



**REQUEST FOR PROPOSAL**

**FOR**

**THE PRODUCTION AND PRINTING OF  
LABUAN FINANCIAL SERVICES AUTHORITY'S (LABUAN FSA)**

**ANNUAL REPORT 2020**

**&**

**MARKET REPORT 2020**

**Date : 16 October 2020**

**(RFP NO.:00018)**

## 1. Introduction

This Request for Proposal (RFP) is intended as an invitation to qualified service providers in producing and printing of Labuan FSA's Annual Report and Market Report.

## 2. Background of Labuan FSA

Labuan FSA was established on 15 February 1996 under the Labuan Financial Services Authority Act 1996 (the Act). Labuan FSA is a statutory body responsible for the development and administration of the Labuan International Business and Financial Centre (Labuan IBFC) with the following objectives:

- a) To develop national objectives, policies and priorities for the orderly development and administration of the Labuan financial services industry in Labuan IBFC;
- b) To supervise the activities and operations of the Labuan financial services industry in Labuan; and
- c) To oversee the promotional and development aspects of the Labuan IBFC.

Under the Act, Labuan FSA is required to produce its Annual Report, which is a statutory report to provide information on Labuan FSA's financial accounts and its supervisory activities undertaken for the year.

Labuan FSA will also produce Market Report, which is to provide the Labuan IBFC Industry performance for year in review.

## 3. Annual Report (AR) and Market Report (MR) Specifications

Details	Specifications	
	Annual Report	Market Report
Size	: 280mm x 220mm (Folded) 280mm x 440mm (Opened)	260mm x 200mm (Folded) 260mm x 400mm (Opened)
Paper/Material	: Cover: 250gsm Brisk Matt Card c/w Spot UV One Side Editorial Section: 120gsm Art Paper (either matt or glossy) Accounts Section: 100gsm Simili paper	Cover: 250gsm Brisk Matt Card c/w Spot UV One Side Editorial Section: 120gsm Linen Paper

Details	Specifications	
	Annual Report	Market Report
<b>Estimated Number of pages</b>	: 130 pages inclusive of cover	48 pages inclusive of cover
<b>Printing</b>	<ul style="list-style-type: none"> <li>▪ Cover: 4 colours both sides.</li> <li>▪ Separator: 4 colours.</li> <li>▪ Editorial: 4 colours.</li> <li>▪ Financial Statement: 1 colour.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cover: 4 colours both sides.</li> <li>▪ Separator: 4 colours.</li> <li>▪ Editorial: 4 colours.</li> </ul>
<b>Binding</b>	: Thread sewn and complete gluing (Perfect Bound)	Thread sewn and complete gluing (Perfect Bound)
<b>Cover Finishing</b>	: Cover – Spot UV	Cover – Spot UV
<b>Quantity (Estimation)</b>	<ul style="list-style-type: none"> <li>▪ 60 copies of English version</li> <li>▪ 120 copies for the Bahasa Malaysia version</li> <li>▪ 500 copies in CD Pdf format (dual language combined in one CD)</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2,500 copies of English version</li> </ul>
<b>Estimate Delivery Date</b>	: By end July 2021	By end March 2021
<b>Delivery Cost</b>	: Kuala Lumpur Office and Labuan Office	Kuala Lumpur Office and Labuan Office

#### **4. Scope of Service**

The primary scope of services to be provided by the appointed service provider in the production and printing of the annual report shall include but not limited to the following:

- a) Creative design and layout concept;
- b) 1 full colour mock-up, black & white mock-up;
- c) Photography;
- d) Artwork;
- e) Typesetting, studio materials, studio time, paste-up, scanning, output to films, retouching colours, colour separation;
- f) Printing, conversion of report to Pdf file; and
- g) Agency supervision of work to ensure printing quality control.

#### **5. Preparation of Proposal**

The preparation of the proposal must be in two forms:

##### **i. Technical Proposal**

- a) Details of the specifications;
- b) Delivery time;
- c) Samples of annual reports/corporate reports produced for other clients;
- d) Proposed project team including their experiences;
- e) Appendix 1: Company's profile;
- f) Appendix 2: License / registration certificate; and
- g) Appendix 3: Work experiences (which contain list of completed and on-going projects for which the company have performed similar work).

