SHRC
Scottish
Human Rights
Commission

Invitation to Quote

November 2026

Scottish Human Rights Commission website content audit

Quote reference: SHRCCE1

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2. Invitation

You are invited by the Scottish Human Rights Commission to quote for the provision of the services detailed in the attached brief. Your quotation must be received by no later than noon on **Monday November 30 2026**. It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. The Scottish Human Rights Commission may undertake not to consider quotations received after that time.

The Scottish Human Rights Commission is not bound to accept the lowest price or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain firm for 60 days from the submission date. Value Added Tax (VAT) should be shown separately, and the VAT registration number given.

The quotation will be evaluated using the following criteria and weightings:

Evaluation Criteria	Weighting
Quality	80%
Price	20%

By providing us with a quotation you agree to be bound by the Scottish Human Rights Commission's Terms and Conditions which will apply to any contract awarded to you after you have provided us with our quotation.

Completed responses to this ITQ should be submitted by email to media@scottishhumanrights.com by the deadline of **5pm on Monday November 30 2026**.

All correspondence should include the quote reference in the subject heading.



David Lees
Head of Commission Secretariat & Business Support

3. Introduction

This is an Invitation to Quote (ITQ) to conduct an audit of the content of the SRHC website.

Project milestone	Deadline
Closing date for the Invitation to Quote	Nov 30 2026
SHRC conducts interviews	w/c Dec 14 2026
Contract awarded	By Dec 18 2026
Provider attends briefing with the SHRC and project commences	w/c Jan 11 2027
Delivery of audit	Mar 26 2027

All necessary activities required to deliver the provisions identified in this ITQ must be planned, delivered, and concluded to accommodate this timescale.

4. Terms of reference and summary of requirement of response

The Terms of Reference (ToR), attached at Appendix 1, contain the full scope of the requirement relating to this ITQ. The ToR include context setting and background information that are the basis for the decision to conduct this project.

The core requirements for the written response are contained in sections of the Terms of Reference (ToR); at Appendix 1, including Assessed Requirements. Each element within this section should be addressed in your response.

In addition to this, the SHRC needs to understand and assess the relevant knowledge and experience of prospective contactors. A key part of the response should include evidence of similar or comparable provisions to provide assurance of capability and capacity to carry out this project.

The price submission should reflect the number of days associated with each activity.

Bidders should include narrative around their approach to completing the work including, where necessary, any expected inputs from the SHRC.

5. Budget

We have a maximum budget of £9,000 (including VAT) for this work.

Please provide a full breakdown of your costs indicating clearly whether these are inclusive or exclusive of VAT.

Please note the requirement is for a fixed price proposal.

Where appropriate, a milestone payment schedule will be established based on satisfactory achievement of agreed delivery outcomes across the contract term.

Prices quoted should be in pounds sterling (£) and must be held firm for 60 days from the submission date.

6. Proposal submission

6.1. Submission format

To quote for this provision, please send us a written quote setting out as a minimum:

1. Your relevant skills, experience, and qualifications for conducting a project of this nature. Evidence of carrying out similar projects for a public sector, civil society organisation, or a National Human Rights Institution, would be an advantage.
2. Your proposed plan to deliver the range of Requirements, Objectives and Deliverables.
3. Your proposed approach to completing the work including any input you would require from us.
4. Your proposed price for this work including a breakdown of days against each element.

6.2. Submitting your proposal

Proposals should be submitted by email to; media@scottishhumanrights.com by no later than 5pm on November 30 2026 and contain the quote reference in the subject heading.

We will email confirmation of receipt of your proposal. Late submissions will not be considered.

We will review all the proposals we receive against our Terms of Reference, attached, and evaluation criteria. Interviews will be undertaken on the week beginning the December 14 2026.

We aim to make a final decision by December 18 and a contract will be awarded subject to final agreement of T&Cs.

7. How we will evaluate submissions

Submissions will be evaluated based on the Most Economically Advantageous Tender (MEAT) method, to maximise the opportunity to deliver Value for Money (VfM).

Evaluation Criteria	Weighting
Quality	80%
Price	20%

Proposals will be evaluated using the following weighted criteria;

7.1. Quality

7.1.1. Weightings

Quality criteria	Category Weighting
Relevant skills and experience	20%

Quality criteria	Category Weighting
Response to the Core Objectives / Requirements of the Project (contained in ToR)	40%
Plan/approach for Deliverables (contained in ToR)	20%
Total	**80%**

7.1.2. Assessment

The Quality elements of the submissions will be evaluated against the scoring structure below.

