



Invitation to Tender

'Factual Content Package'

Issued: Tuesday 15 October 2025

Deadline for tender questions: 12:00 mid-day Tuesday 4 November 2025

Deadline for receipt of applications: 12:00 mid-day 26 January 2026

Interviews (if required): Week of 16 February 2026

(Please note that S4C has the right to change the above dates)

INVITATION TO TENDER

Factual Content Package

1. Introduction

Companies^[1] are invited to apply to produce a package of Factual Content, with the intention of broadcasting from Summer 2026.

Our factual content is central to the channel's schedule and this tender offers the opportunity to an individual company or companies to come together to offer a package of ambitious and creative content.

The Package

28 hours of content shared over a period of two years (14 hours per year to be delivered across the period of the Contract).

A minimum of 10 hours per year for linear broadcasting, and a minimum of 2 hours per year to be published as a digital series on Youtube. We are open to receiving and discussing ideas for the remaining 2 hours of content.

We are looking for a package of factual content that offers value for money over a period of two years. The package must offer a variety of 30m and 60m series, single docs, shortform content for Youtube and content for social media.

This content will be broadcast/published linearly, on Clic and iplayer, and across all our relevant digital platforms. All content is expected to be cleared for publication on Youtube.

A minimum of 2 hours of content will be published for digital broadcasting on our Youtube platform.

We are keen to have content across the non-fiction range/genre but in particular we are looking for the following:

- History (living memory)
- Lifestyle
- Returnable factual formats
- Powerful single documentaries on contemporary issues
- Strong personal stories

We are also keen for sustainability considerations to be included in the production plan / in the content elements.

2. Scope of the agreement

^[1] For the purpose of this tender, companies means any company, partnership, individual or consortium, or any applicant responding to this request to tender.

It is intended to offer a two-year contract (2026/2027 and 2027/2028). The right is also reserved to extend the agreement for an additional year on the same terms but it is not possible to confirm such an arrangement at this time.

S4C estimates that the cost of producing and communicating all the programs will be the sum of up to £1.5 million (£750,000 per year).

This price is stated as a guide only and is offered as an indication of the funds available. Each company should clearly state in its application the exact provision that S4C can expect for this price. S4C will welcome applications that are lower than the price objective but they will have no duty to offer the tender to the Company that offers the lowest price.

3. Details to be submitted

We request that you present the details listed below. There is no standard format for presenting the details but Companies are encouraged to avoid expenditure on expensive and overly colourful presentations. For the avoidance of doubt, S4C will not be liable for any costs incurred in the preparation or delivery of any submission, or for those which arise out of attending any interview or making any presentation to S4C. If we invite a presentation, we ask that you limit it to 15 minutes.

3.1 Details of any company (or companies forming a partnership) for this application:

- Name of the company (or partnering companies)
- Main points of contact for the company(s)
- Where a partnership has been created – details on how the companies will share responsibility for operating the production / post-production / business / administrative / financial matters

3.2 Your vision for the series – including treatment and format, style and tone, target audience, on-screen contributors.

3.3 Your plan for providing supplementary digital material to accompany the content

3.4 Information about the production operational infrastructure

3.5 Knowledge of any technical infrastructure

3.6 Organogram of the production team identifying the key members:

- (a) Lead point of contact/Executive producer*
- (b) Directors and producers
- (c) Research
- (d) Main Contact for Production Management/ Business

*For 3.6 (b) you will need to have obtained the permission of these people to use their names in your application.

3.7 Your experience of producing programmes of this genre

3.8 Budget based on the details in this invitation to tender and the details in **Appendix A, the Financial Notes.**

3.9 Any comments arising out of **the Contractual and Legal Notes** included in **Appendix B**, along with a statement that the Company will conform with S4C's good practice guidelines.