##### **ii. Financial proposal**

- a) Detailed of a price breakdown per item including taxes and courier charges; and
- b) Appendix 1: Two (2) months' bank statement, bank facilities and audited financial statements.

## **6. Evaluation Criteria**

Labuan FSA will evaluate the proposal to determine the best value offered, but not limited to the following criteria:

- a) Experience in successfully producing and printing of corporate/annual reports of similar in nature;
- b) Technical and professional ability of the team in design, creativity, layout and graphics design;
- c) Understanding of the specifications, requirements and the scope of work to be undertaken;
- d) The availability of resources and ability to complete the work on schedule;
- e) The flexibility to accommodate any changes to the specifications and requirements;
- f) Print quality; and
- g) The proposed costing of the engagement.

## **7. Terms and Conditions**

The appointed service provider shall be responsible for the requirements as specified in this RFP. These responsibilities include but may not be limited to the following:

- a) Provide all the necessary resources and expertise for the management of production and printing of the report;
- b) No information or document pertaining to the annual report can be disclosed to other parties except with Labuan FSA's approval;
- c) Any request for clarification regarding any aspect of the job must be sent to Labuan FSA by email within the stipulated timeframe;
- d) All prices must be quoted in Ringgit Malaysia (MYR) and must include all fees, government taxes, cost of delivery and any other charges; and
- e) The quoted prices must be valid for at least one hundred twenty (120 days) and includes an estimate of out of pocket expenses.

## 8. Mode of Submission and Submission Deadline

The completed proposal must be submitted in two formats, one for technical and the other for financial figures.

For identification purpose, please submit your document proposal by :

- i. Company Names - Technical
- ii. Company Names - Financial Figures

The proposal must be submitted by upload your documents to <https://cloud.labuanfsa.gov.my/index.php/s/SBqmzmiamHMniqq> not than **30 October 2020, 5:00pm**. Please notify Labuan FSA by emailing to [procurement@labuanfsa.gov.my](mailto:procurement@labuanfsa.gov.my) upon submission of the proposal.

The proposals must be submitted together with the attached Bidder's Declaration Form.

Proposal received after this deadline will be disqualified. Kindly note that Labuan FSA will not be responsible for late or non-delivery of proposals.

Labuan FSA reserves the rights to cancel this RFP for any reason without any liability to any proponent or to waive irregularities at their own discretion.

## 9. Contact Person

You may contact the following personnel for further clarifications:

Name : Khadijah Zahri  
Contact No : 087-591 321  
Email : [khadijah@labuanfsa.gov.my](mailto:khadijah@labuanfsa.gov.my)

Name : Valerie Yee  
Contact No : 087-591 301  
Email : [valerie@labuanfsa.gov.my](mailto:valerie@labuanfsa.gov.my)

## BIDDER'S DECLARATION

### **The Production and Printing of Labuan Financial Services Authority's (Labuan FSA) Annual Report 2020 and Market Report 2020 (RFP00018)**

I, \_\_\_\_\_ NRIC No \_\_\_\_\_ representing  
\_\_\_\_\_ with registration number  
\_\_\_\_\_ hereby declare that I, or any individual(s)  
representing this company, shall not offer or give any bribes to any individual(s) in **Labuan FSA** or any other individual(s), as gratification for being selected in the aforementioned tender/quotation\*. I attach herewith a Letter of Authorisation, which empowers me as the representative for the aforementioned company, to make this declaration.

2. If I, or any individual(s) representing this company, is offering or giving bribes to any individual(s) in **Labuan FSA** or any other individual(s) as gratification for being selected in the aforementioned tender/quotation\*, I hereby agree as a representative of the aforementioned company, for the following actions to be taken:

- 2.1 Revocation of the contract offer for the aforementioned tender/quotation\*; or
- 2.2 Termination of the contract for the aforementioned tender/quotation\*; and
- 2.3 Other disciplinary actions according to the Government procurement rules and regulations in force.

3. In the event where there is any individuals(s) who attempts to solicit bribes from me or any individual(s) related to this company as gratification for being selected in the aforementioned quotation, I hereby pledge to immediately report such act(s) to the Malaysian Anti-Corruption Commission (MACC)'s office or at the nearest police station.

Sincerely,

Name:

NRIC No.:

Company stamp:

Note

- i. \*Delete whichever not applicable