

29 July 2019

Dear Sir / Madam

CONTRACT FOR: Digital Marketing and Online Content Editor

Fee: £6,000

You are invited to submit an application for the services described in attached Invitation to Quote (Digital Marketing and Online Editor). Please indicate the number of days offered against the stated total fee. If accepted, no costs other than those shown on your quotation may be invoiced for this supply

Contract will be evaluated and awarded a Price / Quality ratio and weighting based on the table below: The following table provides information on the criteria breakdown:

Number	Award Criteria	Weighting
	Quality	80%
1.	Please describe how you will approach and undertake this this contract	40%
2.	Please describe your experience of delivering similar projects	20%
3.	Presentation/Interview	20%
	Price	20%

Scoring Guidance - Your answers to the questions above will be scored as follows;

RATING	GENERIC SCORING GUIDANCE
0	No response is provided to the question
20	Response provided but not acceptable, not relevant or contains minimal information or, where relevant to the nature of the question, unacceptable or minimal experience/skills/resources
40	Response fails to satisfactorily answer the entire remit of the question or, where relevant to the nature of the question provides limited relevant information or limited experience/skills/resources
60	Response answers the remit of the question and contains satisfactory information or, where relevant to the nature of the question satisfactory experience/skills/resources but could be enhanced in multiple aspects
80	Response satisfactorily answers the question and contains good information or, where relevant to the nature of the question, good experience/skills/resources but could be enhanced in one aspect
100	Fully detailed response and contains excellent information or, where relevant to the nature of the question excellent experience/skills/resources answering the entire remit of the question

The deadline for returning applications is Thursday 22 August at 12noon with interviews currently planned for Monday 2 September.

It is envisaged that the Contract will commence mid-September 2019.

Please note that by providing us with a quotation you agree to be bound by the Glasgow Life Terms and Conditions which you will find attached. These will apply to any contract awarded to you after you have provided us with your quotation. No other terms and conditions will apply unless accepted by us in writing.

If you have any enquires or questions about the contract prior to the deadline, please contact me on the email address below.

Yours faithfully,

Diana Stevenson
Festival Manager, Glasgow International

Direct phone 0141 287 8910

E-Mail diana.stevenson@glasgowinternational.org