

RESERVE BANK OF FIJI



Specifications for Reserve Bank of Fiji Annual Report 2017

The Reserve Bank of Fiji invites tenders from reputable companies for the Designing and Printing of its 2017 Reserve Bank of Fiji Annual Report as per specifications below.

DESIGN

- i. Concept, mock up, graphic design & Layout of full colour for 90 (approx) A4 inside pages (includes text, pictures, charts and tables), typesetting, and editing
- ii. Design of the cover (using the Reserve Bank's corporate colours)
- iii. Paper size A4 (Cover: both side c/c board 250gsm, Inside: gloss art 150gsm)
- iv. Colour separation
- v. Professional photography with conceptual Annual Report theme and CD Burning

PRINT

- i) Full colour A4 pages for cover plus 90 (approx) A4 inside pages
- ii) Paper size A4 (Cover: both side c/c board gsm; Inside: gloss art 150gsm)
- iii) 800 copies of the Report
- iv) Timeline (completion of printing): within 5 working days

Please note the Reserve Bank of Fiji's Annual Report is an extremely important publication. The 2017 Annual Report is to be ready by no later than 31 October 2017 therefore strict deadlines are to be adhered to.

The successful designer of the Reserve Bank of Fiji Annual Report will be required to fully commit resources to the successful completion of the report to ensure the report is completed within the project deadline and to the approved standard of the Reserve Bank of Fiji.

Tenders must contain detailed information of design concepts and printing and a mock up if possible.

Tenders in sealed envelopes should be placed in the Tender Box located at the Main Lobby, Podium 3, Reserve Bank Building, Pratt Street, Suva, later than 12pm on Monday 26 June 2017.

For further details please contact Mr Mervin Singh or Mrs Joanne Sakaraia on telephone 3223229 or email: mervin@rbf.gov.fj or joanne@rbf.gov.fj.