

Terms and conditions of application

Queries

Any queries about the opportunity and application process should be emailed to Helena Parsons, Saving Wildcats Outreach and Engagement Manager, at hparsons@rzss.org.uk.

All queries should be made before the application deadline on 18 February 2026. Saving Wildcats is under no obligation to respond to enquiries about this opportunity after this deadline.

Completion of the application

All elements of the application must be completed in strict accordance with the requirements detailed in the opportunity. This includes:

- Completion of the online form.
- Completion of the cost schedule.
- Submission of your online portfolio via the online form, or an email sent to wildcats@rzss.org.uk containing details of your portfolio or examples of previous relevant commissions.

Failure to supply all information required or incomplete or illegible information may exclude the applicant from consideration.

Cost schedule completion and cost of preparation of application

All applicants must complete and submit a cost schedule for evaluation.

The prices and rates quoted in the application must be exclusive of U.K. Value Added Tax.

Saving Wildcats, AGCT and RZSS will not be responsible for any expenses which may be incurred by the applicant in the preparation of their application. Our exclusion of responsibility for the cost of application preparation includes application pricing in a manner so as to recoup preparation costs.

Cost schedule price information

It is a condition of the applicant that you shall make available information, which we may require for the purpose of assessing your application total cost.

The application price sum shall fully cover the value of the work described, together with all costs and expenses, risks and obligations set forth or implied. The submission of an application will be deemed to be an undertaking that the application price includes all costs.

Acceptance or rejection of the application

Saving Wildcats, AGCT and RZSS do not bind themselves to accept the lowest application or any application and reserve the right to accept the whole or any part of any application at their discretion.

Confidentiality

The applicant and all other recipients of the application (whether they submit the application or not) must treat the details of the application as private and confidential except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation and submission of the application.

All information submitted to us may need to be disclosed and/or published by Saving Wildcats, AGCT or RZSS. Whilst the Freedom of Information (Scotland) Act 2002 (FOIA) does not presently apply to Saving Wildcats and RZSS, without prejudice to the foregoing generality, should we be required at some future date, Saving Wildcats or RZSS may disclose information in compliance with the FOIA if the activities of Saving Wildcats or the Society bring it within scope of the Act, (the decisions of RZSS in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, as a consequence of regulatory requirement, judicial order, or order by any court or tribunal with the authority to order disclosure.

Further, Saving Wildcats or RZSS may also disclose all information submitted to them to the Office of the Scottish Charity Regulator, any other department, office or agency of Her Majesty's Government in Scotland or the United Kingdom, and their servants or agents; such disclosure shall not be treated as a breach of Contract.

Accordingly, if you consider that any of the information included in your application is commercially confidential, please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though, that, even where you have indicated that information is commercially sensitive, Saving Wildcats or RZSS may disclose this information where they see fit. Receipt by Saving Wildcats or RZSS of any material marked "confidential" or equivalent should not be taken to mean that Saving Wildcats or the Society will accept any duty of confidence by virtue of that marking.

Documentation

In the event that the applicant is not successful, RZSS reserve the right to request the return of all documentation issued. If we do not exercise this right the Tenderer shall dispose of such documents in a secure and confidential manner.

Contract award criteria

Saving Wildcats, AGCT and RZSS reserves the right not to conclude any contract for this Procurement. The criterion against which this Contract will be awarded will be the most economically advantageous application, assessed via the following criteria:

- Value (30%)
- Evidence of previous similar successful work (35%)
- How they outline their interest in the concept for the commission (35%)

Applicants' submissions will be evaluated against a scoring system and criteria stated above.

Payments

A payment schedule will be agreed with the successful applicant following being awarded the contract. Saving Wildcats are prepared to provide an initial payment to support the artist starting the work and can be flexible in agreeing to a payment plan.

Payments shall be made within 30 days from the date of receipt of each properly submitted invoice.

Contract

Once applications have been reviewed and a successful applicant appointment, the applicant will be provided with a contract.

The Contract shall constitute the entire agreement between the parties and shall not be modified or amended by any terms and conditions contained in any other document or in any communication passing between Saving Wildcats, AGCT, the Society and the Contractor unless expressly agreed otherwise. The Contract shall supersede and cancel any and all prior understandings, commitments, representations or General conditions of contract.