style="list-style-type: none"> • Understands the requirements covered by this criterion; and / or • Will be able to satisfactorily complete the contract requirements covered by this criterion. |
| 3 | The evaluator is reasonably confident that the Bidder: <ul style="list-style-type: none"> • Understands the requirements covered by this criterion; and • Will be able to satisfactorily complete the contract requirements covered by this criterion to a reasonable standard |
| 4 | The evaluator is confident that the Bidder: <ul style="list-style-type: none"> • Understands the requirements covered by this criterion; and • Will be able to satisfactorily complete the contract requirements covered by this criterion to a high standard |
| 5 | The response exceeds the expectations of the evaluator or is deemed to offer added value to the project |

Budget

The expected budget for this project is **£3,500 - £4,000 (incl. VAT)**. CCGHT are committed to providing relevant information, documentation and support delivery where specified and to meet project timescales.

Award of Contract

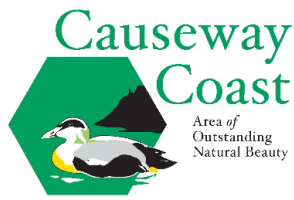
The contract will be awarded to the most advantageous submission based on an assessment of price, quality, demonstrated technical ability and stated ability to satisfactorily meet the requirements of the project. CCGHT does not bind itself to accept the lowest price. CCGHT will not compensate the proposer for cost of the tender document.

Official Amendments

Should CCGHT need to amend the tender documentation or process all bidders in receipt of documents will be notified simultaneously. If deemed appropriate the deadline for receipt of tenders will be extended.



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Submission

Send submissions as an attachment in an email to rachael@ccght.org and title your email *Uncharted Histories Interpretation Design and Print*. Submissions will be opened after the deadline has passed. Applicants are responsible for ensuring emails have been received before the deadline.

Proposals must comply with the requirements set out in the tender specification. Proposals which fail to address these requirements will be ineligible and will not be considered.

For clarification please contact Rachael at rachael@ccght.org or 07957975410.

The closing date for return of tender proposals is **9th May 2023 at 12 noon via email**.

APPENDIX 1: More Information on the Uncharted Histories of the Causeway Coast Project

For more information on the Uncharted Histories of the Causeway Coast project please visit <https://niarchive.org/projectitems/uncharted-histories-of-the-causeway-coast/>

You can also access the Uncharted Histories Digital Heritage Map here - <https://ccght.org/wp-content/uploads/uncharted-histories-map/>

APPENDIX 2: Uncharted Histories logo

