**INVITATION TO QUOTE**

**FOR**

**EU NPA N-LiTe Project**

**Literary Tourism Content Creation Competition**

**This project is Funded by the NPA Europe Programme**

**CLOSING DATE FOR RECEIPT OF QUOTATION:**

Quotes including all attachments by 17:00 on Friday 20th June 2025 by email only to procurement@wdc.ie

Tenderers received after the above deadline and in any other format will not be accepted**.**

**WESTERN DEVELOPMENT COMMISSION**

**Introduction to WDC**

The Western Development Commission (WDC) is a statutory body promoting economic and social development in counties Donegal, Sligo, Leitrim, Roscommon, Mayo, Galway and Clare. The 2019-2024 WDC ‘Work Smarter, Live Better’ Strategy is based on three pillars: short-term, medium-term and long-term.

Regional Promotion: In the short term, the WDC seeks to raise the profile of the region, creating a coherent narrative that highlights the benefits of living and working on Ireland’s Atlantic Coast

Regional Leadership: In the medium term, this work focuses on positioning the west as an innovation testbed. The extension of the Atlantic Economic Corridor [Donegal to Kerry] Hubs Network pilot to the rollout of the National Hubs Network and Connectedhubs.ie platform is an example.

Sustainable Enterprise: The WDC manages the Western Investment Fund with a portfolio value of €75m to invest and lend in enterprise and community projects in the Western Region. The Smart Specialisation Initiative aligns closely with this strategic goal in taking the long-term view. Sustainable Enterprise seeks to create a global competitive advantage in one or two sectors in the long term.

**What is N-LiTe?**

N-Lite is a €1.5. million initiative, part funded by the Interreg Northern Periphery & Arctic (NPA). It is designed to boost the growth and competitiveness of the Literary Tourism (LT) sector, enhancing its appeal and the overall customer experience in partner regions. By tapping into the potential of immersive technology, N-LiTe offers a modern approach to Literary Tourism, ensuring businesses can reach new audiences and deliver unique experiences and content. N-LiTe also recognises the need for sustainable tourism practices and aims to extend the tourism season through innovative digital content.

The project will culminate in an extended-reality platform showcasing stories of the Northern Periphery and Arctic (NPA) region’s literature, culture, history, landscapes, and societies, and new content to support literary tourism development which showcases the voice of young people. The N-LiTe Project partners are:

* Western Development Commission, Ireland
* Visit Tórshavn, Faroe Islands
* Kajaani University of Applied Sciences, Finland
* Regional Council of Kainuu, Finland
* Hamsun Centre: The Nordland Museum, Norway
* Region Vastorbotten, Sweden

**Literary Tourism Content Creation Competition**

The N-LiTe Literary Tourism Content Creation Competition offers the opportunity for microenterprises or organisations operating in the creative content development sector in the NPS region in the West of Ireland (The eligible area includes counties: Donegal, Leitrim, Cavan, Monaghan, Sligo, Mayo, Roscommon, Galway, Clare, Limerick, Tipperary, Kerry and Cork) to submit an application to develop new and innovative digital content which speaks to the theme of **People, Place and Periphery**.

**People** – Celebrating the voices, stories and identities of those living in the West of Ireland;

**Place** – Showcasing the unique characteristics of rural and peripheral communities;

**Periphery** – Challenging stereotypes and highlighting innovation, creativity and resilience on the margins.

A core element of all proposals must be meaningful youth engagement (from 18 to 35 yrs) – whether through co-creation, representation, or youth-led storytelling

Through this project strand the WDC and N-LiTe aims to support the creation of new digital content which will enhance literary tourism in the West of Ireland and which is created by young people. The selected enterprise/organisation delivering content and the final solution will be showcased at the N-LiTe International Symposium in Galway, in Q1 2026.

