

Scotland + Venice 2023 - Submission

The submission is required to be of a quality to indicate that the project will stand out on a world stage in the competitive and crowded setting of the Biennale. As the project is aimed at a broad audience the narrative approach must be delivered in an imaginative and accessible manner and the content, design and graphics must reflect this while making the subject stimulating and interesting. The creative team should consider communication channels and methods that can be deployed to reach these diverse audiences.

Submissions are sought from a creative team which can provide the full range of skills required to cover all aspects of the project from curation, content development, design, design, production, presentations, activities, overall project management and the Professional Development Programme.

Process

The process is a two-stages:

Stage 1: Proposals to be submitted via Public Contracts Scotland Website by **noon Monday 15 August 2022.**

Shortlisted candidates informed by **19 August 2022.**

Stage 2: Shortlisted candidates will be asked to present and clarify the proposals at the Selection Panel interviews on **24 August 2022.**

Selection Panel

The Selection Panel will represent the Scotland + Venice Partnership along with representatives from industry.

Submission Requirements

Item	Specification (all submissions shall be in PDF format)
Application Form	Written response to brief completed in full and signed by team lead
Concept Images	Images illustrating proposal (maximum 6 sides x A3)
Sample of writing	PDF of article or introduction text from previous exhibition /programme or blog post (maximum 2 sides x A4)
Previous work	Images of relevant previous projects (maximum 3 sides x A3)
Budget Breakdown	Outline budget breakdown including all team fees, materials and production costs, any equipment required etc
Biographies/ CV	Maximum 1 side x A4 per team member

The overall submission should not exceed a maximum of 10 A3 sheets and a maximum of 2000 words.

Submission/ Invitation to Tender

The Invitation to Tender (ITT) must be completed and returned electronically through the Public Contracts Scotland portal. No hard copies will be accepted. Large electronic files may take time to download, and tenderers should ensure that sufficient time is allowed for this to be done. The speed with which submissions are made is dependent on the size of the document - the maximum that can be uploaded to PCS per bid is 100Mb. Tenders are to be submitted in Microsoft Office Word or PDF format through the Public Contract Scotland website - the maximum that can be uploaded to the Public Contract Scotland portal.

All submitted documents should be in English and clearly labelled with the team lead's name.

The email submission, including all attached documents, must be a maximum of 5MB by **noon Monday 15 August 2022**.

Any questions regarding the tender can be submitted via the Public Contracts Scotland portal by **noon on 3 August 2022**. All questions and answers will be shared with all parties who have submitted notes of interest.

Criteria for Selection

Quality Criteria	Points (out of 100)
Strength and clarity of concept and proposal in response to brief	20
Previous work – relevance and quality	20
Collective experience and strength of team	20
Strength of audience engagement and potential to promote widerawareness and aspiration	20
Budget Breakdown	20

Scotland + Venice partners do not undertake to accept any tender submitted and reserve the right to negotiate for appropriate modifications.

Submission Deadline	15 August 2022
Shortlisted candidate will be notified by	19 August 2022
Shortlisted candidates must be available for interview	24 August 2022
The successful applicant will be notified by	26 August 2022

Key Project Dates

Curatorial vision and narrative sign off	Early October 2022
Collateral Events Submission	October 2022
Project development	October 2022–late January 2023
Project production	Late January-late March 2023
Installation	Late April-mid May 2023
Biennale Preview	18 + 19 May 2023
Biennale Dates	20 May – 26 November 2023
Demount	27 November – 5 December 2023
Final Report	January 2024