


PART 3 - REQUIREMENT SPECIFICATIONS FOR THE DESIGN AND PRODUCTION OF SJI YEARBOOK

We invite you to submit an offer for the requirements stated as follows:

Section A: Contact Details	
Contact Information:	Name: Eliza Lim Designation: Corporate Communications Manager Contact No: 62500022 Email: josephianannual@sjj.edu.sg
Section B: Requirement Specifications	
ITQ Description:	Conceptualisation, Design, Production and Delivery of the Josephian Annual 2021 ("JA2021")
Scope of Requirements:	<p>1. Theme of JA2021 (Key Message)</p> <p>Conceptualisation of overall design for the JA2021 based on this theme: "Gratitude"</p> <p>This year's JA2021 aims to showcase our SJI Significance amidst the challenges and restrictions of COVID-19 pandemic. In particular we hope to recollect and reflect with gratitude the many little and simpler things and events throughout the year in the JA2021.</p> <p>2. Supporting messages</p> <p>The supporting messages are centred around SJI's Lasallian Core Values and our mission:</p> <ul style="list-style-type: none"> - Lasallian core values: Faith, our foundation; Service, our way; Community, our Support - Mission: Enabling youth in a Lasallian community to learn how to learn and to learn how to live; empowering them to become Men and Women of Integrity and Men and Women for Others - SJI Significance: <ul style="list-style-type: none"> o Excellence in student learning & development where every Josephian will learn the significance of learning and to live lives of significance, as articulated by our Catholic, Lasallian mission of forming persons of integrity and persons for others. excellence in our teaching or through our care and support for the students; o An enriched SJI culture & community that is purposeful, engaging and joyful, enabling all to appreciate the importance and value of each person in SJI in terms of Catholic ethos of gift and giftedness and the Lasallian emphasis of union in community.

3. Technical specifications for JA2021

Format:	A) Printed Books	B) Thumb-drives
Quantity:	570 books	1510 copies
Size:	Closed: 210mm x 297mm (A4) / Open: 420mm x 297mm (A3)	Credit card size  Front Back
Cover:	Both front and back pages in 4C x 4C, in 310gsm art card with matt lamination.	Silk screen in full colour print on both sides. The design should be adapted from the book cover design.
Contents:	250 pages ($\pm 2\%$) in 4C x 4C, in 120gsm wood free paper	A copy of high-resolution (>200mb), <u>non-editable</u> , password-protected PDF file of printed book (artwork)
Finishing:	Binding: Notch-bind	Material: Please submit a sample for reference.
Packaging:	The books are to be packed and delivered in stacks of 10 books per pack, and wrapped in double layer of thick paper.	The thumb drives are to be individually wrapped in plastic and packed/banded in stacks of 10 pieces.
Final Artwork:	A high (>300mb, <u>editable</u>) and mid-resolution (<100mb, non-editable) artwork file in 300dpi in 2 PDF files, saved in a thumb-drive.	

4. Design and Production work

- The Contractor shall advise the School on the design, layout and planning of pages for maximum visual impact, based on the theme specified by the School for the JA2021.
- The Contractor shall develop not more than 3 design concepts which are consistent with the School's specified theme for the JA2021, for the School to choose from.

	<p>c) The Contractor shall come up with the detailed design for the JA2021 based on the School's chosen design concept, following which there shall be no more than 3 rounds of consultation and consolidated amendments between the Contractor and the School to the detailed design.</p> <p>d) The School shall, within 10 working days of approving the finalised detailed design for the JA2021, confirm with the Contractor the number of additional copies of the Magazine which the School requires (if any).</p> <p>e) The Contractor shall provide high-resolution scanning of non-digital photographs provided by the School for the purposes of the JA2021, as well as photo-editing services in respect of all photographs, whether digital or otherwise, provided by the School for the purposes of the JA2021.</p> <p>f) The Contractor shall provide copywriting, editing and proof-reading services in respect of written articles to be published in the JA2021.</p> <p>5. Additional specifications</p> <p>a) All materials, including text, photographs and design, provided to the Contractor for the JA2021 shall be returned to the School at the end of the project. The Contractor shall not reproduce, amend, publish or otherwise disseminate such text, photographs or designs without the written permission of the School.</p> <p>b) As provided for in the Quotation Conditions of Contract, the School shall have full ownership of the Foreground IP, which includes all intellectual property rights in the finalised detailed design of the JA2021. The Contractor shall provide the School with a fully editable soft copy of the finalised detailed design.</p>												
Project Lead	The Contractor shall appoint a Project Lead who will manage all aspects of work, including attending meetings, providing progress updates and co-ordinating with officer in charge, and the final delivery.												
Delivery Timeline:	<p>Project shall commence upon issuance of Purchase Order. The delivery timeline shall be as follows:</p> <table border="1" data-bbox="427 1429 1453 1648"> <thead> <tr> <th>S/N</th> <th>Description of Milestones</th> <th>Estimated Completion Timeline</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Provision of detailed design based on chosen design concept</td> <td>3 weeks upon issuance of Purchase Order</td> </tr> <tr> <td>b)</td> <td>Provision of sample copy (detailed design for sign-off for production)</td> <td>By 15 Dec 2021</td> </tr> <tr> <td>c)</td> <td>Delivery of JA2021</td> <td>By 29 Dec 2021</td> </tr> </tbody> </table> <p>The Contractor shall meet the timelines set out in the table above, unless otherwise agreed by the School in writing.</p>	S/N	Description of Milestones	Estimated Completion Timeline	a)	Provision of detailed design based on chosen design concept	3 weeks upon issuance of Purchase Order	b)	Provision of sample copy (detailed design for sign-off for production)	By 15 Dec 2021	c)	Delivery of JA2021	By 29 Dec 2021
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c)	Delivery of JA2021	By 29 Dec 2021											
Delivery address	St. Joseph's Institution 38 Malcolm Road, Singapore 308274												
Track Record and/or Experience	Suppliers should have at least 5 years of experience in conceptualising and designing of printed publications.												

