



Request for Quotations – RFQ

MDB Annual Report 2021

RFQ/2022/AR01

Issue Date: **18 January 2022**

Submission Date: **31 January 2022**

Time: **18:00 CET**

Classification of Document Data: Restricted

1 GENERAL INFORMATION

1.1 Purpose

- 1.1.1 The Malta Development Bank (herein referred as “MDB” or the “Bank”) performs a promotional role in line with public policy with the objective to contribute towards sustainable economic development that benefits the Maltese people in areas including private sector development, skills and technology, infrastructure development, green economy and community services.
- 1.1.2 The MDB is currently seeking to acquire services for the design/formatting, printing, publication and photos for the Bank’s Annual Report for the year 2021.

2 SUBMISSION OF PROPOSAL

- 2.1.1 The Bank is the point of contact for this RFQ. Please refer any queries to:

Procurement Officer
Malta Development Bank
Triq Il-Papa Piju V,
Valletta, VLT 1041,
Malta.

Telephone: 2226 1713
Email: procurement@mdb.org.mt

- 2.1.2 Any requests for clarifications will only be entertained if received by **Wednesday, 26 January 2022 at 18:00 CET** on procurement@mdb.org.mt.
- 2.1.3 Any RFQ addenda/updates by the MDB will be circulated by email from procurement@mdb.org.mt.
- 2.1.4 All the documentation shall be submitted by **Monday, 31 January 2022 at 18:00 CET** on procurementproposals@mdb.org.mt.
- 2.1.5 Applicants are to quote the reference number of this request for quotation in all correspondence.
- 2.1.6 Proposals shall include the final price, including the delivery to the Bank’s premises, the delivery date, the ESPD Form as well additional information that will allow MDB to evaluate the proposal according to the defined Evaluation Award Criteria.
- 2.1.7 Late submissions will not be accepted. Evaluation of the quotations received will take place after Monday, 31 January 2022 at 18:00 CET. All submissions will be dealt with

in strictest confidence.

3 GENERAL CONDITIONS

- 3.1.1 The Bank shall award the Quotation on the basis of the most economically advantageous proposal in terms as indicated in the paragraph 2.3.4 Evaluation Award Criteria.
- 3.1.2 The Bank may in its absolute discretion change, as deemed necessary in view of circumstances, the basis of, or the procedure of the RFQ process;
- 3.1.3 The Bank reserves the right to extend the closing date and to cancel the RFQ and evaluation process at any stage. The Bank shall inform all the prospective applicants without being liable for any costs and damages including, without limitation, damages for any loss of profits, in any way connected with the cancellation of the request for quotation.
- 3.1.4 The Bank reserves the right to reject a proposal which appears to be priced abnormally low in relation to the Services to be provided. The Bank reserves the right to request further clarification, documentary evidence, explanation or elaboration in writing on any aspect of the application or declarations made.
- 3.1.5 The Bank reserves the right to reject or disqualify a proposal if:
- a. the Applicant fails to comply fully with the requirements of the RFQ and the information given at the time of proposal is incomplete, or additional requested information is not provided;
 - b. the Applicant is guilty of a serious misrepresentation in supplying any information required in this document and/or in relation to this or any past proposals;
 - c. the Applicant has, directly or indirectly, engaged in Corruptive, Fraudulent, Collusive or Obstructive practices in competing for the RFQ in question;
 - d. there is a change in identity, control, financial standing, or other factor impacting on the selection and/or evaluation process affecting the Applicant.
- 3.1.6 In addition, since the Bank has a zero tolerance towards the commission of fraud, a proposal shall also be rejected if the Applicant fails to commit itself through a signed anti-fraud declaration in the form contained in Annex I.
- 3.1.7 If the Bank becomes or is made aware, after award of the Project, that an Applicant failed to comply with any of the requesting criteria, the Bank is entitled to terminate the contract without prior notice. The MDB reserves the right to claim payment from the non-compliant Applicant of any damages, loss and expenses incurred as a result

of the termination.

- 3.1.8 Subcontracting and awarding this RFQ in Lots may be accepted after seeking the Bank's prior written consent.
- 3.1.9 The Bank draws the attention of prospective Applicants to the conditions concerning employment in Malta and the obligation to comply with all regulations, rules or instructions concerning the conditions of employment of any class of employee. Successful Applicants may also be requested to submit a certified Jobsplus list of personnel employed by them.
- 3.1.10 The Bank may, notwithstanding any provision to the contrary in this RFQ, publicise or otherwise disclose, to any third party, information regarding the contract, the identity of Applicants (including details of their respective members), the RFQ process, or the award of Services (including, without limitation, details of costs and fees) at any time.

