



# Request for quotes (RFQ)



RFQ for video production services to encapsulate the construction of a Lough Erne Traditional Cot and associated social history and heritage.

Quote ref: HS2

Issued by: 5/11/2020  
Lough Erne Landscape Partnership  
2 Sligo Road  
Enniskillen  
Co. Fermanagh  
BT74 7JY

Funded by



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## Schedule 1 – Specification of Requirements

### 1.1 Invitation for Quotation

The Lough Erne Landscape Partnership (LELP) seeks quotes from suitably qualified organisations/individuals\* to produce a short documentary on the skills and processes involved in the construction of a traditional Lough Erne cot. The documentary will also include video recordings of locals sharing their historical knowledge of the Lough Erne Cot and its uses.

(\*Please note sole traders need to provide their Unique Taxpayer Reference (UTR) number)

### 1.2 Introduction to the Lough Erne Landscape Partnership

The Lough Erne Landscape Partnership was established in 2015 with the aim to promote, protect and enhance the natural, built and cultural heritage of the Lough Erne region. Following an intensive development process an application to National Lottery Heritage Fund in 2018 was successful in securing a sum of £2.6 million to deliver a scheme of 23 projects.

The scheme works in partnership with Fermanagh and Omagh District Council, Fermanagh Rural Community Network, National Trust, RSPB NI as lead partner, Upper Lough Erne Region and Waterways Ireland. Scheme delivery began in Summer 2018 and is due for completion in March 2023.

For further information on Lough Erne Landscape Partnership please go to [www.lelp.org.uk](http://www.lelp.org.uk)

### 1.3 LELP Mission

The Lough Erne Landscape Partnership (LELP) will focus on the conservation and promotion of Lough Erne's landscape character and unique heritage. LELP will address ecological issues, reconnect communities with their heritage, bring economic and social benefits, and create links between stakeholders to realise a longer-term goal of the coordinated management

### 1.4 LELP Objectives

1. To connect and engage people with their unique landscape by developing skills, improving confidence and providing opportunities to learn, change perceptions and influence its management.
2. To improve and protect biodiversity and conserve the built heritage of our unique landscape, and involve communities in its protection, interpretation and conservation.
3. To create and improve physical and intellectual access to and around the Lough making it a better place to live, work and visit.
4. To engage with communities to generate pride in their unique cultural heritage, to celebrate and be emotionally and physically involved with it.

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## 2. Purpose

For centuries wooden boats and cots were the principle mode of transport in the LELP region with a network of routes in place between the shores and islands across Lough Erne. Wooden boats were part of everyday life and facilitated the transport of people, livestock and goods. Unfortunately, many of the boat & cot builders are no longer with us but a few of their helpers remain to share their skills and knowledge.

As part of the LELP heritage skills project, members of Lough Erne Heritage will share their cot building skills by guiding and supervising volunteers from two community groups - Belleek Mens Shed and West Island Heritage Cot group in the building of the traditional Lough Erne Cot. A video of the Cot building process and oral histories is required to help document the traditional skills used and to preserve the social history, heritage and previous lifestyle associated with the Lough Erne Cot, which is otherwise in danger of being lost.

## 3. Specification

- To video local historians sharing local history and stories in relation to the Lough Erne Cot and Cot racing. (LELP will provide details of the local historians - up to 3 individuals)
- To produce 3 individual videos of the interviews - each up to 5 minutes long.
- To video the Cot building process at various stages (see below for more details) at the premises of West Island Cot Heritage group and Belleek Mens shed.
- To produce a 15-minute documentary/film (to include music, captions and voice over, if necessary) of the Cot building process and oral recordings as well as one 15-25 second social media edit that can be used for promotional purposes. (Please note oral recordings may need to be edited for inclusion in the film and/or used as voiceover.)