3.10 Details of any additional factors or benefits to S4C

4. Stages and timetable for the tendering process

You are requested to submit your application **electronically (including the budget) to:**

E-mail address: tendr@s4c.cymru

Applications to be received by: **12.00 midday on Monday 26 January 2026**

NO SUBMISSIONS WILL BE ACCEPTED AFTER THE CLOSING TIME AND DATE.

S4C accepts no responsibility for the shortcomings of any delivery system or for any lost, delayed or defective applications. It is up to the Company to ensure that its submission (and all related attachments) is prepared in good time (taking into account the possibility of staff absences or technical failures) and is submitted in advance of the closing date and time. Proof of dispatching will not be deemed to be proof of delivery and Companies are advised to seek an acknowledgement of receipt. We suggest that any attachment is less than 5MB or a transmitter such as Dropbox could be used.

The panel will select a shortlist and inform the short-listed companies before the end of the day on Friday **6 February 2026** inviting them to an interview (if needed and the same assessment criteria will be used). S4C will notify the unsuccessful companies on the same day. It is anticipated that the interviews will take place during the week of the **16th of February 2026**. S4C reserves the right not to conduct interviews.

If a Company is successful (subject to contract), S4C will contact the Company by e-mail by **23rd of February 2026** at the latest, and will notify the other Companies interviewed that they were not successful on the same day. If no one is successful, then S4C will notify all the Companies interviewed of this, on the same day.

A period of one month is set aside to discuss any other budgetary and contractual issues and the final agreement is expected to be signed within the month.

5. Evaluation Factors

A panel of S4C representatives will assess the submissions. This panel will consider the full details included in the submissions and any further information or points of clarification received during the interview, and will make the final decision regarding the tender at its own absolute discretion.

The final decision on the successful tender (if any) is based on the following criteria and the maximum score attributable to each criterion is set out below:

| Assessment Criteria | Maximum Score % |
|--|-----------------|
| Editorial content of the application – Vision, Plan and format | 35 |
| The application's digital plan | 35 |
| The Company's experience of producing similar programmes | 15 |
| Key individuals relating to the application | 5 |

| | |
|---|----|
| Best use of the budget to include assessment and analysis of different elements of the budget | 10 |
|---|----|

6. Further enquiries or questions

If you have any questions relating to the process please send an e-mail to S4C at tendr@s4c.cymru before mid-day on **4 November 2025** - it is not possible after this date and a representative on behalf of S4C will contact you. Please be advised that, in order to ensure fairness to all potential applicants, the answers to all enquiries may be available on the S4C Production website. However the source of the query will not be publicised. It is reminded that S4C officials should not be contacted to make any enquiries.

Please note

The invitation is subject to the Legal Notes in **Appendix B** and is open to all Companies that believe they can meet the requirements and criteria contained in this invitation, subject only to the financial restrictions in the invitation. Companies without any previous broadcasting experience but with relevant expertise (e.g. from creating multimedia products or interactive applications or resource companies) can be part of an application.

Ultimately, S4C is not duty bound to offer the tender to any Company, and there is nothing in this document which would compel S4C to do so. In particular, but without limitation, S4C will have the option of awarding the tender and the commission either to one Company or to share the commission between two or more Companies. On the other hand, S4C will have the right not to award the tender and the commission to any Company.

Each Company is required to provide details if there is any possibility that there may be a conflict of interest between individuals involved in the application and any member of S4C's staff, to enable S4C to assign staff to the process who have no personal relationship with the application.

List of appendices

Appendix A – Financial Notes

Appendix B - Legal and Contractual Notes

APPENDIX A

Financial Notes

Applications are required to include a standard 36 schedule budget. Copies can be downloaded from

<https://www.s4c.cymru/en/production/page/forms-and-agreements>

1. The budget should be prepared on the basis of the following requirements:
 - 28 hours of content shared over a period of two years (14 hours per year).
 - A minimum of 10 hours per year for linear broadcasting, and a minimum of 2 hours per year to be published as digital series on Youtube, and the remaining 2 hours open to your suggestion of content.
 - This content will be broadcast/published linearly, on Clic and iplayer, and across our relevant digital platforms. All content is expected to be cleared for publication on Youtube.
 - A budget for the two years of up to £1.5m (£750,000 per year) and 1 budget should be presented on a two-year basis to go with the duration of the agreement.
2. The company will be responsible for clearing any content such as contributors, third party material, music etc.

