



Call for a Design Team

For Malta's participation at the

LONDON DESIGN BIENNALE 2025

Issued by:

Arts Council Malta

Submission Date and Time:

23 April 2024 at noon CET

Table of Contents

Section A: Definitions and Instructions	1
Section B: General Information	3
1. Purpose	4
2. Issuing Office	4
3. Design Teams Presentations	4
4. Confidentiality and the ‘Call for a Design Team’ Ownership	4
5. Disclosure of Proposal Contents	5
6. Submission Instructions	5
Section C: Description of the Contracting Authority and Background information	6
1. Arts Council Malta	7
2. The London Design Biennale	7
3. Malta’s Installation	7
The East Wing	8
4. Theme	9
5. Set Budget	9
6. Design Team Requirements	9
7. The Design Team shall be responsible to:	10
Section D: Details of Information Requested	12
1. PROPOSALS	13
Exhibition Concept	13
Design Team	13
Budget	14
Video Pitch	14
2. Evaluation Process	14
3. Criteria	15
4. Eligibility	16
5. Response Format	16
6. Complaints procedure	16
a. Grounds for complaints	16
b. Filing a complaint	16
Section E: Location for the Malta Installation	18

Section A:

Definitions and Instructions



Section A: **Definitions and Instructions**

Arts Council Malta

Arts Council Malta is the Commissioner and the Contracting Authority of Malta's participation at the London Design Biennale 2025. The Commissioner/ Contracting Authority is here being referred to as **'Arts Council Malta'**.

Call for a Design Team

The Call for a Design Team for the Malta Pavilion at the London Design Biennale 2025, is here being referred to as a **'Call for a Design Team'**.

Design Team

Design Teams may be composed of architects, designers, project managers, artists, curators curatorial assistants, researchers and related roles as required by the project. Applicants are here being referred to as **'Design Team'**.

Response to this 'Call for a Design Team' is to be submitted online by not later than **23 April 2024 at noon CET** - *please see full details under **'6) Submission Instructions'** below.

Late submissions will not be accepted and will be deemed ineligible.
All submissions will be acknowledged and will be dealt with in strictest confidence.

Section B:

General Information



Section B: **General Information**

1. Purpose

Any information received in response to this 'Call for a Design Team' will assist Arts Council Malta in finalizing the scope of work and requirements which will be used in the selection of the winning proposal. Submitting a response to this 'Call for a Design Team' is not a guarantee in any way that the applying Design Team will be selected, nor does it preclude any of the applicant Design Teams from responding to future procurement opportunities.

The issuance of this 'Call for a Design Team' does not constitute a commitment to issue a request for bids, award a contract or pay any costs incurred in preparation of a response to this 'Call for a Design Team'.

2. Issuing Office

The issuing office, being Arts Council Malta is the point of contact for this 'Call for a Design Team'. Please refer any inquiries or request for clarifications to: Arts Council Malta, by sending an email to: londondesignbiennale@artscouncil.mt.

Any clarifications and addenda/updates regarding this 'Call for a Design Team' will be published on Arts Council Malta's website: www.artscouncil.mt. Any requests for clarifications may be sent to Arts Council Malta up to five days before the deadline of this 'Call for a Design Team'.

3. Design Teams Presentations

Arts Council Malta may request the 'Design Team' to provide a presentation on the information provided in response to this 'Call for a Design Team'. All costs associated with such presentations will be borne by the Design Teams.

4. Confidentiality and the 'Call for a Design Team' Ownership

This 'Call for a Design Team' is both confidential and proprietary to Arts Council Malta and Arts Council Malta reserves the right to recall the 'Call for a Design Team' in its entirety or in part.

The Design Teams shall not include or reference this 'Call for a Design Team' in any publicity without prior written approval from Arts Council Malta. The Design Teams accept all of the foregoing terms and conditions without exception. All responses to the 'Call for a Design Team' will become the property of Arts Council Malta and will not be returned.

5. Disclosure of Proposal Contents

Costs and other information provided in proposals will be held in confidence and will not be revealed or discussed with competitors, except to the extent required by law.