3.2 GDPR and Freedom of Information Compliance

- 3.2.1 The MDB is subject to the provisions of the Freedom of Information Act as well as other legislation governing access to information. Therefore, where Applicants consider any information that they provide in the course of this RFQ process to be commercially sensitive or confidential in nature, they should identify that information as "commercially sensitive" or "confidential" and specify the applicable reasons. The nature of the documentation may then be taken into account by the MDB in considering requests (if any) for access to such information under the Freedom of Information Act or other applicable law. Applicants should note that on conclusion of a contract for the services that are the subject-matter of this competition, a right of access to the contract and associated documents will be available to the extent required by the Freedom of Information Act 2014 or other applicable law.
- 3.2.2 The submission of any Personal Data (including any personal data contained in any curriculum vitae) ("Personal Data") shall be provided by the Applicant for the use by the MDB of that Personal Data for the purpose of evaluating the proposals and in performance of arising contractual obligations. Once it obtains any Personal Data, the MDB will act as data controller of such data and will retain it for (a) in respect of an unsuccessful applicant, up to one year following completion of the appointment of the successful applicant and (b) in respect of a successful applicant, up to seven years following completion of the Services. An Applicant may exercise his/her rights in connection with the processing of his/her personal information by MDB by contacting the DPO by email at dpo@mdb.org.mt. For further information in relation to how the MDB processes personal data, including an individual's various rights under data protection law and details of how to contact the MDB, please refer to the MDB's Privacy Notice which is available at: <https://mdb.org.mt/en/home/Pages/Privacy-Notice.aspx>.

4 INFORMATION REQUESTED

4.1 Economic Operator Information

4.1.1 The MDB is asking interested Economic Operators to submit a response containing a signed ESPD Form.

4.2 Requirement Details

4.2.1 The MDB seeks to acquire services for the design/formatting, printing, publication and photos for the Bank's Annual Report for the year 2021 with the following specifications:

1. Designing service including formatting of the publication in line with the Bank's Annual Reports.
2. Printing and binding quote of the document with the following publication characteristics:
 - Size: A4
 - Quantity: 100 copies
 - Pages: 100 pages
 - Print: full colour front and back - black/colour OR (pictures/writeup section) 60/40
 - Inside – 120 gsm
 - Cover – 250 gsm + matt lamination
 - Finished – perfect bound

4.2.2 The successful Applicant shall also provide a Price per picture (from the Applicant's photobook).

4.2.3 The successful Applicant must conform to the following time schedule:

- Submission of final draft to be formatted and printed: 25 March 2022
- Printing of document: 8 April 2022

4.2.4 With regard to clause 4.2.1 (1) on Designing service, the selected Applicant will be expected and required to liaise with the Bank's PR Consultants on the design of the Report.

4.2.5 A copy of the Bank's last Annual Report for the year 2020 can be made available if requested. Applicants are requested to submit any Annual Reports or key Publications designed, printed and/or published recently by themselves for corporate or public sector entities.

4.2.6 The successful Applicant will be required and expected to show flexibility throughout, in case of late or last-minute amendments, adjustments, changes and/or inclusions to

the Bank's Annual Report.

4.3 Response Format

4.3.1 Responses are to be straightforward, clear, concise and specific to the information requested. In order for submissions to be considered complete, Applicants must provide all the requested information mentioned in this document as well as any other comments, observations or suggestions which potentially may assist the MDB in the Request for Quotations.

4.3.2 In order to be able to fully evaluate the proposal, please include the following information within the submitted materials:

- Proposed Project Plan including a Completion Date
- Relevant Recent Experiences
- Experience Level of Staff Assigned to the Project
- Any third-party outsourcing envisaged to complete the project

4.4 Award Criteria

4.4.1 The award criteria for this Call for Quotations will be based on the following:

| Weightings | Evaluation Award Criteria |
|------------|--|
| 20% | Quality of product & design / formatting |
| 20% | Proposed plan and deadlines including any time allocated for contingencies |
| 10% | Relevant recent experience in similar assignment |
| 5% | Experience level of staff assigned to the project |
| 45% | Total cost including delivery service |

4.5 Financial Bid Form

4.5.1 Quotations are to be submitted and shall be awarded including any taxes/charges and any import duties applicable.

| MDB Annual Report 2020 | | Amount (€) |
|--------------------------|--|------------|
| 1 | Designing service quote | |
| 2 | Printing and binding quote - perfect bound | |
| 3 | Price per picture (from your photobook) | |
| Total (incl. VAT) | | |

Annex I**Anti-Fraud Declaration**

I, the undersigned, hereby declare that in my official capacity to bind _____ [name of company], and shall, upon award of this Request for Quotation in relation to the MDB Annual Report 2021, bind itself to undertake all of the following:

- a. not to commit any form of fraud;
- b. to take appropriate measures to deter fraud;
- c. to introduce and maintain necessary procedures to prevent, detect and deal with suspected fraudulent activity;
- d. to report to the Bank all suspected fraud concerning any arrangement entered into with the Bank;
- e. if required, to assist the Bank in the investigation of suspected fraudulent activity and in the recovery of wrongfully obtained assets concerning an arrangement entered into with the Bank; and
- f. to ensure employees of the company report any suspicion of fraud.

Name:

Designation:

Name of Company:

Date:

MDB guarantees that any personal data processed within this form shall be in accordance with the requirements of local and EU legislation on data protection in force at the time of the data processing including the General Data Protection Regulation- (GDPR) (Regulation (EU) 2016/679. All the personal data collection in this form will be considered under the classification of 'confidential'. Persons have the right to access and port their personal data, rectify, erase and restrict their personal data and to object to processing in terms of the GDPR.

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