

# Expression of Interest 2021-2022

## Production of *L-Intrapriza* on TVMnews+

**Reference:** 'L-Intrapriza' EoI 2021

**Issued by:** The Malta Chamber of Commerce, Enterprise and Industry & Malta Enterprise

**Issue Date:** Wednesday 18 August 2021

**Closing Date:** Friday 27 August 2021 @ 12.00hrs



## **Section A: General Information**

### **1) Context and Contact Information**

Request for quotation for the production of 39 weekly TV programmes of 15-minutes each to be aired on TVMnews+ from October 2021 till June 2022.

Attn :

The Malta Chamber of Commerce, Enterprise and Industry  
64, The Exchange Buildings  
Republic Street,  
Valletta,  
VLT, 1117

Tel: 22032319

Email: [procurement@maltachamber.org.mt](mailto:procurement@maltachamber.org.mt)

### **2) Introduction and Premise**

The TV programme is a development of the successful 'Make IT' campaign carried out by The Malta Chamber of Commerce, Enterprise and Industry in collaboration with Malta Enterprise in 2019 ([https://www.youtube.com/channel/UC2uO5zW\\_mN-JsooxGkE4Glg/videos](https://www.youtube.com/channel/UC2uO5zW_mN-JsooxGkE4Glg/videos)). The campaign was aimed at encouraging young people to consider a career in the manufacturing industry.

With this in mind, The Malta Chamber and Malta Enterprise developed a new concept to include a series of TV programmes which will include some elements of the 'Make It' series, highlighting the realities of the manufacturing industry and other productive industries, as well as the support that both The Malta Chamber and Malta Enterprise provide to enterprises. Each programme will last 15 minutes and will include highlights of recent local business news and events organised by The Malta Chamber and Malta Enterprise.

### **3) Aim of The Programme**

The aim of The Programme is to give more visibility to teenagers, parents, educators and other stakeholders to help them understand all the different career paths that exist in manufacturing and other industries. At the same time it will also serve as an educative and informative programme to viewers who will be able to watch how a product is made and how a service is delivered whilst also getting to know all the different direct and indirect links that these sectors have on the Maltese economy.

#### 4) Submission

EoI responses are to be sent via email on [procurement@maltachamber.org.mt](mailto:procurement@maltachamber.org.mt). Submissions must clearly indicate the Reference of this Bidder.

The responsibility of the bidder submission in due time and in due manner shall lie solely with the bidder.

#### 5) Clarifications

Clarifications can only be sought in writing via email on [procurement@maltachamber.org.mt](mailto:procurement@maltachamber.org.mt).

Clarifications must reach The Malta Chamber by not later than **Friday 20 August 2021 @ 17.30hrs.** Responses to the clarifications shall be issued by not later than Monday 23 August 2021 @ 17.30hrs.

#### 6) The Programme Format

There will be a total of 39 weekly episodes of 15-minutes each started from starting from October 2021 and running till June 2022. The Programme will be presented by Keith Demicoli from the Malta Chamber. The successful bidder will work closely with the latter or equivalent on the pre-production, production, and post-production of this programme.

The tentative running order of each episode is:

- a. A short introduction on the overarching theme of the episodes (60-90 seconds),
- b. Main feature focusing on a particular industry and interviews with the CEO or/and representatives of related enterprises working in the sector (6-7 minutes),
- c. A feature involving representatives from The Malta Chamber and Malta Enterprise to briefly promote the details of any related policies, initiatives or assistance schemes which could be used or are currently underutilised by business operators (3-4 minutes),
- d. A feature spotlighting local business news (60-90 seconds), and
- e. Closing off with any forthcoming events and a related conclusion on the subject matter (60-90 seconds).

## Section B: The Submission

### 1) Production Company Profile

The Bidder will provide a profile of the company which will include a list of similar jobs undertaken in the past four years.

### 2) Sample

The bidder needs to provide links to a minimum of three short form videos/programmes that have been produced by the bidder. The aim of this is for The Malta Chamber & Malta Enterprise to be able to assess whether the bidder is technically competent to produce this programme.

