



MR 264/2020

Scope of Works – Printing of EFL’s 2020 Annual Report & 3-Year Business Plan

- Concepts, Graphic Design, Layout and computer generated finished art for entire full Report, approved by EFL
- Research and Re-writing of Annual report
- Photography – professional photography on locations and insertion of photographs supplied by EFL
- Editing of Draft & Final Report as and when required by EFL
- Colour Printer proofs
- Digital Printing
- Final copy of Annual Report to be signed off by the publisher and EFL before Printing.
- Printing 200 copies, 90 pages on 150 gsm gloss art papers, cover on 300 gsm board with high gloss laminated both sides. A4 Mina Bind, in full colour – Size A4
- Overall completed quality of report
- Delivery of **200 printed Annual reports** to Head office as instructed and presentation of final version of soft copy to EFL for its website.
- Delivery of 30 printed **3-Year Business Plan to Head Office.**
- A formal contract will be signed with a successful bidder for 2 years.