****

**TERMS OF REFERENCE**

**Tender for Supply of Videography and Photographic Services to the Space & Place Programme**

The Space & Place Programme is a Big Lottery Funded £15 million capital grants project that seeks to provide an opportunity for local communities to come together to identify a shared vision for their area and work together to deliver it.

The Programme has now allocated £15 million in capital grants and is moving into a delivery phase.

The Space & Place Programme would like to invite tenders from suitable individuals and organisations for the provision of videography and photography for a set number of events.

As the Space & Place Programme begins to work towards delivering 26 funded projects to completion, it is necessary to augment our current communications resource with specific skills that will help us produce additional communications collateral to showcase the work of the Space & Place programme and the projects it supports.

The appointed person or organisation would work alongside, and report to, the Space & Place communications officer who will manage the contract and ensure that all videos and photos complement the Space & Place communications offering.

The Space & Place Programme anticipates the contract commencing on 1st September 2017 and ending on 30th September 2018.

The appointed person or organisation will be required to attend 27 events and provide 28 videos featuring the launch of grantee projects as well as photography taken at the same number of events and launches. This figure is broken down as follows:

* 26 individual launches
* 1 x compilation film from previous footage to be shown at celebration event
* 1 Programme celebration event

To assist in the tender process the location of project sites and the Programme celebration event are detailed in Appendix A

**Requirements of Tender**

1. Concise written proposal in no more than 2 pages setting out how the tenderer will deliver the production of 28 videos and photography services across 27 events from 1st September 2017 to 30th September 2018. It is a requirement of the Programme that:
* Photos will be required within 12 hours of each event.
* Completed video to be delivered via dropbox within five working days of each event. Tenderer will be expected to demonstrate both their capacity and commitment to meeting these deadlines.
* The Space and Place Programme will notify the successful tenderer of individual project launches at least one month in advance of each launch and three months in advance of the Programme celebration Event.
1. An overall cost projection including daily rate and any anticipated expenses including VAT if relevant.  This cost projection **must** include details of the approximate mileage to be incurred using table listed as Appendix A. This table **must** be included in the tender return

1. Applicant’s CV and Portfolio, or in the case of a company, a CV and Portfolio of the individual/s.

1. If the tenderer is a single operator, outline of a contingency plan should he/she not be available on the date of any of the project launches which demonstrates that the required services will be delivered.

1. It is a requirement of the contract that the successful tenderer whether single operator or company will be available to deliver the service required at the Programme celebration event (date TBC).

1. Names and contact details of two referees representing individuals and/or companies for whom similar work has been completed**. The Space and Place Programme reserves the right to contact any referees listed during the tender selection process.**

1. Tenders will be evaluated on the basis of:

Proposal 40%
Experience 30%

Cost 30%

1. Applicants may be invited to present their proposal to a selection panel representing the Space & Place Programme.

1. The Space & Place Programme is not obliged to appoint the lowest or any tender.

1. Completed Tenders must be provided to the Space & Place Programme no later than

12 noon on Friday 28th  July 2017.  Tenders should be emailed to ldarragh@communityfoundationni.org

1. Queries will only be accepted by email during the period Monday 17th July to Friday 21st July at 12 noon. These should be emailed to ldarragh@communityfoundationni.org

1. Responses will be published on the Space & Place website.

1. Late tenders will neither be accepted nor considered.

**APPENDIX A: PROJECT LOCATIONS**

|  |  |  |
| --- | --- | --- |
| **Project Promoter** | **Generic Location** | **Approximate Mileage**  |
| Strabane Community Projects Limited | Patrick Street Strabane County Tyrone |   |
| Little Rascals Community Playgroup | Drumsurn Limavady County Derry/Londonderry |   |
| Annadale and Haywood Residents Association Ltd | Belfast BT7 3AW |   |
| Ederney Community Development Trust | Dual site located in Ederney and Kesh County Fermanagh |   |
| Derry City and Strabane District Council | Drumahoe, Derry, County Derry/Londonderry |   |
| Destined Limited | Foyle Road Derry County Derry/Londonderry |   |
| Boho Community Association | Boho, Enniskillen, Co. Fermanagh, BT74 5BE |   |
| Newry St Unite | Kilkeel County Down |   |
| Corran Community Association | 287 Newtownhamilton Road, Co Armagh |   |
| Helping Hands Autism Support Group | Millar’s Day Centre, Millar’s Lane, BT16 2DA. |   |
| Benburb Community Association | Benburb County Tyrone |   |
| Michael Davitt’s Gaelic Athletic Club | Mica Drive Belfast |   |
| The Resurgam Community Development Trust | Lisburn City County Antrim |   |
| Atlas Women’s Centre | Lisburn City County Antrim |   |
| Burren Vision | Burren County Down |   |
| Cashel Community Association | 248 Knockmore Road, Scribbagh, Garrison Co. Fermanagh BT93 4BX |   |
| Eire Og Hurling Club | Carrickmore County Tyrone |   |
| Eoghain Rua Gaelic Athletic Club Kilcoo | Kilcoo County Down |   |
| First Steps Women’s Centre | Dungannon County Tyrone |   |
| Friends of Glenariffe | 212 Garron Road, Glenariffe County Antrim  |   |
| Irish Street Youth and Community Association | Derry City, County Derry/Londonderry |   |
| Killylea Silver Band | Killylea County Armagh |   |
| Loughmacrory Community Association | Loughmacrory County Tyrone |   |
| North Fermanagh Ulster Scots Association | 48 Agharainy Road, Kesh, County Fermanagh, BT93 1SG. |   |
| Seagoe Football Club | Seagoe Craigavon County Armagh |   |
| Springfield Charitable | Cupar Street Belfast |   |
|   | **Mileage Total** |   |
|   | **Mileage Cost** |   |