6. Submission Instructions

Follow these steps to apply

- Read this document very carefully
- Press the link that will take you to the online application system
- If you do not have a profile, create your profile with Arts Council Malta by clicking on 'Register' and filling in the details. Applicants are required to register a profile on the ACM's CRM at least two weeks prior to the deadline of the call
- From the 'Open Calls' section, select the online application for this Call
- Follow the instructions step by step. Fill in all the required information from the online application including the budget and attach the supporting documentation
- Submit the application. You should be receiving an automatic acknowledgement by the system. If you do not receive such a notification, contact us on londondesignbiennale@artscouncil.mt

Section C:

Description of the Contracting Authority and Background information



Section C: **Description of the Contracting Authority and Background information**

1. Arts Council Malta

Arts Council Malta, under the auspices of the Ministry for National Heritage, the Arts and Local Government, has been entrusted to act as the Commissioner and the Contracting Authority, of Malta' participation at the London Design Biennale 2025. Arts Council Malta is the national agency for development and investment in the cultural and creative sectors.

2. The London Design Biennale

London Design Biennale is an international exhibition and thought leadership programme featuring world leading design innovation and creativity from countries across the globe. The event reveals the potential of design to respond radically to changing social and environmental needs, its contribution to the world economy and its power to drive change and find solutions for the benefit of all.

Launched in 2016, with successful editions in 2018, 2021 and 2023 the exhibition asks participants to present compelling ideas from a diversity of viewpoints and across a broad range of design disciplines.

London Design Biennale is held in historic Somerset House, one of the UK's finest and most beautiful 18th century buildings and is of international historical and architectural importance. The beautifully restored galleries at Somerset House provide participants with the opportunity to display their work in one of London's leading venues.

The fifth London Design Biennale will take place from 5-29 June 2025. Each Biennale edition invites participants to respond to a universal theme set by the Artistic Director.

3. Malta's Installation

Malta's Installation needs to take into consideration the indoor space in which it will be set up in. It will be a site specific, artistic installation which is immersive, interactive, and sustainable, as these are key criteria the London Design Biennale would be looking for in all projects. Artists/ designers are welcome to experiment with unconventional display and exhibition formats.

Plans and technical details relating to where Malta will be exhibiting can be found below.

Basic security and invigilation is provided for the Biennale as a whole. Installations that require additional staffing to operate will incur extra staffing/security costs.

3. Malta's Installation

The London Design Biennale shall provide guidance and support throughout the design development phases, as well as technical assessment of the exhibition project with regards to the unique requirements of exhibiting at Somerset House/a listed building.

London Design Biennale, in collaboration with Arts Council Malta, will act as liaison between the Malta Installation and the Venue and may make introductions to UK-based fabricators and contractors.

Further support and benefits provided by London Design Biennale, including exhibition signage, catalogue and online credits and PR campaigns are detailed in the 2025 Prospectus.

The East Wing

The Malta Pavilion is positioned in Room 26 within the East Wing, part of the historic listed building. Due to the building's conservation status, extreme care must be taken during the build, live and de-rig phases.

The walls in the East Wing are brick with a Lime Plaster finish and are painted in Dulux Diamond Matt Jasmin White Emulsion. Ceilings are lathe and lime plaster and are painted in Dulux Matt Emulsion RAL 9010. The floor is made of aged softwood traditional floorboards with Bona Traffic HD Satin Finish.

The maximum loading of floors is 2.5kN/m² (254Kg per m²). Installations involving floor loadings approaching the limit must be supported by calculations.

Room 26 features 18mm MDF panels on each wall; the MDF panels are identified on the elevation drawing by a pink outline. Only Somerset House approved contractors are allowed to fix anything into or onto the panelled MDF walls in your room. Approved Contractors must be appointed for all installation works unless otherwise agreed with the LDB Project Team and Somerset House. It is possible to paint the MDF panels in a colour of your choice. Painting must be carried out by Somerset House internal technicians and returned to Jasmin White when the exhibition is over. It is only possible to fix into MDF walls and wall panelling. Original walls, ceilings, floors and fittings cannot be fixed into. Installation elements can also be freestanding or temporary freestanding walls can be erected at an additional cost.

Protection and padding must be built into installations involving heavy or sharp elements directly in contact with floors. Floor protection, such as corex, must be used during the build and de-rig to protect the floors from damage.

If your proposed design includes any audio-visual (AV) or interactive elements, you will be required to work with an Approved AV Contractor to ensure your design is feasible and maintenance is possible during the live exhibition. LDB and Somerset House work with one of the UK's leading AV companies specialising in visual arts exhibition production.

3. Malta's Installation

Lighting schemes should be considered at an early stage. All indoor spaces at LDB are equipped with exhibition lighting tracks which cannot be raised, lowered or moved. Lighting packages are available via the approved lighting designer and come with a dedicated lighting technician to install and focus the lights in your space to achieve high quality gallery lighting. Bespoke lighting is also available.

