

REQUEST FOR PROPOSAL (RFP)



MR 149/2016

**PRINTING OF FEA'S 2016 ANNUAL REPORT & CORPORATE
PLAN**

Scope of Works – Printing of Annual Report 2016 & Corporate Plan 2017 -2019

- **Research and Re-writing of Annual report**
- **Concepts, Graphic Design, Layout** and computer generated finished art, approved by FEA
- **Photography** – professional photography on locations and insertion of photographs supplied by FEA
- **Colour** Printer proofs
- Film separations/Digital Printing
- Final copy of Annual Report to be **signed off by the publisher and FEA** before Printing.
- **Printing 200 copies** , 64 pages on 150 gsm gloss art papers, cover on 300 gsm board with high gloss laminated both sides.**A4 saddle stitched or Mina Bind** , in full colour – Size A4
- Overall **completed quality** of report to be similar to or better than FEA’s 2015 Annual Report
- **Delivery of 200 printed** Annual reports to Head office as instructed and presentation of final version of soft copy to FEA for its website.
- A formal contract will be signed with a successful bidder.

Submission of Tender

Two (2) hard copies of the tender bids in sealed envelope shall be deposited in the tender box located at the Supply Chain Office at the FEA Head Office, 2 Marlow Street, Suva, Fiji.

Courier charges for delivery of Tender Document must be paid by the bidders.

This tender closes at 4:00pm, on Wednesday 21st December, 2016.

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender- MR 149/2014 – Printing of FEA's 2016 Annual Report and Corporate Plan

The Secretary, Tender Committee
Fiji Electricity Authority
Supply Chain Office
Private Mail Bag, Suva

It must also indicate the name and address of the tenderer on the reverse of the envelope.

All late tenders, unmarked Envelopes and envelopes without bidder's name and address on the reverse of the envelope will be returned to the Tenderers.

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360 or (+679) 9991587.**