

Malta International Contemporary Art Space (MICAS)

Ref.: MICAS/EOI/2/2024

Expression of Interest for Artisans
to sell their products at the MICAS GiftShop

Date Published: 29 March 2024

Deadline for Submission: 29 April 2024 at 10:00 am CET/CEST
EOI Opening: 29 April 2024 at 10:30 am CET/CEST

1 Introduction

MICAS notifies that it is receiving expressions of interest from artisans to sell their products at the MICAS Gift Shop.

From 1 September 2024 – 31 August 2026

MICAS is cordially inviting artisans to submit their proposals and register their interest in creating and selling their art products at the MICAS Gift Shop in terms of this Expression of Interest.

2 Instructions to Prospective Artisans

2.1 General Instructions

1. In submitting an offer, the prospective artisans accept in full and in its entirety, the content of this Expression of Interest, including any subsequent clarifications issued by MICAS, irrespective of any conditions that the said artisans might include in their submissions.
2. Prospective artisans are expected to examine carefully and comply with all the instructions, requirements, and terms and conditions contained in this Expression of Interest.
3. Prospective artisans are to duly fill in, endorse, and submit the Application Form contained in Annex 2 of this Expression of Interest together with the required supporting documentation. Failure to submit an offer containing all the required information and documentation within the deadline specified herein may lead to the rejection of the offer. Offers containing incorrect information and/or missing the necessary supporting documentation would automatically be rendered invalid and will not be considered any further.
4. Prospective artisans are to ensure that the contact details given in the Application Form pertain to the person who, if successful, shall enter into an agreement with MICAS which will enable them to sell their products at the MICAS Gift Shop.
5. In submitting an application, prospective artisans undertake that their offer shall remain valid for a period of ninety (90) days from the submission deadline indicated in Section 2.2 below.
6. Applicants are to submit the relevant documents in PDF format via email or file transfer link (e.g., wetransfer.com). Links to cloud storage systems such

as Google Drive or OneDrive will not be considered and will immediately disqualify the offer.

7. The contract shall be signed with the successful applicant(s) and the sole responsibility of the contract shall be of the said applicant(s).

2.2 Timetable

Expression of Interest for participation opens on	29 March 2024
Clarification requests maybe submitted via email on people@micas.art by not later than	15 April 2024
Applications are to be submitted via email on people@micas.art by not later than	29 April 2024 at 10:00 am CET/CEST
Opening of offers	29 April 2024 at 10:30 am CET/CEST
Award Stage The winning bidder will be notified by the end of the day on	30 May 2024

Any clarification requests and/or completed applications need to be submitted via email at the following address people@micas.art indicating the following text in the subject field:

Ref. No.: MICAS/EOI/2/2024 - Expression of Interest for Artisans to sell their products at the MICAS Gift Shop

The opening schedule shall be affixed on the notice board of MICAS in the same order as the applications were received. Only the name of the artisans who submitted an offer under this Expression of Interest shall be displayed on the said opening schedule. No prices will be listed on this schedule.

Late and/or incomplete applications will not be considered.

2.3 Requirements

1. The applicant will only be eligible for the provision of a designated small area within the Gift Shop.
2. Each applicant may bid once to sell their products.
3. The submission is to include all of the following:
 - a. A duly filled in and signed Application Form and Declaration (Annex 2);
 - b. List of products for sale describing the type of art/crafts which the artisan is proposing to sell at the Gift Shop;
 - c. Photos of the aforementioned art/crafts;
 - d. Itemised price list;
 - e. Photos/sketches/illustrations and displays including the size and dimensions and the gift categories;
 - f. VAT Certificate (if applicable); and
 - g. Checklist (Annex 3).

If one or more of the above requirements and/or fields are missing and/or incomplete, the submission shall automatically be rendered invalid and will not be considered further.

2.4 Selection and Evaluation

Each submission will be treated in strict confidentiality by the selection board and evaluated according to the below evaluation criteria:

Evaluation Criteria	Marks	
Appropriateness of the list mentioned in Section 2.3(3)(b) for the Gift Shop.	15	Mandatory
Material – Priority shall be given to items that are made locally.	30	Mandatory
Price – Preference shall be given to gift items with a competitive cost and on consignment basis.	20	Mandatory
The prospective applicant has all the necessary permits and licenses to sell/trade with the VAT Department.	15	Mandatory
The prospective applicant is available to provide continuous stock.	20	Mandatory

Pass mark: 60

Total marks: 100

Spaces will be awarded according to the MICAS and the Gift Shop requirements. Some artisans may be put on a reserve list and contacted later. In this case, no alterations to the contents of the applications as submitted by the respective economic operator shall be entertained.

MICAS reserves the right to select and/or reject any or all of the submitted offers as necessary to fulfill the needs outlined in this Expression of Interest document. If a submission is considered satisfactory, MICAS reserves the right to assign the designated shop area to other artisans who were not necessarily involved in this Expression of Interest. The decision of MICAS in this regard is final and binding.

3 Terms and Conditions

3.1 Products

1. MICAS is seeking offers from artisans who can offer, quality high-end products.
2. Offers should include a selection of items at different budget levels.
3. Any changes to the artistic concept proposed, including pricing, need to be approved by MICAS beforehand to ensure adherence to the concept.
4. Each item must be displayed with an itemised price at all times in a prominent area where it is easily viewable by the public. The prices offered should reflect the current market.
5. The artisans must only sell items as approved by MICAS and shall abide by the instructions given by the MICAS, before, during, and/or after the event as well as comply with all the regulations at the time.
6. The artisans must ensure that their products are of the highest quality.
7. The artisans must also ensure that the display is set up to complement the surroundings/look of the Gift Shop, neatly and attractively with branding only as approved by MICAS.
8. The artisans must comply with the MICAS Gift Shop policy.
9. Packaging should be kept according to the branding approved by MICAS and artisans are to be willing for their products to be put into a MICAS bag subject to sale.
10. Preference will be given to consignment items.

3.2 Others

1. If the selected applicant(s) is/are found to be in breach of the above-mentioned terms and conditions, MICAS may request them to discontinue the sales with immediate effect. In such an event, the said applicant(s) will not be entitled to any compensation and shall be liable to settle any fines incurred by the competent local authorities. Any court proceedings resulting from any such breach(es) shall be entirely borne by the applicant(s) concerned.
2. MICAS reserves the right to terminate the contract at any time and shall in so doing, not be necessarily obliged to provide a reason for the termination.
3. All relevant Maltese Laws must be observed by the selected applicant(s).
4. MICAS will not be liable, under no circumstances, for any action, damage, and/or theft that may occur.

Annex 3: Checklist

The economic operator confirms that he/she/they has/have submitted the following as part of the submission:

- Annex 1 and 2: Duly filled in Application Form and Declaration;
- List of products for sale;
- Photos of products;
- Itemised price list;
- Commission to MICAS;
- Photos/sketch illustrating the stall indicating the size and dimensions of the items;
- VAT Certificate (if applicable); and
- Annex 3: Checklist.

Signature of Applicant(s)

Date