Successful applicants will be required to:

* Develop and deliver a content campaign (e.g. 3–5 pieces, short-form videos, interviews, blogs, photo essays etc) which connects the theme and delivers a literary tourism output form a youth perspective
* Incorporate collaboration with young people assisting in designing the content, featured/interviewed, co-creative workshops etc);
* Align with the intent of the NLiTe project (narrative and branding guidance will be provided);
* Participate in an online briefing session and attendance at a final showcase in March 2026 (online or in person).

Content must be accessible and suitable for social media dissemination (Instagram, TikTok, YouTube Shorts, or similar).

## Who can apply?

**This competition is open to:**

* Content creators, artists, creative collectives, or youth related organisations based in the NPA region in the West of Ireland;
* Applicants aged 18+, with demonstrable experience in digital content creation;
* Those with access to their own production tools and editing software;
* Creators who can demonstrate a capacity to engage youth groups or audiences.

**Experience working with young people or in participatory/community-led settings is desirable but not essential.**

The NPA area in the West of Ireland includes the counties of: Donegal, Sligo, Leitrim, Mayo, Galway, Roscommon, Clare, Limerick, Cork and Kerry.

## Value of Contract?

The budget for this assignment will be informed by current market rates and value for money. Tenderers are invited to propose competitive pricing based on the scope outlined.

The awardee will also be supported by the N-LiTe project team in Ireland, to ensure the best outcomes for the project.

The final digital solution will be showcased by the participating enterprise / young people at the N-LiTe project International Symposium, Galway, March 2026.

## Role of the successful enterprise

The role of the successful applicant enterprise will be:

To incorporate **young people** either working in, or with, the content development enterprise, **to develop and deliver new digital content for literary tourism in the West of Ireland,** which will ensure visitor engagement and appeal and **relates to the theme of PEOPLE, PLACE and PERIPHERY.**

Applicants can choose their digital delivery method for their LT content.

Examples of such approaches can include, but are not limited to:

* Innovative and cross artform content relating to people and place
* Immersive responses, drone photography, photogrammetry content, AR, VR, XR responses etc.
* Stories related to literary heritage of a specific location
* Digital marketing material supporting LT in West of Ireland
* New content incorporating storytelling, music, dance etc related to literary heritage of the West of Ireland.

## How to apply

As the Western Development Commission is using the OPEN procedure, respondees are required to demonstrate that they have sufficient financial and technical competence to be considered for the contract. Therefore, all respondees are required to provide details of:

* **Organisation Structure -** as relevant to this invitation to quote including management structure, manpower levels, skills and experience.
* **Track Record -** Successfully delivering of a previous contract of a similar nature, scale and complexity carried out over the last 5 years. Include client names & contact details, description of work, delivery date and approx. value.
* **Tax Compliance** - Confirmation that the tenderer / all parties associated with the tenderer are fully tax compliant in accordance with the rules of the Irish Revenue Commissioners
* **Insurances:** Confirmation that relevant insurances being in place

**Respondees must provide all the information outlined above.**

In addition to the required information as outlined above, providers are required to submit the following as part of their proposal:

* **Applicants must submit:**
  + A project proposal (Appendix 2) outlining their content idea, youth engagement plan, and proposed timeline;
  + Links or attachments showing previous work;
* Demonstration of ability to address all aspects of the requirements and where appropriate experience of similar activities.

**Award Criteria and RFQ Evaluation**

* This contract will be awarded on foot of the most economically advantageous quotes in terms of the following criteria and weightings:

| **Criterion** | **Weighting** |
| --- | --- |
| Relevance to theme: People, Place & Periphery | 25% |
| Quality and originality of concept | 25% |
| Youth engagement element | 20% |
| Experience and portfolio | 10% |
| ESG Considerations\* | 10% |
| Value for money | 10% |

\* Tenderers should demonstrate their commitment to ESG principles, such as environmental sustainability, diversity and inclusion, ethical governance, community engagement, and data security. Where relevant, examples of how ESG is embedded in their operations and service delivery should be provided.