Please refer to the East Wing Galleries Specifications document for further information.

4. Theme

The theme for the London Design Biennale 2025 will be announced soon and all exhibitors are expected to respond to the theme. You are advised to check the London Design Biennale website for the most up to date information.

In addition, applicants should consider the UN Sustainable Development Goals which are the blueprint to achieve a better and more sustainable future for all. They address the global challenges we face, including poverty, inequality, climate change, environmental degradation, peace and justice. As outlined in its draft Strategy 2025, Arts Council Malta will be basing its public investment in line with the UN SDG's. *

5. Set Budget

The allocated budget for the Design Team to successfully deliver Malta's Installation at the London Design Biennale is EUR100,000 and will be secured by Arts Council Malta. Please also refer to Section D (3) below.

6. Design Team Requirements

- The call is open to Design Teams with a strong local and international track record
- While multi-national Design Teams are encouraged

The lead applicant must be a Maltese citizen; or be in possession of a Malta residence permit; or of a Maltese citizenship certificate; or of a Maltese passport. In the case of a company or a foundation the entity must be registered in Malta with the Malta Business Registry and be in possession of a most recent Good Standing Certificate of Registration.

- The Design Team must also include the roles of a project manager and a curator
- The Design Team can include artists, architects, designers, researchers, curators, curatorial assistants and any other related roles as required by the project

* <https://www.artscouncilmalta.org/pages/the-council/strategy-2025/strategy-2025/>

6. Design Team Requirements

- The Design Team shall be answerable to Arts Council Malta
- Following the announcement of the selected Design Team, the team will be requested to attend regular update meetings with Arts Council Malta and with the organisers of the London Design Biennale. Any changes or additions to the submitted proposal need to have the approval of Arts Council Malta.

7. The Design Team shall be responsible to:

- Appoint a project manager, who will be a crucial part of the proposed Design Team. The project manager will be working very closely with the curator and the rest of the team on the logistics, the administration, the fundraising, the accounting, co-ordination, organization and production management of the Malta Pavilion, and any other requirements needed for the successful delivery of the installation
- Deliver the concept, design, production and execution of Malta's installation, including but not limited to any materials, equipment, lighting and other technical requirements to produce and deliver the project
- Select the installation to represent Malta at the London Design Biennale
- Handle the communication and contracts with the selected artist/s and/ or architect/s and or designer/s, including any ancillary intellectual property agreements with third parties
- Rent and co-ordinate the space for the mock-up of the Malta Installation, if needed, prior to its transportation to Somerset House in London
- Purchase the insurance and the transportation service of all objects and materials required for the Malta Installation
- Be responsible for the travel and accommodation arrangements of the Design Team in London
- Setting up and dismantling of the Malta Installation as determined by the rules and regulations of the London Design Biennale
- The Design Team shall be expected to participate in media interviews and any promotional activities
- Assist and support marketing, PR requirements and communications as required by Arts Council Malta
- Document and advertise the Malta Installation through social media in liaison with Arts Council Malta's communications team

7. The Design Team shall be responsible to:

- Attend Vernissage days (the Biennale's launch days) in London to promote the exhibition to the press and lead tours
- Demonstrate that they have a history of working collaboratively on significant projects
- Nominate a main contact person from the Design Team, and provide telephone and email contact details
- Any other requirements needed for the successful delivery of the exhibition.

Section D:

Details of Information Requested



Section D: Details of Information Requested

1. PROPOSALS

Proposals are to be submitted online as explained under further up in this document '**Section B 6) Submission Instructions.**'

They also need to include the following information:

Exhibition Concept

- The proposed concept of the installation
- Supporting designs/ imagery/ sketches
- Prototype/ model
- Clarity on who the selected artist/designer/architect (s) is/are and the installation to be exhibited
- The proposed timeline
- Any other information relevant to and required for a better and comprehensive understanding and evaluation of the submitted proposal.

Design Team

- Clarity of the roles of each member of the Design Team, including the details of any additional team members who will be involved in the project e.g.: technical assistants, project managers and administrators, curatorial collaborators and installation designers;
- An organisational chart for the team members showing clear reporting lines and division of responsibilities amongst team members
- A full curriculum vitae for each team member including that of the curators, artists architects, designers and members of the project management team, highlighting previous experience in similar high-profile, international projects, as well as the capacity to undertake an exhibition of this international significance.

