

**MTSFB ANNUAL REPORT**

ISSUE DATE: 18 FEBRUARY 2025

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## **SECTION 1: INTRODUCTION**

The purpose of this RFQ is to invite interested vendors to submit their proposal for MTSFB's annual report.

### **1. Objective**

- 1.1 Produce a high-quality Annual Report that effectively communicates MTSFB's performance and achievements to stakeholders. The report must be:
  - Professionally written and edited, ensuring accuracy, clarity and engaging presentation.
  - Visually appealing and informative, accurately reflecting MTSFB's financial performance and key achievements.
  - Designed to align with MTSFB's brand identity and corporate image, incorporating high-quality visuals, charts and images to enhance readability and engagement.

### **2. Background**

- 2.1 The Malaysian Technical Standards Forum Bhd (MTSFB) is a company limited by guarantee and was incorporated on 8 June 2004.
- 2.2 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.
- 2.3 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 (CMI).
- 2.4 MTSFB aims to become the leading standardisation organisation and the focal body for the CMI standards that fulfil the Malaysian market needs. Since its establishment in 2004, MTSFB has developed more than 100 TCs and are registered with the MCMC for CMI reference and guideline.

### **3. Expected Outcomes**

- 3.1 Develop a compelling Annual Report theme that effectively communicates in various formats (flipbook/e-book, PDF, editable version and hardcopy),

consists of MTSFB's key messages and aligns with the agreed-upon thematic framework.

- 3.2 The report must be professionally designed and presented with high-quality graphics, images and layouts that are visually appealing and easy to understand.
- 3.3 The report must be presented in English language with a clear, concise and engaging manner, ensuring readability and accessibility to all stakeholders. The report must be meticulously proofread and free from any grammatical errors, spelling mistakes or factual inaccuracies.
- 3.4 The report must adhere to all applicable regulatory requirements and disclosure standards, ensuring accuracy and avoiding any sensitive or locally prohibited information.
- 3.5 The final printed and digital versions of the Annual Report must be delivered on or before the agreed-upon deadline to ensure timely distribution to stakeholders
- 3.6 The Annual Report should be well received by stakeholders.

#### 4. Overall messaging

The MTSFB Annual Report serves as a vital communication tool, providing stakeholders with an annual update on the organisation's progress, achievements, financial performance and future outlook. This report is to be distributed in conjunction with the Annual General Meeting (AGM) in June 2025.

As we celebrate our 20<sup>th</sup> anniversary and acknowledge our significant contributions to international bodies such as ITU WTSA, we are seeking a highly qualified and experienced vendor to collaborate with us in the production of an exceptional MTSFB 2024 Annual Report. This report will serve as a key milestone, commemorating this significant anniversary and showcasing our new roadmap for standardisation, MyTMAP2030.

## **SECTION 2: SCOPE OF WORKS**

5. The scope of works to be undertaken by the successful vendor shall include but is not limited to the following.

*a. Proposed themes for the annual report*

- To propose and develop a compelling Annual Report theme that aligns with MTSFB's key achievements, milestones and brand identity.

*b. Design and layout*

- Conceptualise and design visually engaging Annual Report design concept, including the front cover, that aligns with MTSFB's brand identity and the 20<sup>th</sup> anniversary milestone.
- Create a professional and user-friendly layout that enhances readability and navigation.
- Professional and creative use of graphics, charts and images.
- Clear and concise presentation of financial data key performance indicators.
- High quality photography and image editing.
- Approximately 100 – 120 pages.

*c. Content preparation:*

- Copywriting and proofreading the content according to the given MTSFB's information and to organise them accordingly.
- To design the overall content structure.
- To ensure formatting and presentation of financial statements and other supporting documents.
- The report will be in English language, must be free from any grammars, spelling or factual inaccuracies.
- Content development will be by section / phases to ensure progressive review.

*d. Printing and production:*

- 5 hardcopies with perfect binding - to propose and provide sample on type of papers for printing or binding.
- 1 softcopy in High Res (PDF) – Printing-ready format.

- 1 softcopy less than 5 - 7 MB (PDF) – for website downloads.
- 1 softcopy flipbook version.
- 1 editable version.

e. *Project Management:*

- To provide detailed project timeline from kick-off date until handover of the final documents (to include blackout dates, if any).
- Regular project updates and progress reports, highlighting the outcome/feedback from each discussion.
- Timely response to feedback and revisions.
- Coordination and delivery of the final printed reports.

f. *Photography*

- *To provide service for a professional and edited corporate photoshoot for 40 pax.*