Assessment	Standard Measure	Scores (0-10)
Excellent	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirements and provides details of how the requirements will be met in full.	10
Good	Good Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.	8
Acceptable	Acceptable Response is relevant and acceptable. The response addresses a broad understanding of the requirements but may lack details on how the requirements will be fulfilled in certain areas.	6
Limited	Limited Response is partially relevant. The response addresses some elements of the requirement with partial detail. There are a few concerns about whether or not the requirements can be met.	4

Assessment	Standard Measure	Scores (0-10)
Poor	Response is generally poor. The response contains insufficient/limited detail or explanation to demonstrate how the requirements will be fulfilled.	2
Unacceptable	Unacceptable Nil or inadequate response. Fails to demonstrate an ability to meet the requirements.	0

Each written submission will be evaluated as follows;

- Each quality criteria will be awarded a score.
- These scores are then weighted against the predetermined % weightings
- A weighted score is then calculated by multiplying the weight by the score and dividing by 10.

This is illustrated in the worked example below.

7.1.3. Example evaluation

Example proposal 1

Quality Criteria	Weight (80%)	Score (0-10)	Weighted Score
Quality - Relevant skills and experience	40%	8	32
Quality - Response to the Core Objectives / Requirements of the Project (contained in ToR)	40%	6	24
Quality - Plan/approach for Deliverables (contained in ToR)	20%	8	16
Total (of quality)	100%		**72**

Example proposal 2

Quality Criteria	Weight (80%)	Score (0-10)	Weighted Score
Quality - Relevant skills and experience	40%	6	24
Quality - Response to the Core Objectives / Requirements of the Project (contained in ToR)	40%	6	24
Quality - Plan/approach for Deliverables (contained in ToR)	20%	10	20
Total (of quality)	100%		**68**

Example proposal 3

Quality Criteria	Weight (80%)	Score (0-10)	Weighted Score
Quality - Relevant skills and experience	40%	8	32
Quality - Response to the Core Objectives / Requirements of the Project (contained in ToR)	40%	6	24
Quality - Plan/approach for Deliverables (contained in ToR)	20%	6	12
Total (of quality)	100%		**68**

7.2. Price

7.2.1. Weightings

Price criteria	Category Weighting
Price / Competitiveness	20%
Total	**20%**

7.2.2. Assessment

The Price criteria will be based on;

- The lowest priced compliant bid will be awarded maximum points (20).
- The points for the other proposals will be scored relative to the lowest priced compliant proposal.
- Thereafter the price weighting detailed in the tables below will be applied to obtain the final weighted price score.

The calculation is as follows:

Lowest bid divided by each bid multiplied by price weighting factor (20%) multiplied by 100.

This is illustrated in the worked example below.

7.2.1. Example evaluation

Example proposal 1

Price Criteria	Weight (20%)	Quoted £	Weighted Score
Price / Competitiveness	100%	£9,500	18.9

Example proposal 2

Price Criteria	Weight (20%)	Quoted £	Weighted Score
Price / Competitiveness	100%	£10,000	18.00

Example proposal 3:

Price Criteria	Weight (20%)	Quoted £	Weighted Score
Price / Competitiveness	100%	£9,000	20

7.3. Combined evaluation

The total weighted scores for Quality and Price will be added together to determine the Most Economically Advantageous Tender, illustrated in the worked example below.

Proposal	Quality score	Price score	Total score
1	72	18.9	90.9
2	68	18	86
3	68	20	88

8. Freedom of Information

In accordance with the obligations and duties placed upon public authorities by the Freedom of Information (Scotland) Act 2002 (FOISA) and the Environmental Information (Scotland) Regulations 2004 (EIRs), all information submitted to the Contracting Authority (the SHRC) may be disclosed in response to a request for information made pursuant to FOISA and/or the EIRs.

In submitting a proposal, bidders must understand and accept that information disclosed by the SHRC in response to a FOISA or EIR request may include, but not be limited to, disclosure of their proposal or any part thereof or any information contained therein and/or any score or other details concerning evaluation of their proposal.

If a Bidder considers any information in their proposal is confidential and/or commercially sensitive, they shall clearly identify which information they consider to

be confidential and/or commercially sensitive, explain the potential implications of its disclosure and provide an estimate of the period of time during which they believe the information is likely to remain confidential and/or commercially sensitive.

