

TENDER TEMPLATE AND
CONTRACT - DIRECT
PROCUREMENT



Project: Learn, Create, Engage (ESF)

Direct procurement for services

Procuring Media Evolution Southern Sweden AB	organisation: Orgnr: 556774-4247
The supplier's tender is sent to: rebecka@mediaevolution.se	
Submitting deadline: March 28th, 2024, 06:00am	

Description of needs, what is to be procured:

Title activity/course/assignment:

Developing creative processes with AI

Background/ context:

Just like with other industries, the cultural and creative sector faces a complex mix of opportunities and challenges in adapting to the accelerating digital transformation. The OECD study "Culture shock: COVID-19 and the cultural and creative sectors" emphasizes that a weakened cultural sector would have negative effects on society at large, including fewer job opportunities, decreased innovation, and diminished well-being. The lack of sector-specific skills development is therefore concerning.

The project "Learn, Create, Engage," jointly undertaken by Media Evolution and the Cultural Administration of Region Skåne, aims to bridge the gap between current skills and future success within the sector through tailored skills development and access to high-quality resources. With a focus on digitalization within the cultural and creative sector, the project also aims for equity and adaptation. The project is financed by the European Social Fund/European Union.

The project comprises four different tracks: (1) courses in adaptive mindset for sustainable transition, digital tools for artistic processes, and digital tools for creative entrepreneurs, (2) a longer course in data-driven methods, (3) a mentoring program for networking and knowledge sharing, and (4) activities for disseminating insights within the project. The project's target audience is the cultural and creative sector of Skåne, including public, private, as well as foundations and associations. The sector includes architecture, film, photography, performing arts, literature, form & design, art & crafts, music, games & media. The project aims to actively, balance, and critically utilize the opportunities of digitalization concerning both the artistic and creative creation process as well as dissemination and accessibility.

Need:

The increasing integration of AI across various industries brings new opportunities for creative expression and innovation. In a competitive environment, the ability to use AI to generate and enhance ideas can serve as a potential differentiator for companies and organizations striving for high levels of innovation and quality in their work. This training aims to meet the growing demand for skills in both creativity and AI technology by providing participants with the tools and knowledge to incorporate AI into their creative processes, specifically in the stage before ideas are produced.

The effort could, for example, include:

- An overview of how various AI tools can be used to stimulate and expand creativity, boosting the richness of ideas and levels of innovation.

- Concrete methods for utilizing AI tools to generate and improve ideas.
- Clear demonstration of why and how AI tools can be employed to collaborate with AI in the pre-production, marketing, and sales stages of idea development.
- Practical exercises.
- Group discussions to allow participants to share experiences with each other.

The effort should not:

- Specifically focus on the production of texts, images, lighting, etc.

Target Group:

The course is primarily aimed at professionals within the cultural and creative sector in Skåne, including: Performing Arts, Film, Photography, Literature, Form & Design (including fashion), Architecture, Art & Crafts, Music, Games & Media and other.

Location:

We prefer that the course is conducted on-site in Skåne. The location will be determined and covered by the project. If providers believe that the training is suitable for digital delivery, this should be described and covered by the provider.

Language:

Swedish or English

Timeline/when and capability of adaptation:

We see advantages in scheduling the course over 1.5 to 2 days, but it is up to the provider to propose the desired number of course hours.

The trainer should:

- Possess extensive knowledge and experience in the field of AI, including research and practical applications.
- Effectively convey up-to-date knowledge about artificial intelligence within the context of creative processes in a pedagogical and inspiring manner.
- Ability to efficiently integrate AI tools and techniques into creative workflows to enhance and develop creative outcomes.
- Strong understanding of the conditions and requirements specific to the cultural and creative sectors and their industries.
- Capability to manage certain requirements for participant attendance and documentation as per the regulations of the European Social Fund (the project owner will provide information on these upon acceptance of the bid).

Attached to the tender:

- Proposal for the layout and structure of the course; sections, content, as well as suggestions for the total number of sessions and their structure.
- Trainer, including CV and references from previous similar assignments or work deemed equivalent by the client.

Approximate course dates:

We would prefer the course to be conducted in May 2024 (or the beginning of June).

The tender will be awarded to the supplier who meets the Buyer's requirements and, according to the Buyer's overall assessment, submits the best offer based on a combined assessment of price and quality.

Upon submission of the tender, the Supplier confirms that the company has a stable and sound financial position, that all relevant laws (e.g., registration requirements, payment of taxes and fees) are fulfilled by the Supplier, and that the Supplier, or its representatives, have not been convicted of any crime that may jeopardize a future agreement and execution of the assignment.

Tender to be filled in by the bidder

When submitting the tender, please write directly in the document below and send it to the email address provided for the procurement manager handling the direct procurement.

Bidder:

Organisational number:

Person of contact:

Email:

The bidder certifies that they meet all the requirements specified in the direct procurement.

If NO, please specify the reason/how:

The bidder describes here how they meet the requirements, what can be delivered, and how delivery will be carried out:

Offered prices should be stated excluding VAT.

The bidder should enter the offered price in the text box, which should include all costs for the execution of the assignment. Compensation for travel, per diems, and similar expenses will not be provided to the Supplier. The location is determined and funded by the project, if it's physical.

Price in SEK:

General terms and conditions for the purchase of services

Delivery Terms

The Supplier should be able to commence the assignment no later than **mid-June 2024**. Final delivery shall occur at the time agreed upon between the Buyer and the Supplier.

Intellectual Property Rights

Through this agreement, the Buyer shall obtain ownership of all materials and results arising from the execution of the assignment. All copyrights as well as any patent rights or other intellectual property rights attributable to the results shall belong to the Buyer. The Supplier is not entitled to utilize the results in their ongoing operations without the agreement of the Buyer, and in such cases, it is stipulated that the results shall be presented in context with information about the financier (European Social Fund).

Compensation

Price according to the Supplier's tender.

Compensation for travel, per diems, and similar expenses will not be provided to the Supplier.

Agreed prices are stated excluding VAT.

General conditions

Handling of orders

The Supplier should be able to receive orders via telephone and email, and a written order confirmation must always be sent from the Supplier to the Buyer.

Terms of invoicing and payment

The Supplier should provide electronic invoices.

Invoicing should be done monthly in arrears with a specification per item and service. The cutoff point is the last day of each month. The Buyer shall make payment no later than 30 days after receipt of the invoice and completion of the approved delivery/work. Payment shall be made in Swedish Krona (SEK).

Invoicing and administrative fees must not be charged. Interest on late payment of a correct invoice shall be charged according to the provisions of the Interest Act. In case of incorrect invoice address and/or labeling, a credit note shall be issued, and a new invoice shall be sent.

Invoice to be sent via email to: inbox.lev.280738@arkivplats.se

Media Evolution Southern Sweden AB

Stora Varvsgatan, 6A, 211 19 MALMÖ

Reference: Learn, Create, Engage

Provide your reference

Laws, regulations, etc.

The Supplier shall adhere to applicable laws, regulations, and standards as well as provisions issued by state and municipal authorities and agencies that are or become applicable to the Supplier's performance of the assignment during the validity period of this agreement.

Confidentiality

The Supplier, their employees, and any subcontractors undertake not to disclose confidential information to any third party, which they receive from Media Evolution or which emerges during the execution of the assignment.

Confidential information in this agreement includes, among other things, such information covered by the confidentiality and non-disclosure obligations as stipulated in the Public Access to Information and Secrecy Act (SFS 2009:400) and the provisions of the Patient Data Act/PDL (2008:355).

Confidentiality shall also apply after the termination of the agreement.