

**PUBLICATION WORK FOR MTSFB  
2022 ANNUAL REPORT AND FINANCIAL YEAR STATEMENT**

RFQ NO: 2023005

ISSUE DATE: 12 APRIL 2023

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## SECTION 1: INTRODUCTION

### 1. Purpose

- 1.1 The purpose of this RFQ is to invite interested vendor to submit proposal for publication work for MTSFB 2022 Annual Report and Financial Year Statement.

### 2. Definition

MTSFB	Malaysian Technical Standards Forum Bhd
RFQ	Invitation to submit their respective proposals for the publication work for MTSFB 2022 Annual Report and Financial Year Statement
RFQ Document	The document including its accompanying schedules and appendices

### 3. Background

- 3.1 The Malaysian Technical Standards Forum Bhd (MTSFB) is a company limited by guarantee which was incorporated on 8 June 2004.
- 3.2 MTSFB is being designated as the Technical Forum by the Malaysian Communications and Multimedia Commission (MCMC) on 27 October 2004, under the Communications and Multimedia Act (CMA 1998), Part V, Chapter 9 - Voluntary Industry Codes, Section 94 Industry Forum and Part VII, Chapter 3 - Technical Standards, Section 184 Technical Standards Forum.
- 3.3 We develop, recommend, modify, and update Technical Codes (TCs) and as an information resource centre in facilitating the development and growth of communications and multimedia industry.
- 3.4 MTSFB is also manages the Industry Promotion and Development Grant (IPDG) as well as to supervise the projects implemented by Grant recipients. The MTSFB Project Grant was conceived for the purpose of enhancing knowledge, Research & Development (R&D) and establishing competitiveness in technology innovation by creating a Proof-of-Concept (PoC) project that contributes to the communications and multimedia industry.
- 3.5 Malaysian Technical Standards Forum Bhd (MTSFB) aims to become the leading standardisation organisation and the focal body for communications and multimedia industry (CMI) standards that fulfil the Malaysian market needs. Since its establishment in 2004, MTSFB has developed more than 60 technical codes (TC) and registered by Malaysian Communications and Multimedia Commissions (MCMC) for CMI reference and guideline.

Specifically, in 2022, a lot of changes were done and MTSFB is also taking up a new approach in its TC development, especially in terms of understanding the impact and adoption of TCs and collaborations.

- 3.6 To share the experience of tremendous growth and reform, the production of MTSFB's 2022 Annual Report should reflect MTSFB's desire to implement these changes, apart from sharing the progress achieved in the year being reviewed and the financial performance.

#### 4. Expected Outcomes

- 4.1 MTSFB's Annual Report 2022 (AR 2022) will be submitted in softcopy (PDF) of 70 - 80 pages (including cover) and outlines key accomplishments made by the organisation, key information on the organisation and the annual audited account. The report should be professionally designed for digital layout, language edited in line with professional writing standards and in line with MTSFB's brand.

#### 5. Overall messaging

For the 2022 Annual Report, MTSFB will feature its achievements, highlights on the work done on Technical Codes and Industry Promotion and Development Grant (IPDG) and the events organised by MTSFB to support its objectives.

In addition, it might also feature selected partners/working groups working with MTSFB in the respective projects/areas.

The proposed Themes for Annual Report 2022 are:

- a. Creating Value
- b. Going Beyond

#### 6. Tone & manner

The overall tone and manner of the Annual Report 2022 will be modern, sleek, and trendy, as well as expressing the expertise in technology-related and standards development.

## SECTION 2: SCOPE OF WORKS

7. The scope of works to be undertaken by the successful vendor shall include but is not limited to the following.
- a) Design the report's layout incorporating the text provided as according to MTSFB's brand and concept. Approximately for 70 – 80 pages.
  - b) Editorial: Copywriting and proofreading the content according to the given MTSFB's information and organise them accordingly.
  - c) Photography
  - d) Amendments
  - e) Final artworks
  - f) Mock up softcopy
  - g) Delivery the final product on 1 June 2023 in the below format.
    - i) 1 softcopy in High Res (PDF) – Printing-ready format
    - ii) 1 softcopy less than 5 - 7 MB (PDF) – for website downloads

At every stage, after the drafts have been reviewed and commented by MTSFB, the designer/consultant will incorporate all comments and amendments, and it will adhere to branding standards for MTSFB.

