

# REQUEST FOR PROPOSAL (RFP)



**MR 154/2016**

**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 4<sup>th</sup> January 2017.**

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

**Tender- MR 154/2014 – 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.**