### 3) Personnel and Equipment

Bidders are required to submit a list of the personnel who would be assigned for this project together with a detailed list of equipment that will be used.

### 4) Production Requirements

Bidders shall be expected to provide the following to produce thirty-nine (39) fifteen-minute (15) weekly TV Programmes, starting from 7th October 2021 on TVMNews+:

- a. **Coordination:** Coordinate the production of all the 39 programmes in constant dialogue with The Malta Chamber and Malta Enterprise,
- b. **Graphics:** Opening and closing 15-20sec animations together with and graphic captions required in the programmes,
- c. **Filming:** Allocation of a minimum of 8 hrs of filming per programme, including filming of presenter (possibly at The Malta Chamber in Valletta or Malta Enterprise in Pietà) and also on location as required,
- d. **Voice-overs:** Recording and processing of voice-overs in Maltese where necessary, which voice over will be done by the presenter,
- e. **Music:** Enhancement of the episodes via background music (this is to be royalty free),
- f. **Editing:** Allocation of ten (10) hours of editing per programme and adapting the episodes or parts of it (as directed by The Malta Chamber and Malta Enterprise) for social media use to engage the target audience,
- g. **Technical Requirements:** Ensure adherence to the broadcast technical requirements of Public Broadcasting Services Limited: XDCAM HD422 Op1a 1080i50.

## **5) Timeframes for deliverables**

Week 0: Attend a face-to-face or online meeting during which The Malta Chamber and Malta Enterprise will provide a brief introduction on the project and ideas on the concept.

Week 1: Successful Bidder must provide concept, graphics, and music options to be used throughout the series of 39 programmes. Signing of the service contract.

Week 2: Filming of the first two programmes to be aired on 7 and 14 October 2021 on TVMNews+.

Week 3: Successful Bidder to provide draft copy of the first programme.

Week 4: The Malta Chamber & Malta Enterprise to provide feedback on the draft copy of the first programme with the producers providing reasonable time/flexibility/availability for any changes required. This will apply for every episode.

The successful bidder will from this point on deliver a finalised video every week for the remaining 38 videos.

## **6) Duration of Contract**

The successful bidder is to note that the duration of the contract is one year from the date of the last signature on the Contract. The contract may be renewed three times for 12 months each. Renewal does not change or postpone any existing obligations.

## **7) Payment Terms**

The successful bidder shall issue an invoice for each programme once this has been approved by The Malta Chamber and Malta Enterprise.

Payments shall be affected within ninety (90) days from receipt of invoice.

## **8) Response**

Responses are to be straightforward, clear, concise, and specific to the information requested. Bidders must provide all the requested information mentioned in this EoI document and any clarifications that may be issued. Submissions with incomplete information will not be considered.

Bidders may add any other additional documentation, comments, observations, or suggestions which they feel is of relevance to this EoI.

## 9) Award Criteria

The award criteria for this EoI will be based on the following:

- A) Quality and composition of the necessary technical and professional team to execute the contract,
- B) Creative approach of videography, animated designs and editing,
- C) Adapting the episodes or parts of it (as directed by The Malta Chamber and Malta Enterprise) for social media use to engage the target audience, and
- D) Price quoted.

## **Section C: Financial Bid Form**

Bidders are kindly requested to use the form overleaf to submit their financial bid, FINANCIAL BID FORM – FORM A. Other forms will not be considered.

Any fees which are not quoted for in this Financial Bid Form cannot be claimed post award.

***Quotations are to be submitted electronically and shall be awarded including VAT.***

**FINANCIAL BID FORM – FORM A**

Description	Price € (excluding VAT)
<b>One Time Costs</b>	
Programme Identity/Concept: Animated 15-20sec opening/closing gliss and graphics format	
<b>Cost per Programme</b>	
Coordination	
Filming (estimated 8 hrs per programme)	
Editing (estimated 10 hrs per programme) to include animated motion/graphics	
Adapting the episodes or parts of it for social media use	

*Additional Comments from Bidder: [Bidders may insert any additional comments here.]*

\_\_\_\_\_  
Bidder

\_\_\_\_\_  
Name & Surname of Authorised Signatory

\_\_\_\_\_  
Signature & Date