



Tender for Design and Printing of the Fiji Airports 2022 Annual Report Scope of Work.

The scope of work includes;

- i. Concept, layout and graphic design.
- ii. Provide own photographer services.
- iii. Collation of material and pictures.
- iv. Editing and Proof reading.
- v. Preparation of draft for approval.
- vi. Printing of approved draft.

Specifications of the Annual Report:

- i. Estimated 80-100 pages.
- ii. Modern design and layout to finished art.
- iii. Editing.
- iv. Edit report headings to ensure consistency.
- v. Check for correct capitalisation in text.
- vi. Edit to keep words and terminology consistent.
- vii. Correct spelling, grammar, and punctuation.
- viii. Pictures to show Fiji Airports staff and various activities of the organisation.
- ix. Size - A4 portrait.
- x. Perfect binding.
- xi. Full Colour.
- xii. Cover pages 250gsm gloss lamination.
- xiii. Inside pages 150gsm gloss.
- xiv. Final copy to be submitted for vetting and approval.
- xv. Printing - Back-to-Back in Full Colour.
- xvi. Quantity - 200 hard copies and electronic version saved on USB flash drive.
- xvii. Delivery to Fiji Airports Headquarters, Namaka Nadi.

Please provide separate costs for compilation, photography and printing in the tender.

Knowledge of the civil aviation industry would be an advantage. During the duration of the annual report compilation, the vendor will be required to meet the team at Fiji Airports head office in Nadi at least 3 times for formal discussions, making changes and providing an update on the annual report.

Samples of reports that have been produced previously by the vendors to be included with the submitted tender.