Budget

A draft budget breakdown detailing how the budget will be allocated. This needs to include the following:

- the proposed fees for each member of the Design Team
- installation production costs including materials, fees for specialist labour etc.
- estimated freighting costs (during production phases and getting the work to and from London)
- insurance costs;
- costs for mounting and dismantling of the exhibition
- travel and accommodation expenses for the design team members in London
- any other expenses.

If additional budgets are required, the proposal shall also include how these will be sourced by the design team, through private sponsorship as required in response to their submitted proposal. The proposal needs to also indicate a strong track record on how additional resources in similar projects were sourced.

Video Pitch

The aim of the Video Pitch is to create an opportunity for applicants to further present their projects to the evaluators. Should the Evaluation Board have any questions, the applicants will have the opportunity to provide their feedback, latest insights, and additions to the already submitted project description via e-mail.

The Video Pitch can be presented in a variety of formats, including but not limited to visual aids, PowerPoint presentation, audio, models etc... and should not be longer than 10 minutes. During the Video Pitch, applicants are expected to explain the project's artistic vision and communicate how the project will be implemented as well go into detail on the roles of each team member.

2. Evaluation Process

The call is competitive. Submitted proposals will be initially screened for eligibility, after which, the eligible candidates will be further assessed by a board composed of international and local experts, purposely appointed and chaired by Arts Council Malta. All applicants will be notified by email of the results.

3. Criteria

The jury panel shall be guided by the following criteria throughout the process leading to the final selection:

Criterion 1. Exhibition Concept (40 marks)

This criterion considers the artistic idea(s) of the proposal and the relevance of the concept with regards to the theme set in this open call.

- What is the design concept? **(15 marks)**
- How is the concept referring to the theme? **(10 marks)**
- How do you intend to develop the proposed design concept into an installation which is interactive, inspiring, thought provoking and experiential? Give an overview of the selected installation of the proposed project. **(15 marks)**

Criterion 2. Design Team (40 marks)

This criterion considers the level of commitment, the track record of all team members, as well as the proposed plan to deliver and achieve the aims targeted. Applicants are to include timeframes, workplan with collaborators involved, the skills and track record of the individual/group managing and participating in the project, their role(s) within the project, possible risks envisaged and contingency plans, health and safety measures.

- In what way(s) do you as a team intend to lead to a level of artistic excellence in the delivery of the proposed concept? **(20 marks)**
- Explain the strengths and merits of the artist(s)/ designer(s)/architect(s) whose works you are selecting for the Malta installation, with a particular focus on their track record. Are they considered by the sector to be at the “top of their game?” **(20 marks)**

Criterion 3. Budget (20 marks)

This criterion considers how well planned and realistic the presented budget plan is. To make a stronger case in terms of this criterion, applicants are required to provide quotations where possible, to substantiate the budget items

- Is the project budget and logistics well planned and realistic? Is the project likely to achieve its ambitions and meet its targets? **(20 marks)**

4. Eligibility

Proposals with missing information, as specified in this call in section D under “PROPOSALS”, will be deemed ineligible (i.e. proposals with for example missing curriculum vitae or with a missing budget forecast will be deemed ineligible.)

5. Response Format

Responses are to be straightforward, clear, concise and specific to the information requested. In order for submissions to be considered complete, Design Teams must provide all the requested information mentioned in this document as well as any other comments, observations or suggestions which potentially may assist Arts Council Malta in shortlisting the applicants.

6. Complaints procedure

Filing a complaint will not affect your chances of receiving support from Arts Council Malta in the future. All complaints will be treated with confidentiality.

a. Grounds for complaints

Applicants can make a complaint regarding procedural anomalies and irregularities during the submission and evaluation process in terms of the procedures stipulated in these guidelines and regulations. Complaints cannot be made concerning:

- The Arts Council’s or Government’s policies and procedures
- The merits of the application in terms of the criteria stipulated in these guidelines and regulations.
- Only applicants may file complaints concerning their project.

b. Filing a complaint

Complaints must be made in writing and must be as clear as possible. The complaint must state the grounds and the reasons for the complaint, providing a detailed explanation and justification supported by relevant documentation or testimonials as to why the complainant deems that irregularities were committed in the procedure/s stipulated in this call or in standard good governance rules and regulations governing the public sector. The decision at the end of the complaint process shall be final. Complaints need to be made to the Director of Funding and Strategy, Arts Council Malta within five (5) working days of receipt of your result. You will normally receive a reply to your complaint within ten (10) working days.

