

# RESERVE BANK OF FIJI



## Specifications for Financial Intelligence Unit Annual Report 2016

The Reserve Bank of Fiji invites tenders from reputable companies for the Designing and Printing of the 2016 Financial Intelligence Unit Annual Report as per specifications below.

### DESIGN

- i) Concept, mock up, graphic design & Layout of 4 colour for 68 (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 300gsm, Inside: matt art 150gsm)
- iv) Colour separation (if required) - to be of latest technology (colours are not to be manually mixed)
- v) Professional photography (to be quoted separately) with conceptual Annual Report theme.

### PRINT

- i) Full colour A4 pages for cover plus 68 (approx.) A4 inside pages
- ii) Paper size A4 (Cover: both side c/c board 300gsm. Inside: matt art 150gsm) – gloss lamination
- iii) 400 copies of the report
- iv) Timeline (completion of printing): within 5 working days

Please note the Financial Intelligence Unit Annual Report is an extremely important publication. The 2016 FIU Annual Report is to be ready by no later than 31 March 2017 therefore strict deadlines are to be adhered to.

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, no later than 12pm on Monday 28 November 2016.

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