

REQUEST FOR PROPOSAL

PROFESSIONAL PHOTOGRAPHY SERVICES FOR MCAST GRADUATES

If you are a committed, creative professional and passionate about capturing a memorable moment of our graduate students' achievement, then MCAST Gateway to Industry Ltd. would like to hear from you.

Setup in 2008, MCAST Gateway to Industry Ltd. (MG2i) is the commercial arm of the Malta College of Arts, Science and Technology, with the aim of supporting, enhancing and complementing the College's operations and supporting its strategic objectives.

Purpose of the engagement

This year MG2i is investing in exclusive academic regalia for MCAST graduates and would like to uplift, organise and introduce new services that can be offered during graduations. The purpose of this engagement is to offer a more professional service to our students, through an online platform provided by the photographer. Packages and photos can be ordered online.

Methodology & Approach

The chosen applicant will be offered a two-year contract with a possibility of renewal for a further 48 months, subject to performance review and validation by MG2i.

The chosen applicant must have sufficient professional photographers to accommodate the demand of the pre-booked packages, within two hours before the ceremony.

In 2022, MCAST held 28 graduation ceremonies, which took place between the 21st of November till the 2nd of December. The photography service is to be offered to LV4 to LV8

graduates. In 2022, MCAST had 1541 new graduates in LV4 to LV8. Although the number of graduates can vary, in the past 4 years the number is always on the increase.

Task and Responsibilities:

The applicant will have to:

- setup an area or more on campus agreed with MG2i to take studio photography before the ceremony.
- prepare a schedule for the pre-ordered packages.
- Take photos during the ceremony and presentation of certificates to each graduate.
- Group photos as requested

Organisation & Management

The photographer will have to work with and take directions only from the MG2i appointed representative/s and will be responsible to:

- To give access to MG2i to follow orders on the platform.
- To provide a timeline of his services for every ceremony for smooth coordination.

Intellectual Property Rights

The photographer expressly assigns to MG2i any copyright arising from the outputs produced while executing the service contract. The photographer may not use, reproduce, disseminate, or authorise others to use, reproduce or disseminate any output produced under the service contract without prior consent from MG2i.

HOW TO APPLY

Qualified applicants are requested to send an email to mg2i@mcast.edu.mt by not later than 31st January 2023. Individual meetings will be held for all applicants to present their proposal and portfolio.