6. Complaints procedure

In case you are not satisfied with the reply, Arts Council Malta will convene a Board that will discuss your complaint further. If you approach our complaints procedure, then you are accepting that we can use information about your project to address the complaint. The decision of the Board is final.

Clarifications and FAQs

For Clarifications and FAQs, potential applicants should refer to the Arts Council Malta website or send an email to londondesignbiennale@artscouncil.mt

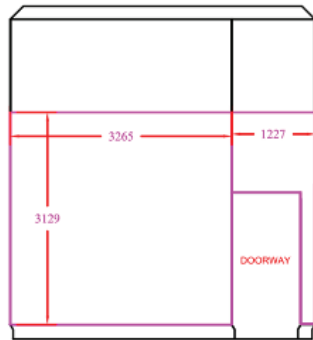
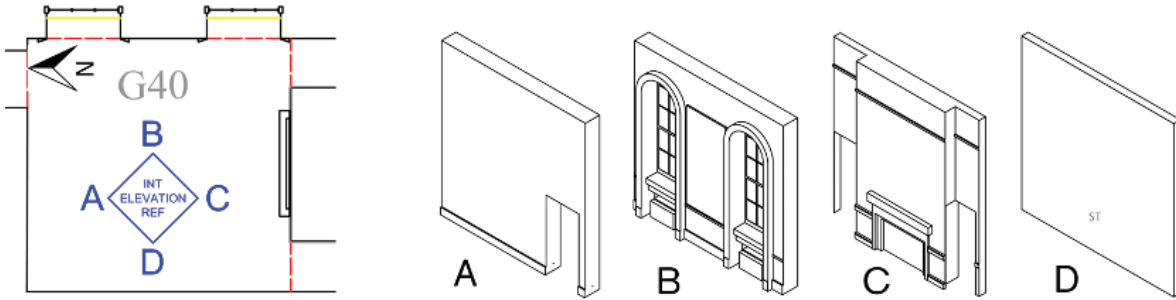
Section E:

Location for the Malta Installation

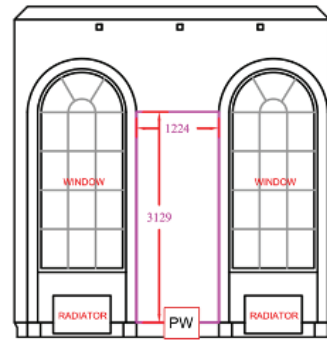


LONDON DESIGN BIENNALE

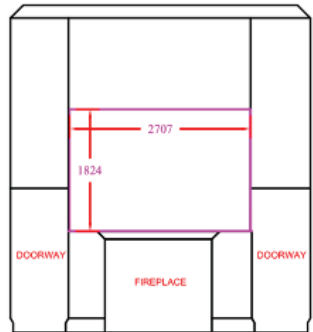
ROOM 26 (EW G40 EAST WING - SOMERSET HOUSE - ELEVATIONS)