For full transparency and clarity, please note the below scoring mechanism and rationale that will be applied for non-cost criteria:

|  |  |  |
| --- | --- | --- |
| **Score** | **Meaning** | **Interpretation** |
| **81% - 100% of the marks** | Excellent | An excellent response demonstrating excellent understanding offering assurance to client – strongly supported. |
| **71% - 80% of the marks** | Very good | A very good response demonstrating very good understanding offering assurance to client – fully supported. |
| **61% - 70% of the marks** | Good | A good response demonstrating good understanding offering assurance to client – well supported. |
| **Less than 60% is unacceptable** | | |

The Award is subject to the availability of funds from the Northern Periphery Area Programme for the N-LiTe project. The project must take place in the NPA partner region in Ireland and be of benefit to the literary tourism sector.

Applications will be assessed by a panel comprising NPA partners appropriate to the regional literary tourism aspect of the programme.

The successful applicant will be required to deliver their content by end October 2025.

The successful applicant will be required to submit a project report to the WDC at the end of the project timeframe (November, 2025).

Final content should include the NPA and WDC logos.

**Evaluation of Qualitative Criteria**

Tenderers must achieve a minimum score of 60% of the total marks available for each the qualitative criteria 2.  Any quote which does not meet this minimum threshold shall be excluded from further consideration.

Following the initial evaluation of quotes, based on the criteria above, the WDC may invite short listed candidates for interview. Interviews may be conducted by phone/Microsoft Teams. These interviews will be for the purpose of clarification only. If this proves necessary, Tenderers will be informed as soon as possible with regard to the proposed date for interviews.

**Project Timeline**

* **Deadline -** Quotes (including all attachments) must be received **at 17:00 on Friday June 20th, 2025** by email only to [procurement@wdc.ie](mailto:procurement@wdc.ie)
* **Queries** - to be submitted by before **17:00 on Friday May 30th, 2025** to [procurement@wdc.ie](mailto:procurement@wdc.ie)

***Tenderers received after the above deadline and in any other format will not be accepted.***

***The subject of the email should state “NLiTe – RFQ” – your Company Name’.***

**It is the providers’ responsibility to ensure a quote has been received before the deadline. In the absence of email confirmation, telephone the WDC on +353 (0)94 986 1441 to ensure that the quote has been received on time.**

**Notes to Tenderers**

If for any reason it is not possible to award the contract to the designated successful tenderer emerging from this competitive process, or if having awarded the contract the contracting authority considers that the successful tenderer has not met its obligations, the contracting authority reserves the right to award the contract to the next highest scoring quote on the basis of the terms advertised.  This shall be without prejudice to the right of the contracting authority to cancel this competitive process and/or initiate a new contract award procedure as its sole discretion.

Any conflicts-of-interest involving a tenderer must be fully disclosed to The Contracting Authority.  Failure to disclose a conflict-of-interest may disqualify a bidder or invalidate an award of contract, depending on when the conflict-of-interest comes to light

Detailed pricing of all quotes will be examined for arithmetical errors and the following approach to the correction of such errors will apply:

* Where there is a discrepancy between amounts in figures and words, the amount in words shall apply.
* Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern unless, in the opinion of The Contracting Authority there is a gross mathematical error in the unit price, in which event the total amount as quoted will govern

If a quote fails to comply in any respect with the requirements set out in this Invitation to Quote or is ambiguous, The Contracting Authority shall be entitled at its absolute discretion, (but shall not be obliged):

To reject the quote as non-compliant;

* Without prejudice to the Contracting Authority’s right to reject the quote to meet with, raise issues and/or seek clarification from the Tenderer in respect of the relevant quote;
* Without prejudice to the Contracting Authority’s right to reject the quote, to request the Tenderer to provide the Contracting Authority with information or items which have not been provided or have been provided in an incorrect form; and/or
* Without prejudice to the Contracting Authority’s right to reject the quote, to waive a requirement which, in the opinion of the Contracting Authority, is not material and/or is procedural.

