

Date: 21 Oct 2015

Request-for-Proposal – Design & Printing Services of ‘Call for Entries’ Booklet

Background

The Office of the Government Chief Information Officer (OGCIO) is going to organize the Hong Kong ICT Awards 2015 to recognize, promote and commend the excellent achievements to which Hong Kong ICT professionals and organizations contribute. The Hong Kong ICT Awards was established as a collaborative effort among industry support organizations, ICT professional bodies, academia and the Government to build a large scale and internationally recognized branding of ICT awards of Hong Kong.

The Information and Software Industry Association (ISIA) has been appointed to organize one of the award categories – the Best SME ICT Award.

Service Requirements

Broadly, the selected service provider is required to provide design & printing services for the Hong Kong ICT Awards 2015: Best SME ICT Award’s Winner Booklet. The service provider will be required to undertake the following tasks:

HKICT Awards 2013 –Best SME ICT Award ‘Call for Entries’ Booklet:

Color: cover – 5C (4C + pantone 872C) + 4C, content – 4C + 4C

Closed size: W 210mm x H 297mm

Pagination: 8 pages

Quality of paper: cover & back – 250 gsm gloss art card, content – 128 gsm gloss art paper

Finishing: saddle binding

Quantity: 800 pcs

Service included:

1. Artwork design
2. Production cost
3. 1 set of digital print-out
4. Delivery – 1 time & 1 location

Remarks: template layouts & content will be provided by the client.

It is envisaged that the firms and organizations responding to this RFP have had experience in similar video production services. Please note that the selected service provider is expected to be able to commence work within seven days upon notification of confirmation of acceptance of the proposal.

Information Required

The response to this RFP should include, but not limited to, the following:

- (a) Name of the firm / organization and the contact name and details;
- (b) Experience in industry exercise and reference details;
- (c) An outline of the proposed approach and methodology;
- (d) Resources (including details of experience of team members) to be allocated to this project;
- (e) Proposed project schedule and deliverables;
- (f) Fix fee quotation (all inclusive) and proposed payment schedule;
- (g) Any other information in support of the proposal.

Submission of Proposal

Please note that:

- (a) Proposal must be in writing and email to: smeictaward@isia.org.hk or fax to 2622-2731
- (b) Closing date and time : 7 Nov 2014, 12:00 noon
- (c) For enquiry and further details: Mr. KONG, Chi Wing at 2622-2867