



**HM28/07/2014: Request for Proposals for the Concept and Related Product Design for MUŻA.**

**Clarification**

Question 1:

We would like to send some information and samples to you – but we are unable to hand delivery them as requested in the Proposal – so I wondered if you could advise who the appropriate person to address a UPS package would be to?

**Answer 1:**

**Please refer to section 8 of the published document. Heritage Malta hereby confirms that all material may be delivered by hand or courier to**

**Heritage Malta  
Head Office  
Marina Street, Bighi  
Kalkara KKR1524**

**in an opaque sealed envelope/package with the reference number of the call for proposals (HM28/7/2016).**

**All submitted material should be in printed or digital copy.**

Question 2:

I am looking to propose wearable items as well as printed items; however physical samples won't be possible to get done in time, as I would need a minimum of 4 weeks. Would digital renderings / artworks be enough?

**Answer2:**

**With reference to section 6:**

**The creative/s shall present the concept, accompanied by a Model/Marquette/3D rendering of a single item or a range of items in digital format (Windows Compatible) not larger than 10MB. The proposal should also entail a breakdown of cost that shall include all the different phases, from concept development to finalised product, a time schedule or a plan related to production, together with a proof of the feasibility of the production both physically and projected cost per item.**



**Digital rendering/artwork can be submitted so long as the concept is clearly described and understood.**

Question 3:

It is required to give an indication of costs etc... however in my case it all depends on the amount ordered. What is best for me to do?

**Answer 3:**

**Bidder is to provide as estimate rate per item, and where and if relevant, indicate whether this cost per item would decrease (and by how much) according to amount produced (e.g. per 100 item, or per 1000 item, etc).**

Question 4:

Since the proposal has to be hand delivered, does this mean it has to be a printed copy or can it also be in digital form?

**Answer 4:**

**Please refer to Answer 2.**

Question 5:

We would be very interested to create a range of products exclusive to MUZA and for this reason we would like to have more information regarding the themes and concepts you would be presenting. For this reason I would like to have a meeting with you to further discuss the matter to enable us to come up with sensible ideas.

**Answer 5:**

**For this Request for Proposals no meeting shall take place prior to submission. The shortlisted bidders shall be invited to pitch their proposal following submission. Prospective bidders are to refer to the supporting material available within the appendices section.**



Question 6:

I would like to enquire about the process of this tender. Should the product/s put forward by the bidder be selected, does one achieve financial compensation (in terms of artist fees) or is this more on a competition basis?

**Answer 6:**

**As stipulated in the brief, this Request for Proposals does not include commitments for production costs and relevant fees. Agreements with the successful bidder shall be discussed on a case by case basis.**



Question 7:

Are we expected to provide an overall concept of the items that we can provide or a detailed catalogue of every single item to be provided.

**Answer 7:**

**The Request for Proposals caters for both; the level of detail per item and range of items covered by the concept provided is at the discretion of the bidder, and this should be clearly explained and identified in the submission.**

**The bidder is responsible for providing the necessary information as to what range / categories / typologies of items shall be proposed in response to the concept.**

Question 8:

Are we expected to provide pricing / indicative / exact for the items provided.

**Answer 8:**

**Please refer to Answer 3.**

Question 9:

Will HM be purchasing the items from the Contractor and in what quantities?

**Answer 9:**

**This brief concerns a request for proposals only (concept stage development) and Heritage Malta is not committed / bound to select any of the submitted concepts. A production tender may be issued separately by Heritage Malta once a product is chosen or shortlisted.**

Question 10:

Do you have any other requests for information which have been sent by other participants can you share these Q&A.

**Answer 10:**

**All Q&A received by Heritage Malta are included within this clarification note.**