The programs should be cleared in accordance with S4C's General Terms (https://media.cms.v3.s4c.cymru/media/media_assets/TC_Saesneg_2021_Drafft_terfynol_iw_gyhoeddi.pdf) and worldwide (where possible)

The digital content should be cleared in accordance with S4C's Standard Short Form Terms (https://media.cms.v3.s4c.cymru/media/media_assets/Standard_Shortform_Terms_Saesneg_-_draft.pdf) and worldwide (where possible)

Any restrictions should be noted in the application / budget details.

3. You should include the total cost of fully complying with S4C's Technical guidelines at:
https://media.cms.v1.s4c.cymru/media/media_assets/Technical_Standards_for_Delivery_of_Television_Programmes_to_S4C_2020_Rev_1a.pdf
https://media.cms.v1.s4c.cymru/media/media_assets/Aug2020_Delivery_Requirements.pdf
4. The cost of insuring production work should be included in the budget along with the management fee and administrative costs associated with producing the programmes.
5. You should include the cost of conforming fully to S4C's Legal Notes as noted in **Appendix B**.

Each application must include details if it is envisaged that there is any possibility of obtaining funding or financial assistance from any other source i.e. if the rates have been prepared on the assumption of working with third parties or that a grant may be received. Please note that it is S4C's responsibility alone to arrange, secure or receive sponsorship towards the service/programmes and no company should submit an application on the assumption or basis that it will be possible for it to secure additional sources of funding (over and above the contract price agreed with S4C) via sponsorship or advertising.

APPENDIX B

Legal Notes

1 No Obligation to Offer the Contract

Nothing contained in this document nor any communication between S4C and you regarding the tendering process or the tender response shall constitute a contract for the provision of any service covered by this tender process nor a warranty or a representation that any contract will or may be awarded.

S4C reserves the right to withdraw from and/or abandon and/or defer this tender process at any time, not to award any contract as a result of this tender process, to supplement, revise and/or clarify the terms and conditions of this document and/or to require applicants to clarify their tender responses and/or to provide additional information in relation thereto.

2 Conflict of Interest

You are required to provide details if it is envisaged that there may be a conflict of interest between individuals involved in your application and S4C staff. This is to enable S4C to ensure that it assigns staff to the tender process that have no personal relationship with any applicant or consortium member of relevant staff.

3 Confirmation of Correct Information

By submitting a response to this tender, applicants confirm that all information provided remains true, complete and accurate.

4 Contract

The agreement will continue for a period of two years (2026/2027 and 2027/2028) until all relevant programmes, content and paperwork have been delivered to S4C.

In particular, the successful company will be contracted in accordance with S4C's standard General terms and/ or Shortform Terms, which can be found here:

[Forms and Agreements | Production | S4C.](#)

However, S4C reserves the right to vary and amend those terms in such a way as S4C deems necessary and the agreement will have to reflect and

confirm the terms on which the commission was offered to the successful company (if relevant).

By submitting a response to this tender, it is assumed that you accept the General Terms and the Standard Short Form Terms and the conditions of these documents.

If, following the awarding of the tender, financial or contractual negotiations do not develop satisfactorily, S4C reserves the right to offer the tender to another candidate or to tender again.

S4C and the successful company/companies will be the only parties to the contract.

S4C has no obligation to accept all elements of the successful application (should there be one). It could accept elements of one or more of the applications. This could result in companies collaborating with others in order to provide the services in accordance with S4C needs. You agree to this when submitting your application.