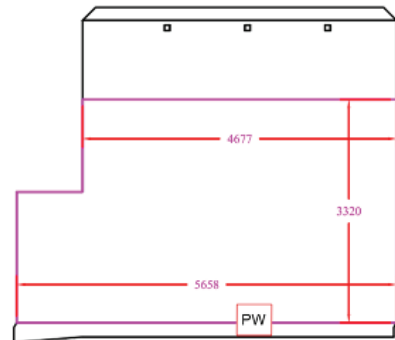
ELEVATION A



ELEVATION B



ELEVATION C



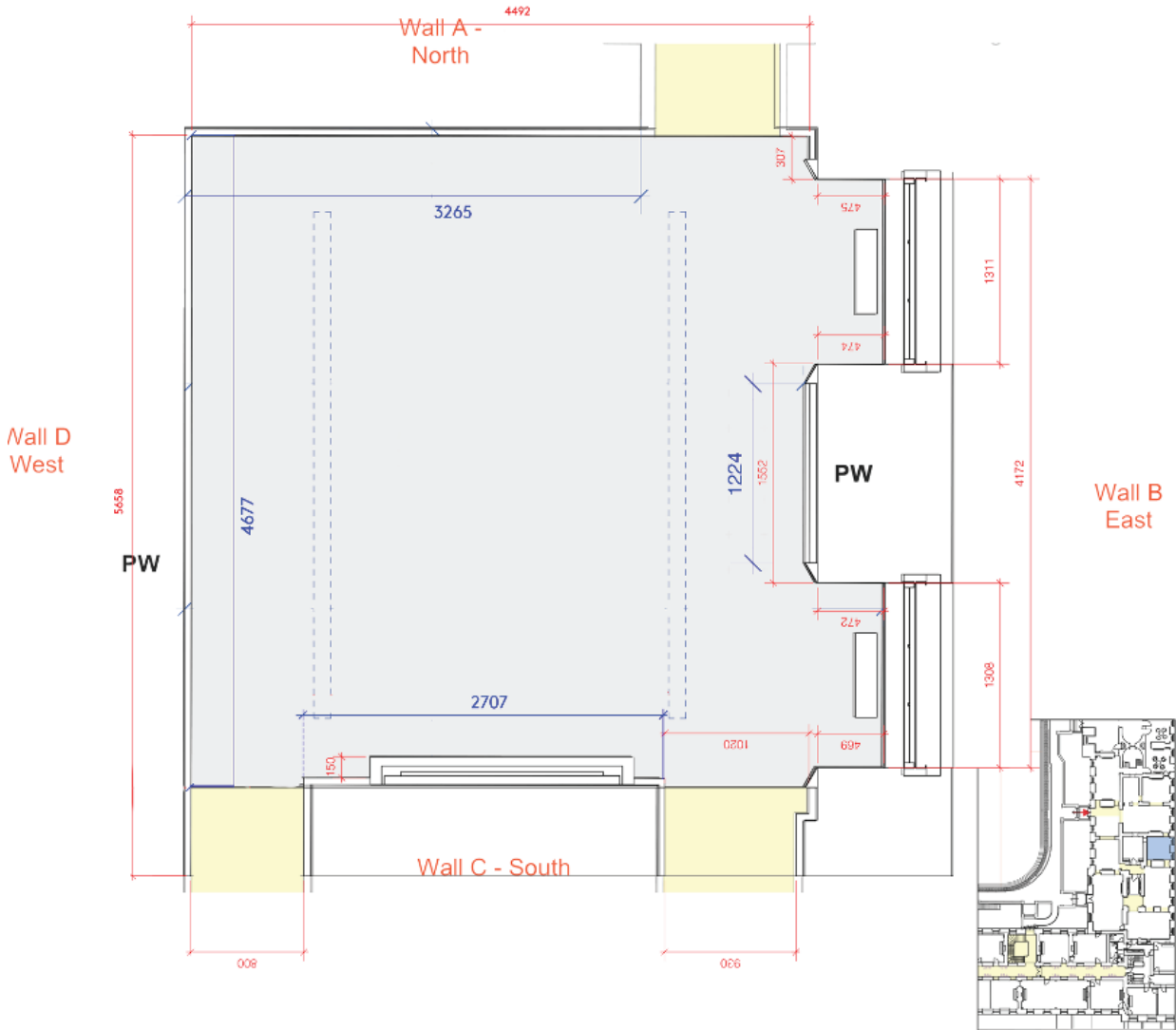
ELEVATION D

KEY	
	Wifi Box
	Lighting track
	Double socket power point
	Data Point (not automatically connected)
	Security Camera on wall
	Delinates wooden panel that can be fixed to. Only these areas can be fixed to.

LONDON DESIGN BIENNALE	
JOB: London Design Biennale Somerset House	
DO NOT SCALE	SCALE:
Drawing Number: EW	DATE:
STATUS: Awaiting Gallery Confirmation	REVISION: 1

LONDON DESIGN BIENNALE

ROOM 26 (EW G40) EAST WING - SOMERSET HOUSE - PLAN



All plans have been provided by Somerset House, and whilst they are updated regularly, you should bear in mind that Somerset House is a 18th century building, which means it does have several idiosyncrasies.

Therefore, any specific crucial measurements should be checked on site by yourselves, or by appointing an Approved Contractor to undertake this on your behalf before entering into any production or fabrication of any site specific work.

Please note that we do not accept any responsibility or liability for any resultant loss or inconvenience which you, or your organisation, may suffer as a result of the use of these floor plans.

KEY

- Lighting track
- Use of power point: Indicate which power point you wish to use by circling the desired "PW" symbol
- Security Camera on wall
- Fire Alarm on wall
- MDF walls

LONDON DESIGN BIENNALE

JOB:
London Design Biennale
Somerset House

NOTES: Do NOT Scale	SCALE:
Drawing Number: EW	DATE: 19.01.201
STATUS: Awaiting Gallery Confirmation	REVISION: 1

Images courtesy of the London Design Biennale



Call for a Design Team

For Malta's participation at the
LONDON DESIGN BIENNALE 2025