## 4 Outputs

- To record up to 3 local historians (from Lough Erne Heritage, Belleek and Belle Isle) imparting their historical knowledge and stories in relation to the Lough Erne Cot and local cot races.
- To video the Cot building process at various stages, at Belleek and Belle Isle. See the suggested stages and locations below:

	Stage	Location
Stage 1	The arrival of the wood from the supplier at the 2 locations - sorting and	Both Belleek and Belle Isle

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	checking what parts of the cot the planks relate to.	
Stage 2	Cutting the wood for the doors i.e bottom panels and also the wood for the crutches.	Belleek *
Stage 3	Making the half lap joints in the crutches and applying epoxy and also joining the planks for the doors with epoxy.	Belle Isle*
Stage 4	Joining the doors ensuring the angle of the end panels is correct and then applying epoxy and ensuring the ends are supported while the epoxy cures	Belleek*
Stage 5	Fitting the side boards using a mould for the angle of the sides. Dry fit first and then epoxy.	Belle Isle*
Stage 6	Fitting the crutches and end boards.	Belleek*
Stage 7	Fitting the gunwales and seat stringers.	Belle Isle*
Stage 8	Filling, fairing and painting.	Belleek*
Stage 9	Launch of cots and partaking in the Belleek regatta	Belleek

\*Please note these stages can be recorded either at Belleek Mens Shed or Belle Isle (premises of West Island Cot group) but it is important that both groups have equal footage (as far as possible), within the video.

Also note – it may be that some of these stages can be combined.

- To produce 3 separate videos of the interviews with the local historians with all copyrights to be given to Lough Erne Landscape Partnership, Lough Erne Heritage, Belleek Mens Shed and West Island Cot group, for uploading onto social media and website platforms. Interviews will be up to 5 minutes long.
- To combine the footage of the oral histories and cot building process into one 15-minute-long video with one 15-25 second social media edit for promotional purposes. Copyright should be given to Lough Erne Landscape partnership (as above). The video should include music, captions and/or voice over. (Voice overs could be an edited version of an interview(s) with the local historian(s) and/or a member of Lough Erne Heritage imparting their knowledge of the Cot building process.)

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- To produce a “first cut/draft” of the outputs for Lough Erne Landscape Partnership (and associated partners) to review before the final video(s) are released. Time should be allocated to incorporate any changes as may be required by the LELP.

**(Please note** all the above activities will be taking place between Dec 2020 and July 2021. Specific dates for activities within the schedule will be provided by the Lough Erne Landscape partnership once a final schedule has been agreed with the groups participating in the scheme)

## 5.0 Intellectual property rights (including copyright and design)

The intellectual property rights (including copyright and design) of all work, documentation, data, and materials and of any copies thereof produced for this project or on behalf of the appointed contractor will vest in RSPB/LELP, funders and other delivery partners. The appointed contractor agrees and accepts that licences shall be granted to use the same to any supporting partners for use for non-commercial purposes.

The appointed contractor shall not make or permit others to make any copies of materials without Lough Erne Landscape Partnership’s (LELP) consent. Copyrights attached to the source data must be strictly adhered to. The appointed contractor shall maintain adequate security measures during the term of the contract to safeguard materials from unauthorised access use or copying, and shall notify the LELP immediately if the contractor becomes aware of any unauthorised access to, use or copying of any materials by any person.

## 6.0 GDPR Compliance Statement

Please include in your submission a signed Statement of GDPR Compliance

## 7.0 Safeguarding

Please tell us how you will ensure appropriate safeguarding practices. (Should you require additional training this could be facilitated through LELP).

## 8.0 Covid

It is the requirement of contract to ensure that you fully adhere to all government restrictions, legislations and protocols associated to the pandemic.

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Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí



## 9.0 Period of Contract

It is anticipated that the period of contract will be 7 months from Dec 2020 to July 2021. Obviously, this very much depends on Covid restrictions. Specific dates for activities within the schedule will be provided by the Lough Erne Landscape partnership once a final schedule has been agreed with the groups participating in the scheme.