5 Codes of Practice and Guidelines

The successful company will be required to comply with the following codes of practice, legislation and guidelines (amongst others):

- Ofcom Broadcasting Code
- Health and Safety Legislation
- Data Protection Legislation
- S4C Technical Requirements
- S4C Child Protection Policy
- S4C Social Media Policy and Guidelines
- S4C Welsh Language Guidelines
- S4C Best Practice Guidelines in relation to Competitions
- S4C Brand Guidelines
- S4C Statement of Commitment to Diversity
- Harassment Prevention policy and guidelines
- Any other guidelines which are applicable to S4C or S4C services during the broadcasts

Each applicant should include the cost of complying with the above (including to cost of appropriate advice) within the application. Many of these guidelines are available on the S4C Production Website which is available at <http://www.s4c.cymru/en/production/page/1154/guidelines/>

6 Freedom of Information

S4C is subject to the provisions of the Freedom of Information ("FOI") Act 2000. If you consider that any information supplied by you to S4C pursuant to this invitation is commercially sensitive or confidential in nature, this should be highlighted explicitly and the reasons for its sensitivity set out in full in the tender response. Please note, however, that identifying information as confidential or commercially sensitive does not guarantee that it will be exempt from disclosure. S4C retains the discretion to decide whether or not particular information is exempt from disclosure.

7 Data Protection

By submitting a tender response, you confirm that you have informed all individuals identified in the tender submission that you will share their personal data in this way. You acknowledge that S4C will process all personal information provided as part of the tender response in accordance with the General Data Protection Regulation 2016 and the Data Protection Act 2018. The S4C Privacy Notice is available on www.s4c.cymru and you will notify all individuals whose personal data is provided to S4C of this clause 7. S4C will process any personal data provided in your tender response on the ground that it is in your and S4C's legitimate interests to process all personal data provided by you as part of the tender response for the purpose of evaluating the tender response.

8 Confidentiality and Publicity

By submitting a response to this tender, you agree to keep confidential, any information which is disclosed or otherwise made available to you by S4C in any medium whatsoever during or in connection with this tender process. You shall not use such information for any purpose other than the preparation of the tender response and shall not disclose such information to any person other than in confidence and on a need to know basis to those persons who are directly involved in the preparation of the tender response. Such obligations of confidentiality shall not apply to documents already in the public domain at the time it is disclosed or made available to you by S4C.

By submitting a response to this tender you agree not to, and agree to ensure that your employees do not, issue any publicity of any kind (including but not limited to notices and/or posts via social networking sites such as Facebook or Twitter or otherwise) regarding the subject of this tender or any decision of S4C in relation to any element of this tender unless S4C has provided prior written consent to such communication.

9 Disclaimer

S4C gives no warranty or representation regarding the completeness or accuracy of any information contained in this document and any reliance placed on any such information by you is at your own risk.

10 Non-Collusion

By submitting a response to this document, you certify that:

1. the tender response is bona fide and intended to be competitive;
2. you have not fixed or adjusted the response by or under or in accordance with any agreement or arrangement with any other person (other than, in the case of a consortium, the other consortium members) or required any other applicant to do the same; and

3. you have not communicated to any person other than S4C the amount or approximate budget or price of the tender response, except where the disclosure, in confidence, was necessary to obtain insurance premium or other quotations required for the preparation of the tender.

11 Inappropriate Conduct

If you or your appointed advisor makes any attempt to inappropriately influence this tender process or the award of the contract in any way, S4C may disqualify your tender response in S4C's absolute discretion. Any direct or indirect canvassing by you or your appointed advisor in relation to this procurement or any attempt to obtain information from any of the employees or agents of S4C concerning another tendering organisation may result in disqualification at S4C's sole discretion.

12 Governing Law

This document shall be governed by the laws of England and Wales and you agree, by returning a tender response, to submit to the exclusive jurisdiction of the courts of England and Wales.