### 8. Deliverables and Timelines

9.1 The project period will be for 5 weeks work. Please refer the table below on the work schedule.

No	Task Name	Timeline
1	Clarification session	17 April 2023
2	Pitching process evaluation	3 May 2023
3	Appointment of Vendor - Kickstart meeting with appointed vendor	5 May 2023
4	Design phase	8 – 22 May 2023
	Artwork	
	Amended and revised	
5	Editorial	
	- Copywriting	
	- Proofreading	
6	Photography	11 May 2023
	- Board of Directors	
	- Reference Panel (WGs Chair & VC)	

No	Task Name	Timeline
	- Office Bearer	
7	Draft	
	- 1 <sup>st</sup> review	22 May 2023
	- 2 <sup>nd</sup> review	24 May 2023
	- Final review	26 May 2023
	- Sign off on agreed content and design	29 May 2023

9. Format and draft outline

9.1 The format and the layout shall be presented incorporating information outlined in the content list and pagination as in **Appendix 1**.

**SECTION 3: COSTING**

10. Costing Details

10.1 The price offered in the quotation is final which shall include professional fee, labour, material, out of pocket expenses and tax for the service and supply of the required items to the satisfactory of MTSFB.

10.2 The vendor shall propose an attractive and workable pricing which shall not exceed in total of RM20,000.00 (including 6% Tax, if applicable).

10.3 The vendor is required to submit quotation based on the above specification with cost breakdowns.

No	Requirements	Amount (RM)
1	Preparation and submission of MTSFB 2022 Annual Report and Financial Year Statement which cover all requirements outlined in clause 8.	
	Sub-Total (RM)	
	6% Tax (RM)	
	Grand Total (RM)	

## **SECTION 4: COMPANY PROFILE AND CAPABILITIES**

11. The vendor to provide the following info in the proposal submission.
  - 11.1 Company profile
    - a) Background and service offering
    - b) Organisational chart (brief of background, qualification, and year of experience for senior partner and staff handling publication of annual report)
  - 11.2 Past three (3) years project and customer (client name, year of service – from/to, business nature & contact references)
  - 11.3 Additional company info
    - a) CCM Business registration certificate
    - b) Company award & recognition
12. Skills required for vendor:
  - a. Professional Copywriter and Proofreading.
  - b. Creative design skills and proficiency in graphic software.
  - c. Excellent organisational skills.
  - d. Experienced in designing layout and artwork for corporate organisations.
  - e. Demonstrate ability in meeting deadline and under tight schedule.
  - f. Highly responsive and committed in delivering best results for clients.

## **SECTION 5: TERMS AND CONDITIONS**

13. The RFQ is subject to the following terms and condition:
  - 13.1 MTSFB may engage the successful vendor to provide the good/ services required covering the whole or any part of the Scope of Work proposed.
  - 13.2 MTSFB shall not be liable for any cost incurred, or work done, in relation to the Quotation and any report submitted to MTSFB.
14. Price
  - 14.1 The vendor shall submit a competitive price quote to complete the project.
  - 14.2 A quotation price shall be valid for a period of six months and to be quoted in Ringgit Malaysia (RM) only.

14.3 The successful vendor need not be the one who quoted the LOWEST price. Evaluation of the audit firm and/ tax agent proposal shall be based on other matters such as adherence to the Scope of Work, deliverable and timelines, administrative and procedural requirement of the RFQ, the vendor's prior experience and track record other important related information.

14.4 MTSFB will not be responsible and will not compensate for any losses incurred in the failure of the appointed vendor in recovering expected total investment.