## 10.0 Principle Contact for Questions and Answers

Hazel Long, Heritage Project Manager – [hazel.long@rspb.org.uk](mailto:hazel.long@rspb.org.uk)

## 11.0 Quotation Evaluation

Quotations will be assessed on the following criteria & scoring matrix:

### Scoring matrix

Content	Max Score	Details to be included
Experience & Knowledge	60	<ul style="list-style-type: none"><li>• Please tell us about your experience in producing other videos within a community setting including recording of interviews/oral histories. If possible, please provide examples</li></ul>
Cost	40	<ul style="list-style-type: none"><li>• Please provide full costings</li><li>• Cost will be scored as follows: Lowest quotation = full available marks.</li></ul>
<b>Total</b>	<b>100</b>	

## 12.0 Submission

Please include the following in your submission:-

### 12.1 General information

- Name of the organisation in whose name the tender would be submitted
- Contact name for enquiries about this bid
- Contact position (job title)
- Address including postcode
- Telephone number
- E-mail address

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- Website address (if any)
- Company Registration number (if this applies)
- Charities or Housing Association or other Registration number (if this applies).
- Please specify registering body and the date of registration.
- Registered address (including postcode) if different from the above
- VAT Registration number
- Trading Status of Tendering entity – if a sole trader please provide your HMRC/UTR number

## 12.2 Insurance

Please provide details of your current public and employer's liability insurance cover (maximum value).

## 12.3 Safeguarding

Please tell us how you will ensure appropriate safeguarding practices. (Should you require additional training, this could be facilitated through LELP)

## 12.4 GDPR Compliance Statement

Please include in your submission a signed Statement of GDPR Compliance.

## 12.5 Conflict of Interest

Please declare any potential conflicts of interest with regards to this submission.

## 12.6 Price

Your price should include travel expenses, insurance, VAT and all other expenses related to this project.

## 12.7 Deadline for Tender Submissions

Please return your submission to [hazel.long@rspb.org.uk](mailto:hazel.long@rspb.org.uk) **by 5pm on Thursday 19<sup>th</sup> November 2020.**

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**Quotation for Video Production Services – Lough Erne Cot building project**

<b>Name of organisation/individual submitting the tender return</b>	Please note - if you are a sole trader, please supply your HMRC/UTR number.		
<b>Date tender return is submitted</b>		<b>Time tender return is submitted</b>	
<b>Insurance</b>	Please provide details of your insurance as per 12.2 above		
<b>Safeguarding</b>	Please tell us how you will ensure appropriate safeguarding practices. (Should you require additional training, this could be facilitated through LELP)		
<b>GDPR Compliance</b>	Please provide a signed Statement of GDPR Compliance		
<b>Relevant knowledge &amp; experience</b>	Please provide detail in this text box and highlight relevant experience of successfully completing similar projects, ability to deliver the requirements of the contract (expand the box as required).		
<b>Cost (inclusive of VAT, travel and other expenses)</b>	I/we hereby offer to provide the above-mentioned goods/service as detailed in the attached specification and RFQ for the sum of: <b>£</b>		
<b>Conflict of Interest</b>	Please declare any potential conflicts of interest with regards to this submission in this box.		

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## TENDER CONFIRMATION

<b>Tenderer</b>			
<p><b>I/we have read and understand the Terms and Conditions of Contract and the supplementary statements and policies and agree:</b></p> <p><i>To the terms and conditions set in this Quotation, to any additional terms and conditions set out in the specification, that having completed this form a binding contract shall be made by this Quotation and our acceptance thereof.</i></p>			
<b>Signature</b>		<b>Date</b>	
<b>Address</b>			
<b>Telephone number</b>			
<b>Email</b>			
<b>VAT Registration Number</b>			

- Quotation prices must reflect all circumstances affecting, or likely to affect, the provision of the goods/services. Quotations received after the specified date and time will not be considered.
- LELP are not bound to accept the lowest or any submission.

### OFFICE USE ONLY

<b>Received by:</b>	<b>Time:</b>	<b>Date:</b>

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## NON- SUBMISSION FORM

Please complete this form if a tender return will not be submitted

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	
<b>Address</b>			

## CONTRACT ACCEPTANCE

Please sign and date the contract below (it will be countersigned by LELP/RSPB upon contract award)

<b>Signed (Contractor)</b>			
<b>Name (Printed)</b>		<b>Date</b>	
<b>Signed (LELP/RSPB)</b>			
<b>Name (Printed)</b>		<b>Date</b>	

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