



Request for Quotations

RFQ / 06 / 2023

**Procurement of services for the publication
of the MDB Annual Report 2023**

Issue Date: Friday 10 November 2023

RFQ Closing Date: Wednesday 6 December 2023
Closing Time: 12:00 CET

Classification of Document Data: MDB-Public

1 GENERAL INFORMATION

1.1 Introduction

The Malta Development Bank (“the Bank”) was established on the 24 November 2017 when the Malta Development Bank Act, 2017 came into force (Act No XXI of 2017, CAP 574). It commenced operations on 11 December 2017 when the Board of Directors was appointed and held its first meeting. The MDB is fully owned by the Government of Malta.

The MDB’s strategic objective is to address market failures or financial gaps by offering financing facilities to support productive and viable operations where the market is unable or unwilling to accommodate such activities on its own in whole or part. The MDB complements commercial banks through a non-competitive and mutually supportive relationship, thereby ensuring additionality and diversifying Malta’s financial base in a cost-effective manner. The MDB’s primary goal is to contribute to public policy objectives, and it is therefore not driven by purely commercial and profit maximisation considerations. Nonetheless, the MDB supports only bankable investments and assesses proposals on the basis of sound banking principles, including feasibility.

In performing its promotional banking role, the MDB’s remit of activities covers a wide range of possible operations where there is evidence of market failure. In general terms, the MDB is engaged in private sector development; skills and technology, infrastructure development of regional or national importance, green economy, community services.

The Bank’s core programme has mainly focused on guarantee schemes for new SME investments. The Bank also supports large-scale infrastructural projects which experience difficulties in accessing the appropriate bank or other financing.

The Covid-19 pandemic created the need for the MDB to quickly become a key channel of Government’s crisis-response measures.

Detailed information on the MDB’s schemes is provided in the Annual Reports which can be accessed from the Bank’s website.

1.2 Purpose

- 1.2.1** The MDB is currently seeking to procure services for the design/formatting, printing, publication and photos for the Bank's Annual Report for the year 2023.
- 1.2.2** The Bank may, at its sole discretion, opt to extend the award of the publication of the Bank’s Annual Report to the same service provider also for the year 2024. The second term would be subject to a satisfactory performance by the service provider on the first award, and to retaining the same price, terms and conditions.

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
 5 Market Street,
 Floriana,
 Malta,
 FRN 1083.

Telephone: 2226 1713

Email: procurement@mdb.org.mt

2.1.2 Applicants/Economic Operators are to quote the reference number of this request for quotation in all correspondence.

2.1.3 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 the MDB to evaluate the proposal according to the defined Evaluation Award Criteria.

2.2 Timetable

| | Date | Time (CET) |
|--|----------------------------|-------------------|
| Publication of RFQ | Friday 10 November 2023 | |
| Deadline for request for any clarifications. Any requests for clarifications will only be entertained if received on procurement@mdb.org.mt by | Wednesday 22 November 2023 | 12:00 |
| Deadline for Submission of Proposals All the documentation shall be submitted to procurementproposals@mdb.org.mt by | Wednesday 6 December 2023 | 12:00 |

2.2.1 Any RFQ addenda/updates by the MDB will be circulated by email from procurement@mdb.org.mt and on the MDB website <https://www.mdb.org.mt>.

2.2.2 Late submissions will not be accepted. Evaluation of the quotations received will take place after the closing date. The Bank will not assume any liability associated with the late submissions of RFQs. All submissions will be dealt with in strictest confidence. Any decision taken by the Bank in this regard shall be deemed final.

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 Evaluation Award Criteria.
- 3.1.2 The Bank may in its absolute discretion change, as deemed necessary in view of circumstances, the basis of 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 goods 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 RFQ, 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 for 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 is seeking to acquire services for the design/formatting, printing, publication and photos for the Bank's Annual Report for the year 2023 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: 150 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: **1st week of March 2024**
- Printing of document: **1st week of April 2024**

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

4.2.5 A copy of the Bank's last Annual Report for the year 2022 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;
- The Financial Bid Form.

4.3.3 Economic Operators who fail to provide the requested information may result in the proposal not being considered any further.

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 & deadlines including any time allocated for contingencies |
| 10% | Relevant recent experience in similar assignments |
| 5% | Experience level of staff assigned to the project |
| 45% | Total cost, including delivery to the Bank’s premises |

4.5 Financial Bid Form

4.5.1 The proposal price must cover all the requirements as described in the RFQ document.

4.5.2 The Economic Operator must provide a breakdown of the overall price in Euro (€) including VAT, as per form provided hereunder.

4.5.3 Different options are to be clearly identifiable and marked 'Option 1', 'Option 2' etc. for each individual option clearly outlining the price of the relative option.

4.5.4 If the Economic Operator offers a discount, the discount must be absorbed in the rates listed.

- 4.5.5 The prices quoted must be inclusive of delivery to the Bank’s premises in Floriana. The prices quoted are fixed and not subject to revision or escalation in costs.
- 4.5.6 Quotations are to be submitted and shall be awarded including any taxes/charges and any import duties applicable.
- 4.5.7 The Economic Operator must provide a completed bill of quantities as per below:

| MDB Annual Report 2023 | Total Cost (VAT included) |
|---|------------------------------|
| 1 Designing Service quote | |
| 2 Printing & Binding quote – perfect bound | |
| 3 Price per picture (from your photobook) | |
| Total including VAT | |

Annex I



Anti-Fraud Declaration

I, the undersigned, hereby declare that in my official capacity to bind _____[name of company]_____ shall, upon award of this Request for Quotation in relation to the procurement of services for the publication of the MDB Annual Report 2023, 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.

For further information, please read the MDB's privacy notice which can be found [here](#).

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