

## Clarification 1 to RFQ/06/2023 - Procurement of services for the publication of the MDB Annual Report 2023

Further to the issue of the above RFQ, the Bank has received the following clarifications/questions, with the Bank's replies as follows:

**Question:** Whilst we understand that the primary intention is for the report to be printed, would you like us to provide a layout which could be uploaded online? If so, should we quote separately for this?

**Reply:** The online Annual Report is the pdf version of the printed report which, in line with the MDB Act, must be presented to Parliament by the end of April. Please find the online versions of the previous Annual Reports below:

<https://www.mdb.org.mt/annual-reports/>

**Question:** Will the photoshoot for the employees, take place at bank premises or in an external location?

**Reply:** Yes, at the Bank's premises.

**Question:** Will stock photos suffice for the production of the cover photo and inside pages?

**Reply:** Yes, any other photos can be agreed and paid for separately.

**Question:** The RFQ specifies that 20% of the evaluation process is being given for design points. Would samples of previous work produced be enough at this stage of the process? If not, kindly specify what is being requested.

**Reply:** The answer is yes.

## Clarification 2 to RFQ/06/2023 - Procurement of services for the publication of the MDB Annual Report 2023

Further to the issue of the above RFQ, the Bank has received the following clarifications/questions, with the Bank's replies as follows:

**Question:** Can you elaborate on the term 'perfect bound', needed for the Bank's Annual Report?

**Reply:** The term is meant to mean that the cover and pages of the book are glued together at the spine, and then the edges are "perfectly" trimmed to give the book its sharp, even edges.

**Question:** Regarding the pictures - 'from the Applicant's photobook' - does this mean that they need to be original photos/images, or can images be used from stock websites?

**Reply:** Stock photos can be used. Any other original photos can be agreed and paid for separately.

**Question:** Relevant Recent Experiences – would you need to see the final projects, or would the name/s with whom we have worked suffice?

**Reply:** Preferably we would like to see other similar specimens of Annual Reports, or similar designs and printed material, produced by your Team.

**Question:** We would like to ask if there would be any need for any graphs/tables creations? Or would these images be provided?

**Reply:** Graphs, tables and figures are to be designed by the designer, in line with the overall design and colour scheme of the Annual Report. We will send the data in excel, and provide an indicative/basic chart or table.

**Procurement Section**  
**Malta Development Bank**