If a Bidder identifies any information in their proposal as confidential and/commercially sensitive, the SHRC will consider in its sole discretion withholding it from disclosure or publication however Bidders shall note that, even where they have identified information as confidential or commercially sensitive, the SHRC may nonetheless be required to disclose or publish such information in accordance with FOISA or the EIRs, without consulting with, or obtaining consent from, the Bidder.

Bidders shall note that the SHRC is required to form an independent judgement upon whether the information is exempt from disclosure under FOISA or the EIRs and whether the public interest favours disclosure or not and offers no guarantee that information identified as confidential and/or commercially sensitive will be withheld from disclosure or publication.

If a Bidder receives a request for information under FOISA or the EIRs during the course of the competition, they must immediately refer such a request to the SHRC.

The SHRC may publish the names of Bidders on its website.

9. Data Protection / Security Requirements (for suppliers with no access to our internal network)

Bidders should provide confirmation of compliance with our requirements in relation to data and information security.

Data Protection – the SHRC would prefer that all data be resident within the UK (failure to meet this point requires additional processes to be completed by the supplier and the SHRC).

You should confirm compliance with all UK data protection laws, and you should be certified with Cyber Essentials or the equivalent.

10. Confidentiality in Respect of the ITQ Process

This ITQ and all additional information concerning the SHRC are made available to Bidders on a confidential basis for the purpose of this process only. Information

gained during the ITQ process must not be communicated to any other party, during or after the process.

Bidders may disclose, distribute, or pass the ITQ to their advisers, subcontractors, consortium members or other persons provided:

- this is done for the sole purpose of enabling them to submit a proposal and the person receiving it undertakes in writing to keep it confidential on the same terms as the bidder.
- the bidder obtains the SHRC's prior written consent in relation to the disclosure, distribution or passing of an ITQ.
- the Bidder is legally required to make a disclosure or the ITQ has been published in accordance with the conditions relating to the SHRC's obligations in relation to transparency.

The SHRC may disclose information submitted by Bidders during the Procurement to its officers, employees, agents, or advisers who are stakeholders in the Procurement.

The SHRC may disseminate information provided by Bidders that is materially relevant to the Procurement, to other Bidders subject to any:

- procedures described in the ITQ for raising questions and/or clarifications;
- duty to protect commercial confidentiality in relation to the information contained within a proposal (unless such duty is overridden by a requirement for disclosure under FOISA).

11. Canvassing

This procurement is being carried out by ITQ. Any questions relating to the ITQ should be directed to media@scottishhumanrights.com.

All correspondence should include the Quote reference in the subject heading.

Responses to all clarification questions will be sent to all Bidders.

12. Appendix 1: Terms of Reference

Scottish Human Rights Commission website content audit

12.1. About the SHRC

We are Scotland's independent human rights watchdog. We are the National Human Rights Institution for Scotland, with 'A status 'accreditation from the UN. Our job is to work with people and communities to understand their experiences, hold public bodies to account where human rights are not upheld, and help them to do better.

12.2. Background to the work

The SHRC plans to update its website scottishhumanrights.com.

As part of this process, we would like to audit the existing website content, including all microsites, to assess which pages will migrate to the new site. The project report will support us with creating a brief for the website tender. The project should include:

- A collaborative workshop with SHRC staff to understand our audit and website needs
- Reading and understanding of the internal documentation relevant to the project e.g Communications Strategy, Tone of Voice Guidelines, accessibility compliance
- A full inventory of the site content (structure, pages and publications)
- A review of the structure and content of the website against accessibility, tone of voice, accuracy, user experience and search engine optimisation with recommendations
- In-depth qualitative audit of an agreed sample of up to 125 pages, including copywriting recommendations for ten pages
- Presentation and delivery of all data and recommendations

12.3. Tender Decision Notification

SHRC is not bound to accept any tender.

For this project prospective contractors will be asked to participate in an interview before a final decision is made regarding awarding a contract.

All those who have been involved in the tendering process will be informed in writing or by telephone. Feedback can be provided to unsuccessful applicants at this point on request.

12.4. The Contract

The contract will contain information regarding the terms and conditions for the specific piece of research being commissioned. The SHRC works from a template contract which will be personalised through negotiation with the successful researcher/s and signed by both parties.

The contract will cover:

- General Terms and Conditions
- The agreed proposal and any subsequent correspondence, amendments etc
- The agreed scope of project.
- A timetable for delivery and payment schedule.
- A statement regarding copyright and ownership of the data and any outputs.
- Arrangements for approval of any sub-contracting.
- The law applicable to the contract.