The WDC will accept no responsibility for any costs incurred in formulation or presentation of proposals.

The WDC requires that all information pursuant to this tender process will be treated in the strictest confidence.

All work produced by the appointed service provider(s) will be the property of the WDC.

Prices and rates quoted should be in Euros and exclusive of VAT. VAT rates should be indicated separately.

Travel costs, where agreed with the WDC, in writing, in advance will be paid as per applicable civil service rates

Prices and terms quoted should be valid for 12 months from the date of receipt of tenders.

Prior to award of contract the successful service provider will be required to produce a valid Tax Clearance Certificate. All payments under the contract will be conditional on the contractors being in possession of a valid certificate at all times. Where a Tax Clearance Certificate expires within the course of the contract a renewed certificate should be submitted to the WDC.

The WDC is liable to deduct withholding tax for professional services at the standard rate of tax.

Any conflicts of interest must be fully disclosed to the WDC.

The WDC reserves the right to terminate the contract at any time if it feels the work being undertaken by the appointed business is found to be unsatisfactory, without the WDC being liable for the full cost.

All bidders are required to adhere to all appropriate regulations and guidelines on the collection, storage, transmission and destruction of personal data GDPR May 25th 2018.

**NOTE: Selected creators must agree to a non-exclusive content licence.**

**Any data collection involving young people must comply with relevant safeguarding and GDPR obligations**

**APPENDIX 1 – FORM OF TENDER**

**THIS FORM OF TENDER MUST BE COMPLETED AND RETURNED BY ALL TENDERERS**.

**Failure to complete fully & sign this Form of Tender may invalidate the offer.**

|  |  |
| --- | --- |
| **To:** | **The Western Development Commission** |
| **From:** |  |
| **Re:** | **INSERT RFQ/RFT TITLE** |

I/We have  examined the quotation documentation and  thereby offer to provide the services in accordance with the details and specification contained within this document.

I/We undertake to perform and complete the Services in accordance with the terms and conditions of the quotation specification.

I/We confirm this quote will remain valid for up to 12 months from date of submission and for the duration of the contract.

**I/We undertake to maintain full confidentiality with regard to all aspects of this quotation process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM[S]** | | | **€** | |
| *DESCRIBE REQUIREMENT* | | |  | |
| **TOTAL COST EX VAT [FOR EVALUATION]** | | |  | |
| **VAT Rate % & Value €** | | |  | |
| **TOTAL COST INCL VAT** | | |  | |
| **Signed:** | |  | | |
| **Name (in Capital Letters):** | |  | | |
| **On behalf of:** | |  | | |
| **Address:** | |  | | |
| **Email:** | |  | | |
| **Telephone:** |  | | **Date:** |  |

**APPENDIX 2 – Response Guidelines**

**Section 1 - General Information**

Name of Lead Applicant:

Address of Lead Applicant:

Person responsible for project communications / management (if different from above):

Lead Applicant Phone (if different from above):

Email of Project Lead (if different from above):

**Section 2 – Detail of Brief to be provided (answers must include, but are not limited to the following):**

* 1. What is the digital solution you propose for your literary tourism project?
  2. Please provide a detailed description of your project and your approach to achieving your project aims.
  3. How will you include young people (16 - 35) in the design and development of your proposed project?
  4. How will it benefit literary tourism development in your location?
  5. Highlight your experience in the delivery of similar projects
  6. Detail how you will manage the project to ensure it is realised within the award timeframe.

**Section 3 - Supporting Documentation**

Please provide any supporting documentation which you feel will benefit / support your application.

Note: Supporting documentation can be uploaded in the form of JPEG, TIF, PDF, Excel or Word documents and should be uploaded when uploading your application form. Documentation not provided with the tender submission shall not be accepted.

Signed

Date

Closing date for receipt of applications is 5:00pm Friday 20 June, 2025