
Call for Tender

Design, Layout and Printing of ASEF Outlook Report 2016/2017

LOOKING FOR	Vendor to provide design, layout and printing of ASEF Outlook Report 2016/2017
DEADLINE OF SUBMISSIONS	19 February 2016
DEPARTMENT	Public Affairs
CONTACT PERSON	Ms Angelina CHEW (E: angelina.chew@asef.org)

About ASEF

The Asia-Europe Foundation (ASEF) promotes understanding, strengthens relationships and facilitates cooperation among the people, institutions and organisations of Asia and Europe. ASEF enhances dialogue, enables exchanges and encourages collaboration across the thematic areas of culture, economy, education, governance, public health, and sustainable development. ASEF is an intergovernmental not-for-profit organisation located in Singapore. Founded in 1997, it is the only institution of the Asia-Europe Meeting (ASEM).

Together with about 750 partner organisations ASEF has run more than 700 projects, mainly conferences, seminars and workshops. Over 20,000 Asians and Europeans have actively participated in its activities and it has reached much wider audiences through its networks, web-portals, publications, exhibitions and lectures. (www.asef.org)

Tender for Proposal

ASEF is inviting vendors to quote for the design, layout and printing of ASEF Outlook Report 2016/2017. The expected delivery for the printed copies is mid June 2016. The selected vendor will have to propose 3 cover designs and 3 sets of page layout in the first week of March 2016. The next phase will commence in the first week of April 2016 for the page layout and printing.

The specifications for the Outlook Report 2016/2017 are as follows:

Volume I – Facts and Perspectives

Size: 160mm x 230mm (portrait)

Extent: 130 pages (PDF copies of the printed pages to be submitted at the end of the project)

Paper: FSC certified papers for cover (240 to 300 gsm) and inside (100 gsm)

Colours: 4 Colours throughout

Finishing: Offset print and Perfect bind

Lamination: Front Cover

Quantity: 1,000 copies

Volume II – Connectivity between Asia and Europe

Size: 160mm x 230mm (portrait)

Extent: 200 pages (PDF copies of the printed pages to be submitted at the end of the project)

Paper: FSC certified papers for cover (240 to 300 gsm) and inside (100 gsm)

Colours: 4 Colours throughout

Finishing: Offset print and Perfect Bind

Lamination: Front Cover

Quantity: 1,000 copies

Slip Case

Able to accommodate 2 Volumes of the printed Report

Paper: FSC certified papers (about 300 gsm)

Finishing: Offset print

Lamination: Front Cover

Quantity: 1,000 copies

Details of other specifications pertaining to design and production can be found in the attached PDF copies.

Quotation submitted should contain breakdown in the order of (1) Design works for the Cover and Page Layout Template, (2) Page Layout and (3) Printing. The quotation should also contain the monetary value to be invoiced and an equivalent of Singapore dollars.

Submission and Contact

Interested parties should send in their proposals and queries to **Ms Angelina CHEW** at angelina.chew@asef.org on or before the stipulated deadline (19 February 2016).