



## **Expression of Interest**

### **Digitalisation Project – Local Wind Band Clubs**

#### **Details of the Project**

This expression of interest addresses the basic principle of the digitalisation project as follows:

#### **Basic Principles of the Project:**

This project is being implemented by the Maltese Wind Band Clubs Association with the collaboration of the National Archives of Malta and the financial assistance of the Arts Council Malta. The project's main aim is to strengthen our local wind band clubs members of the Maltese Wind Band Clubs Association and that will lead towards the preservation of their history. We cannot have a sustainable future without understanding our cultural heritage and preserving our musical heritage which is woven within our country's history.

The Maltese Wind Band Clubs Association will apply a fair treatment with the members participating in this project so that all can enjoy from the project goals. On the other hand the National Archives of Malta will ensure that the methodology used during the implementation of this project follows the international archival guidelines.

#### **General Principals:**

1. The Wind Band Societies submitting any documentation is to make sure that they are the sole owners of that documentation.
2. Whilst the Wind Band Societies will be receiving back the original documentation submitted, they will also receive a digital copy of the work done. Another digital copy will be presented to the National Archives of Malta

for the public access. However, this public access may only be granted by the Wind Band Society who is the rightful owner of that documentation.

3. If there are any copyrights they will remain with their legal owner and only the accessibility to the records will be expanded with this project.

The material eligible for digitalisation under this project may be either:

### **Category A – Administrative Archives**

The administrative archive refers to all that documentation that our predecessors kept in relation with their respective local wind band societies operations. These can be statutes, minutes, correspondence, bills, contracts, photos, certificates, or any other documentation material. However, any published material does not form part of these archives and as such publications cannot form part of this project. Although if this material is old (prior to 1940) it would still be beneficial that this documentation is identified.

### **Category B - Music**

Music refers to the original musical scores of Maltese Composers. However, should there be any other material that has a national value and doesn't fall under any other description this documentation can be identified and digitised.

Those persons or organisations that have the required technology, infrastructure, methodology and qualified personal will be selected to submit a detailed technical and financial proposal to implement and operate the project as per the established criteria set by the National Archives of Malta for an initial period of three (3) years.

The contract will be awarded on the basis of a technical and financial evaluation process from among the eligible proposals according to the parameters issued in the expressions of interest. The evaluation of the proposals will be carried out by the Maltese Band Clubs Association with the technical help of the National Archives of Malta.

## **Submission of the Expression of Interest**

The National Wind Band Clubs is inviting all those individuals and organisations that provide the mentioned services to submit their interest. This proposal has to include the below information:

1. Name and the necessary information of the person or organisation submitting the proposal.
2. Information of the person who is authorized to represent the person or organization.
3. The technical experience of the person or organization submitting this expression.
4. All devices and their relative technical specifications that will be used in relation with this expression of interest.
5. Realistic and detailed indication of expenditure including but not limited to the hourly pay.

Those interested in submitted their work proposal are invited to send their proposal to the National Wind Band Clubs Association office by email on [info@maltaband.org](mailto:info@maltaband.org). These proposals are to be sent by not later than the 31<sup>st</sup> May 2021 till 17:00Hrs.

All submitted correspondence will be kept under strict confidence and for the purpose of this project and in accordance with the Data Protection Act.