



REQUEST FOR PROPOSALS

PROPOSAL WRITING AND GUIDELINES: PROPOSALS SHOULD BE A DEFINITIVE AND SUCCINCT ACCOUNT OF YOUR IDEA.

Proposals should be prepared by Producers and Creators and include full details of the following:

Proposal Guidelines

CONCEPT/SYNOPSIS/TREATMENT

- Introduction – a clear explanation of the concept.
- Synopsis – outline of the programme.
- Treatment – how the programme will be treated in its visual and audio presentation.
- Script – where appropriate and according to the programme genre.
- Full production schedule – from 1st drawdown to delivery.
- Full programme format – (eg 00:00:01 to 00:26:00) include specified content.

MĀORI LANGUAGE CONTENT

- The script – specify Te Reo and or English language content and explanation for its use.
- Māori Television has an obligation under clause 8 of Māori Television Services Bill 2001 to broadcast during prime times mainly in Te Reo Māori and at other times to broadcast a substantial proportion of its programmes in Te Reo Māori. We ask the production company to demonstrate the quality and content of Te Reo Māori in its proposal. Please provide appropriate documentation in support of this.

PERSONNEL

- Key personnel involved in the production, their proposed roles, experience and references. Evidence of success and/or impact on production.
- Full crew list.
- Details of the individual or organisation who will be maintaining or reviewing the accounting systems and undertaking the financial reporting. State the individual or organisational professional qualification and experience.

FINANCIAL

- Top sheet plus full production budget – which covers stages of development, pre-production, production, post production, and includes management, production team, Māori language development costs. Please note intended milestones for drawdowns.
- Extent to which funding or resources have been sought from other sources and the level of assistance obtained.
- Exact amount of funding being sought from Broadcasting Funding Agencies.

BUSINESS STRUCTURE

- Full details and background information of the organisation including:
 - Legal Entity
 - Company Structure
 - Share Capital (including paid up capital)
 - Registered Office
 - Proof of Registration
 - Bankers
 - Lawyers
 - Accountants and;
 - Past Financial History

MARKET

- Clear identification of target audience.
- Outline of other broadcasting interest/replay rights intended or negotiated.

FINANCIAL

- A budget template is available for use as a formatting guideline. As each programme has its individual requirements, please adjust the template to suit. It is advisable that a production accounting package is utilised.

PROPOSAL FORMAT: In order for applications to be considered 3 copies of proposal including a funding application form must be provided before the published deadline.

When submitted proposals the recommended format is:

A4
1 x Bound and 2 x Unbound
Page headers with programme title on each page
Numbered Pages

For further information please send written questions to the Māori Television Programme, Commissioning Department:

Postal Address:

Māori Television
COMMISSIONING DEPARTMENT
9 – 15 Davis Crescent
Newmarket
AUCKLAND

Manutai Schuster

Manager External Programming
Ph: 09 539 7003
Mobile: 021 326 240
Email: manutai.schuster@maoritelevision.com

Damien Rangi

Commissioning Administrator
Ph: 09 539 7097
Mobile: 021 326 067
Email: damien.rangi@maoritelevision.com

Larry Parr

GM of Programming
Ph: 09 539 7146
Mobile: 021 326 364
Email: larry.parr@maoritelevision.com

IMPORTANT NOTICE

Terms and Conditions of the Māori Television Programme Commissioning Round

Please read the following terms and conditions of the programming commissioning round carefully as these terms and conditions set out the basis upon which proposal(s) to the Māori Television (**MT**) will be considered by MT. As a proposer, you are required to sign at the end of these terms and conditions in the manner indicated below as evidence of your acceptance of these terms and conditions and to then return to us the signed terms and conditions together with your completed application:

1. Issue of Documents:

- 1.1 All proposals should be completed in accordance with the Proposal Writing and Guidelines set out in pages 1 and 2 of this Request for Proposals; the Māori Television Budget Summary; and the Application for a Māori Television Broadcast Commitment.
- 1.2 To avoid any doubt, the panui posted onto the website; the Māori Television Budget Summary, the Proposal Writing and Guidelines set out on pages 1 and 2 of the Request for Proposals; the Māori Television Budget Summary; and the Application for a Māori Television Broadcast Commitment (together with the proposal documents) form part of these terms and conditions.
- 1.3 MT does not intend to create any legally binding contractual or other rights by calling for proposals; considering any submitted proposals; or negotiating with any of the preferred proposers pending any decision by MT to enter into a legally binding contractual agreement in accordance with paragraphs 6 & 7 below.
- 1.4 This invitation by MT to proposers to submit a proposal should not be considered a recommendation to any person to submit one or more proposals.

