NAF.T02.2026

Clarification Note

1st October 2026

To all prospective bidders

Reference is made to the above-captioned tender for which the deadline for submission of offers is 9 October 2026 at 13:00 hours CEST. Below are questions received from Economic Operators by the stipulated deadline of 30th September 2026 at 13:00 hours CEST.

Question 1	*Would sourcing or securing additional funding for the projects and/or programme fall within the remit of the appointed creative team?*
Answer	Sourcing or securing additional funding does not form part of the core scope of services specified under this Tender. The scope of the appointed Creative Director is established principally in Section 3 (Terms of Reference).
Question 2	*Could you clarify what is expected to be covered by the estimated €100,000 contract value? In particular, is this amount intended solely to cover the professional fees and wages of the creative team, or is it also expected to cover programme, production or other project-related expenses?* *Additionally, could you clarify over what period this budget is expected to be disbursed and the anticipated duration of the creative team's engagement?*
Answer	The tender clearly stipulates that the estimated budget of €100,000 represents the estimated value of the professional services being procured through this Tender and should therefore not be interpreted as the overall programme, exhibition, production or capital budget for the projects concerned. This is ultimately reflected in Section 7 (Financial Bid), where Tenderers are required to submit an hourly rate against the three strands of the tender. That being said, the Tender makes note of the facilities that are to

	be provided by the Contractor as per Article 6.3 of Section 3 (Terms of Reference) and that these shall be construed as inclusive of the Tenderers' bid. As regards duration, Article 5.2 in Section 3 (Terms of Reference) provides for an intended contract period of thirty-six (36) months from the date of the last signature of the Contract, with the possibility of two further periods of six months in accordance with the Tender provisions. The project timelines are indicated in the same Article. Furthermore, under Article 26.1 of Section 2 (Special Conditions), it is stipulated that payments for each of the three professional service strands are made monthly, upon submission of an invoice and report detailing the work carried out and following approval/certification by the Head of the Contracting Authority.
Question 3 <u>Answer</u>	*Could you provide some further clarification on how the three strands identified within the tender are intended to operate in practice, namely:* ● *the Sharjah Exhibition;* ● *the Phase 2 Project; and* ● *the Ad-hoc Tasks?* *In particular, it would be useful to understand the relationship between the three strands and the expected level of involvement of the creative team within each.* The three strands may not necessarily be inherently or operationally related to one another, since they concern distinct projects and areas of activity. Nevertheless, they fall within one overall Creative Director engagement. The appointed Creative Director will therefore be expected to ensure that the overarching Creative Vision developed for the Notarial Archives Foundation is reflected consistently across all projects and assignments, while adapting that vision to the specific objectives, audiences, context, and requirements of each strand. This approach is consistent with Article 2.1(b) and (c) and with Article 4.3.2 of Section 3 (Terms of Reference). Accordingly, while the subject matter, timelines, and outputs of the three strands may differ, the Creative Director should ensure a coherent and recognisable Creative Vision for the Foundation across the engagement as a whole.
Question 4 <u>Answer</u>	*Could you clarify the management structure for the project? Specifically, who would the creative team report to, and what would the anticipated chain of command and decision-making process be?* The management structure is set out expressly in Article 4.3 of Section 3 (Terms of Reference) and the tenderers shall refer to the tender document for further information.

Question 5	*To what extent does project management fall within the remit of the creative team? For example, would the appointed team be expected to manage project timelines, budgets, contractors and deliverables, or would these responsibilities be handled separately by the Foundation's project or administrative team?*
Answer	The Contractor should be understood as having responsibility for management and coordination of the creative workstream and associated Creative Director deliverables, including relevant timelines, contributors, meetings, coordination, and reporting. The tender does not transfer overall administrative, contractual or financial management of the Foundation's projects to the Creative Director. The tasks expected of the Contractor are described in Articles 2.2 and 4.2 of Section 3 (Terms of Reference). Overall management of the Contract, formal approvals, and ultimate decision-making remain with the Notarial Archives Foundation in accordance with Articles 4.3.1 and 4.3.2 of Section 3 (Terms of Reference).

All other tender documents, conditions and requirements, which are not superseded by this clarification remain in place.

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