Malta Communications Authority
Valletta Waterfront,
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Malta

EXPRESSION OF INTEREST:

CALL FOR THE PROVISION OF AUDIO-VISUAL SERVICES AND SUPPORT FOR CONFERENCE - ZEST

Date Published: Friday, 15th April 2016

Deadline for Submission: Friday, 29th April 2016

at 10:00am CET/CEST

1. INTRODUCTION

This Expression of Interest (EoI) is aimed at identifying vendors capable of rendering a host of audio-visual services during an event branded ZEST, between 27th and 28th June 2016.

2. ABOUT THE MCA

The Malta Communications Authority, more commonly known as the MCA, was set up to regulate the various electronic communications sectors, which include fixed and mobile telephony, Internet and TV distribution services. MCA also regulates postal services, as well as the eCommerce sector.

Our main objective is to ensure the provision of innovative products and services, based on the latest technologies, at the right price and of the highest quality to consumers. On the business side, we aim to ensure an environment that is conducive to investment through a forward looking regulatory framework that adequately caters for the growing demands of the future.

With regard to eCommerce, our focus lies in supporting the take up of eCommerce and the provision of eCommerce-related services by local businesses. Our efforts now lie in implementing the various initiatives outlined in the national eCommerce Strategy 2014-2020.

We also implement a number of digital inclusion initiatives, which are aimed at ensuring that every business and individual has the skills and competences to fully engage in online activities, a must in today's ICT enabled global village.

More recently, the MCA assumed the role of promoting and facilitating innovation and business development with a view to grow the communications sector. This is done by supporting home-grown innovation and entrepreneurship, as well as internationally promoting Malta and its technology readiness in order to attract more businesses to our shores, in particular those that are in some way or another, contributing to the development of the communications industry. This is done through a number of initiatives, one of which is the organisation of an annual conference, this year branded ZEST.

3. ABOUT ZEST

ZEST is a two-day event where the disruption of borders, whether they are geographical, governmental, industry or talent is at the centre of discussion. ZEST discusses how the disruption of previous boundaries is affecting both the businesses that are causing such disruption, as well as those that need to play the catch up game. ZEST will bring together a community of entrepreneurs, talent and expertise to challenge both the existence of walls and the opportunities that lay beyond.

ZEST is not the traditional conference. Whilst innovation in the realm of digital business is a central theme of discussion, the Authority's aim is to be innovative in the conference set up and overall design.

The conference is targeting cool, tech start-ups, entrepreneurs, disruptors and investors – trend-setters in their own right. ZEST is all about balancing great speakers, delivering valuable content, within a fun and relaxed environment.

The conference delivery, set up and stage design needs to be congruent to this.

The morning programme features three spaces namely:
- (i) a technology and disruption debate;
- (ii) start-up workshops; and
- (iii) the ZEST meet-up square.

The following is a high-level description of the services required in the delivery of this conference.

4. **DESCRIPTION OF SERVICES REQUIRED**

As mentioned above, the conference will feature three main spaces, however audio-visual services will only be required in two locations on the same premises.

The conference will be held, in the main, at the conference centre at the Westin Dragonara Resort. The total number of attendees is expected to reach a maximum of 500 delegates.

4.1 **Area 1: technology and disruption debate (expected to attract a maximum of 500 at any given time)**

Item	Comments
Overall stage design and build	Design and build needs to factor in the branding of the whole event.
Stage	Stage must be higher than the usual conference platform, to create a 'concert-like' feeling.
In-built screen	Main screen cannot exceed 12m x 3m in size. May require multiple screens depending on final stage design.
Lighting	As required, in line with overall design proposal. Roving heads to be included to change ambience throughout the day.
Truss	In the event of front projection.
Projector	Potential for multiple projectors projecting multiple, simultaneous images. This can depend on final stage design.
Laptops	To load presentations and other conference material to be projected.

Clicker	
Comfort Screens	One for in front of panellists and potentially, one for directly in front of stage for presenter.
Chairs/Stools	Minimum of 5 chairs/stools for panellists / moderator.
Splitter	To allow for the seamless transition between one presentation and another.
PA system	PA system must support a minimum of 10 and maximum of 15 lapel/head microphones and 5 roving microphones
Videography	To relay speaker on the screen and on separate screens outside of main conference hall and to record event for future promotion.

4.2 Area 2: Start-up workshops (expected to attract a maximum of 200 at any given time)

Item	Comments
Overall stage design and build	Design and build needs to factor in the branding of the whole event. Should adopt a TED style stage.
Stage	Low circular platform.
Large TV screen	This screen will be used for presentations. Minimum 50 inch screen.
Lighting	As required, in line with overall design proposal.
Laptop	
Chairs/Stools	Minimum of 5 chairs/stools for panellists / moderator.
Splitter	To allow for the seamless transition between one presentation and another.
PA system	PA system must support a maximum of 10 lapel/head microphones and 3 roving microphones.

4.3 Other services

In addition to the above, the following equipment / services are required.

- 4 additional TV screens, located in networking area, to relay live conference content.

- 10 cork boards measuring a minimum of 2 meters each in width for exhibitors.
- 20 cocktail tables for exhibition area (optional).
- Power extensions as required.
- Set up between Saturday 25th and Sunday 26th subject to Hotel availability.
- Technical support on Sunday 26th for a maximum of 4 hours.
- Sound, light and video technical support on the 27th and 28th for a maximum of 9 hours each day.

5. **CONDITIONS**

Companies interested must own all the supplied equipment.

6. **FURTHER INFORMATION**

For further information about ZEST, please visit www.zest.org.mt. Alternatively you may contact Mandy Calleja on 2205 9405 or via email, procureement@mca.org.mt.

7. **WAY FORWARD**

Interested vendors are expected to submit their position as to whether they are interested and available to deliver the above mentioned services by no later than 10.00hrs on Friday, 29th April. Following this, vendors responding to this EoI will be contacted to submit a quotation by no later than Friday, 6th May 2016.