2. Closing Date:

- 2.1 Proposals must be received by MT at the address set out on page 2 of this Request for Proposals by the deadline date (refer to www.maoritelevision.com)
- 2.2 Proposals received at any other location or after the stated deadline noted in paragraph 2.1 above will not be considered.

3. Proposers to Inform Themselves:

- 3.1 Proposers must make their own independent investigations regarding all matters relevant to the commissioning round.

4. Submissions of Proposals:

- 4.1 Proposals must be prepared in the form required by the Proposal Documents.

4.2 The cost of preparing and submitting a proposal will be met by the Proposer.

5. Agreement to Amend Proposals and Agreements to Broadcast if required as result of Māori Television Service Bill 2001:

5.1 In the event further changes are made to the Māori Television Service Bill 2001 **(the Bill)** between the date of the Proposal Documents and the date the Bill becomes law which will result in the addition of further requirements or impose further restrictions on the broadcast or programming statutory obligations of MT, proposers of proposals commissioned by the commissioning round agree to amend their proposals and to otherwise adapt their productions to ensure MT can satisfy those additional statutory obligations (if any).

5.2 In the event further amendments are made to the Bill between the date of the Proposal Documents and the date the Bill becomes law which will result in a lessening or other relaxation of the broadcast and programming statutory obligations of MT, MT will pass to proposers the benefit of these lesser or relaxed requirements in so far as they impact on proposals commissioned by the commissioning round.

6. Acceptance of Proposals:

6.1 MT is not obliged to accept any proposal or the lowest priced proposal.

6.2 No preferred proposer will acquire any legally binding contractual or other rights until MT has accepted a proposal in the manner set out in paragraph 7.1 below.

6.3 Any statements made by or on behalf of MT during the course of any meetings, discussions or negotiations with any proposer prior to the acceptance by MT of a proposal in accordance with paragraph 7.1 below do not legally bind MT.

7. Formation of legally Binding Contractual Obligations:

7.1 MT may accept any proposal by issuing a signed letter of Broadcast Commitment. The letter of Broadcast Commitment itself will be subject to the parties entering into an Agreement to Broadcast on terms and conditions satisfactory to MT.

7.2 Any successful proposer will be required to enter into an Agreement to Broadcast with MT on terms and conditions acceptable to MT.

8. General:

8.1 Any information supplied or otherwise made available by MT in relation to the commissioning round and in relation to any proposal is believed by MT to be the best information available. MT makes no representation or warranty to any person as to the accuracy or completeness of any information provided by MT to proposers.

- 8.2 When evaluating the proposals received, MT may need to seek further information from one or more proposers and reserves its right to do so.
- 8.3 All information, supplied or otherwise made available by MT to a proposer is our confidential information and a proposer is only authorised to use that information for the purpose of submitting a proposal to us or in order to clarify a submitted proposal. A proposer must not use this information for any other purpose without the prior written consent of MT.
- 8.4 A proposer who has submitted its proposal may withdraw its proposal by notice in writing to MT and provided a self-addressed envelope is included with the notice, MT will return the proposal to the withdrawing proposer.
- 8.5 All proposals, including those proposals deferred by MT from an earlier commissioning round, will be considered by MT and will be either accepted or rejected by MT in accordance with the terms and conditions of the current commissioning round.
- 8.6 The invitation by MT to proposers who had their proposals deferred from the 1st commissioning round is the only invitation MT will issue to invite these proposers to re-submit their deferred proposals and MT will have no legal obligation to further consider any deferred proposals at any other time.

9. Return Unsuccessful Proposals:

- 9.1 MT will return to any unsuccessful proposer its proposal and supporting documentation provided that proposer has provided to MT a self-addressed envelope with its application.

10. Proposals to be Certified True and Correct:

- 10.1 The undersigned proposer certifies to and for the benefit of MT that its proposal, both in part and in full, is true and correct as at the date of the application.

Signed by _____

On behalf of _____
(Production House)

Dated _____