

# RESERVE BANK OF FIJI



## **Specifications for Reserve Bank of Fiji Insurance Annual Report 2016**

The Reserve Bank of Fiji invites tenders from reputable companies for the Designing and Printing of the 2016 RBF Insurance Annual Report as per specifications below: -

### **DESIGN**

- i. Concept, mock up, graphic design & Layout of 4 colour for 85 (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: gloss art 150gsm) – gloss lamination
- iv. Colour separation – to be of latest technology (colours are not to be manually mixed)
- v. Professional photography with conceptual Annual Report theme and CD Burning

### **PRINT**

- i) 4 colour A4 pages for cover plus 85 (approx) A4 inside pages
- ii) Paper size A4 (Cover: both side c/c board gsm. Inside: gloss art 150gsm)
- iii) 450 copies of the Report
- iv) Timeline (completion of printing): within 5 working days

Please note the Reserve Bank of Fiji's Insurance Annual Report is an extremely important publication. The 2015 Insurance Annual Report is to be ready by no later than 30 June 2017 therefore strict deadlines are to be adhered to.

Tenders must contain detailed information of design concepts, 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).