#### 15. Quotation Submission Received After the Closing Date

15.1 Any quotation received after the stipulated closing date and time shall be rejected.

#### 16. Acceptance of Quotation

16.1 MTSFB reserved the right to accept the whole Quotation submission, or such part of parts thereof made by the vendor as MTSFB may its absolute discretion decide.

16.2 MTSFB shall not bound to provide any reasons for the rejection of the Quotation.

#### 17. Omission and Error

17.1 No oral, written, fax or otherwise transmitted information, modification or variation of the submission received after the quotation submission is closed will be considered.

17.2 The vendor shall be solely responsible for all such omission and errors without any additional cost chargeable to MTSFB. MTSFB shall not entertain any request for variation of prices or submission of additional quotes for items left out in the original submission on the grounds of lack of knowledge, etc.

#### 18. Quotation Clarification

18.1 The vendors are advised to study all terms, conditions, and requirements carefully and to make all necessary clarification, etc., before finalizing their offers for submission. Clarification can be sought by sending email to [\*\*procurement@mtsfb.org.my\*\*](mailto:procurement@mtsfb.org.my)



19. Quotation Submission

19.1 Quotation submission shall be sending via email at **procurement@mtsfb.org.my**

20. Closing Date

20.1 All quotation submission shall be prepared in the manner prescribed and submitted at the email stipulated in clause 13.1 herein specified, on or before **12 noon on 28 April 2023**.

20.2 Late submission shall be rejected.

21. Delivery

21.1 The vendor is required to include the timeline for the delivery of all requirements above.

22. Terms and Payment

22.1 Only shortlisted vendor will be notified.

22.2 Appointment will be made via Purchase Order or other methods deemed appropriate by MTSFB.

22.3 Payment shall be made in one total lump sum or progressively whichever is deemed appropriate to MTSFB.

22.4 Payment will be made within thirty (30) days upon receipt of the invoice (s) and verified by MTSFB.

23. Proposal submission

18.1 All vendor requires to submit your proposal by the following structure:

- a) Cover letter.
- b) Company profile.
  - (i) Past three (3) years project
- c) Proposal
  - Scope & deliverables
  - Timeline
- d) Quotation
- e) Any value-added services.

**APPENDIX 1**

**CONTENT LIST AND PAGINATION**

<b>Page</b>	<b>Proposed Content</b>
Outside Cover (front)	Front Cover
Inside Cover (front)	Cover rationale
Inside Cover (front)	Corporate Information
1	Table of contents
1 - 2	Chairman's Message
3 - 4	CEO's Address
5	Separator (Identity)
6	About us, What we do,
7	Mission and Vision
8 - 9	MTSFB Members
10 -11	MTSFB's BoD
12	MTSFB's Reference Panel
13	Working Group
14	Office Bearer: Leadership & Team
15	Separator - 2022 Highlight
16 - 22	<b>2022 Highlights</b> <ul style="list-style-type: none"> <li>a) 2022 New Registered Members</li> <li>b) Collaborations (IEEE Malaysia, TSDSI, UMT)</li> <li>c) World Telecommunications and Information Society Day 2022 (WTISD 2022)</li> <li>d) World Standard Day 2022</li> <li>e) Corporate Events and collaborative activities</li> </ul>
23	Separator - Contributions Towards to the Standardisation activities
24 -26	Technical Codes Submitted and future works
27 - 29	Participation in international and national standardisation works
30	<b>IPDG Section</b> <ul style="list-style-type: none"> <li>• Deliverables/project completed</li> </ul>
31	Separator – Financial Year Statements
32 – 33	Director's Report
34	Statement by Director's
35	Statutory Declaration
36 – 38	Independent Auditor's Report

<b>Page</b>	<b>Proposed Content</b>
39	Statement of Financial Position
40	Statement of changes in Non – Distributable Fund
41	Statement of Cash Flows
42 – 74	Notes to the Financial Statements
75	Separator - AGM Information
76	Notice of 16th Annual General Meeting
Inside cover (back)	Acknowledgements
Outside cover (back)	Company logo and contact details