6. Deliverables and Timelines

6.1 The project period will be for 9 weeks work. Please refer the table below on the work schedule.

6.2 Vendor can also suggest timeline according to suitability.

<b>No</b>	<b>Task Name</b>	<b>Timeline</b>
1	RFQ Circulation	18 February – 6 March 2025
2	Clarification session	28 February 2025
3	RFQ Submission date	6 March 2025
4	Proposal review session	7 - 11 March 2025
5	Pitching process (Top 3)	12 March 2025
6	Vendor Selection Process	13 - 14 March 2025
7	Appointment of Vendor	17 March 2025
8	Kickstart meeting with appointed vendor - Agreed upon the scope, deliverables, timeline, payment schedule and others	20 March 2025

No	Task Name	Timeline
9	1st Draft Overall concept / Themes and placeholder, placement of the structures	8 April 2025
10	2 <sup>nd</sup> Draft Content Phase 1 – Key messages and about MTSFB	15 April 2025
11	3rd Draft Content Phase 2 – 2024 Highlights	30 April 2025
12	4 <sup>th</sup> Draft Content Phase 3 – Director's reports and financial statement	7 May 2025
13	Final report submission	14 May 2025
14	Printing a. Minimum 5 hardcopies with perfect binding b. 1 softcopy in High Res (PDF) – Printing-ready format c. 1 softcopy less than 5 - 7 MB (PDF) – for website downloads d. 1 softcopy flipbook version e. 1 editable version	23 May 2025

7. Format and draft outline

7.1 The format of the draft shall be presented incorporating information provided by MTSFB or obtained from MTSFB's website (<https://mtsfb.org.my>).

**SECTION 3: COSTING**

8. Costing Details

8.1 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.

8.2 The vendor shall propose an attractive and workable pricing which shall not exceed the total of RM30,000.00 (including 8% Tax, if applicable).

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

No	Requirements	Amount (RM)
1	Annual Report development	
2	Printing	
3	Photography	
	Sub-Total (RM)	
	8% Tax (RM)	
	Grand Total (RM)	

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

9. The vendor is to provide the following info in the proposal submission.

9.1 Company profile

- a) Background and services offered.
- b) Organisational chart (brief of background, qualification, and year of experience for senior partner and staff handling publication of Annual Report).

9.2 Past three (3) years project and customer (client name, year of service – from/to, business nature & contact references).

9.3 Additional company info

- a) CCM Business registration certificate.
- b) Company award & recognition.

10. Skills required for vendor:

- a. Brand strategy expertise.
- b. Strong copywriting skills, creative design skills and proficiency in graphic software.
- c. Excellent communication and strong project management skills.
- d. Experienced in designing and producing high-quality Annual Report for public companies.
- e. Strong understanding of financial reporting requirements and corporate governance guidelines.
- f. Demonstrate ability in meeting deadline and under tight schedule.
- g. Highly responsive and committed in delivering best results for clients.



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

11. The RFQ is subject to the following terms and condition:

11.1 MTSFB may engage the successful vendor to provide the good/ services required covering the whole or any part of the Scope of Work proposed.

11.2 MTSFB shall not be liable for any cost incurred, or work done, in relation to the Quotation and any report submitted to MTSFB.

12. Price

12.1 The vendor shall submit a competitive price quote to complete the project.

12.2 A quotation price shall be valid for a period of six months and to be quoted in Ringgit Malaysia (RM) only.

12.3 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.

12.4 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.

13. Quotation Submission Received After the Closing Date

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

14. Acceptance of Quotation

14.1 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.

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

15. Omission and Error

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

- 15.2 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.

## 16. Quotation Clarification

- 16.1 The vendors are advised to study all terms, conditions, and requirements carefully and to make all necessary clarification, etc., before finalising their offers for submission. Clarification can be sought by sending email to [hasunah.mohammad@mtsfb.org.my](mailto:hasunah.mohammad@mtsfb.org.my) or [shahila.ismail@mtsfb.org.my](mailto:shahila.ismail@mtsfb.org.my)

## 17. Quotation Submission

- 17.1 Quotation submission shall be sending via email at [hasunah.mohammad@mtsfb.org.my](mailto:hasunah.mohammad@mtsfb.org.my)

## 18. Closing Date

- 18.1 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 **5.00 pm on 6 March 2025**.
- 18.2 Late submission will not be entertained.

## 19. Delivery

- 19.1 The vendor is required to include the timeline for the completion and submission of all the requirements above.

## 20. Terms and Payment

- 20.1 Only shortlisted vendor will be notified.
- 20.2 Appointment will be made via Letter of Agreement or other methods deemed appropriate by MTSFB.
- 20.3 Payment shall be made progressively:
- 50% - after kick-off meeting
  - 50% - after completion of project
- 20.4 Payment will be made within thirty (30) days upon the receiving of invoice and is verified by MTSFB.

## 21. Proposal Submission

21.1 All vendors are required to submit your proposal by the following structure:

- a) Presentation deck.
- b) Company profile.
  - (i) Past three (3) years project.
- c) Proposal
  - Scope & deliverables.
  - Timeline.
- d) Quotation.