Documents	<p>Suppliers are required to attach the following documents when responding to the ITQ to facilitate evaluation:</p> <ol style="list-style-type: none"> a) The Supplier’s introduction which may include company profile, a brief write-up of the scope of services offered, examples of clients and significant awards and achievements, etc. b) Detailed project management schedule adhering to specification requirements on delivery timeline. c) Testimonials from previous clients within the last two years, especially if they were given in relation to school magazines and other similar publications. d) A design proposal, not more than two A4 pages in length, setting out your proposed approach to the design of the JA2021. Your proposal should include no more than 3 design concepts for the front cover, section dividers, and maximum two random content pages in each pf the design concept in the JA2021. You should <u>use only the photos from SJI Flickr (2021 album)</u> as samples in your proposal: _____ refer _____ to https://www.flickr.com/photos/stjosephsinstitution/collections/72157718687907621/ e) Submission of 2 samples of your past works of similar nature (front and back cover of a recent publication, and 2 pages chosen at random from the same publication, in soft copy). f) Completed Appendix A Price Schedule Form. 															
Section C: Evaluation Criteria																
Critical Evaluation Criteria	<p>Proposals that do not meet the critical evaluation criteria shall be excluded from further evaluation:</p> <ul style="list-style-type: none"> • Submission of design proposal, including mock layouts. • Submission of sample works 															
Other Evaluation Criteria	<p>Proposals that fulfil the critical criteria will be further evaluated based on the following evaluation criteria and weightings:</p> <table border="1" data-bbox="483 1182 1409 1442"> <thead> <tr> <th>S/N</th> <th>Criteria</th> <th>Weightings</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Price</td> <td>35%</td> </tr> <tr> <td>2</td> <td>Quality and suitability of proposal <ul style="list-style-type: none"> • Suitability of proposed design concept & mock layouts’ adherence to theme </td> <td>45%</td> </tr> <tr> <td>3</td> <td>Quality of submitted sample works</td> <td>15%</td> </tr> <tr> <td>4</td> <td>Experience and Track records of company</td> <td>5%</td> </tr> </tbody> </table>	S/N	Criteria	Weightings	1	Price	35%	2	Quality and suitability of proposal <ul style="list-style-type: none"> • Suitability of proposed design concept & mock layouts’ adherence to theme 	45%	3	Quality of submitted sample works	15%	4	Experience and Track records of company	5%
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Section D: Instructions to Suppliers	
Closing date and time for submission of proposals	The closing date and time are as stated below: ITQ opening date: 13 August 2021 ITQ closing date: 24 August 2021, 12pm (email to: josephianannual@sjj.edu.sg)
Validity period of proposals	The validity of a supplier's proposal (including that supplier's price proposal): 60 days
Submission of Price Offers	<ol style="list-style-type: none"> 1. Suppliers shall quote based on the Price Schedule Form (per Appendix A), exclusive of GST, and indicate if GST is applicable. 2. The price offer must include the following: <ol style="list-style-type: none"> a) the cost of all Foreground IP vesting in the School (as defined in Clause 11 of the Quotation Conditions of Contract), which would include the cost of vesting the Foreground IP (as defined in Clause 11 of the Quotation Conditions of Contract) in the School, and copyright charges (if any) or royalties for the use of any Background IP (as defined in Clause 11 of the Quotation Conditions of Contract); b) all charges for delivery of the JA2021 (e.g. transportation, handling and packing, etc.) to the School.
Payment Mode	<ol style="list-style-type: none"> 1. The Contractor shall render a bill to the School only upon full delivery of all goods and services to be provided under the Contract. 2. The Contractor must accept payment through Inter-Bank GIRO, and would be required to set up a vendor record with the School to authorise the School for payment to be made directly to the Contractor's bank account, upon receipt of Letter of Acceptance. 3. Payment for services rendered will be subject to withholding tax (if applicable) in accordance to Singapore tax law. When submitting their proposals, suppliers should declare if they are subject to withholding tax.
For Enquiries	If you need further clarifications, you may contact the officers stated in Section A (Contact Details) above.

Price Schedule Form

1. Name of Company: _____
2. Please fill in and submit this Price Schedule Form with all other supporting documents.
3. All amount quoted shall NOT reflect GST and shall be in Singapore dollar.
4. The price offers are as follows:

S/N	Description	Estimated Quantity	Unit of Measurement	Unit Price	Total Price (excluding GST)	Total Price (including GST)
1	Conceptualization, Design, Production and Delivery of Josephian Annual 2021 (as stated in Part 3: Section B)	a) Printed Books (570 copies) b) Thumb drives (1510 copies)	Per copy	a) S\$_____ b) S\$_____	a) S\$_____ b) S\$_____	a) S\$_____ b) S\$_____
3	Option to purchase - Additional pages (every 4pp, 4C x 4C) after 250 pages ($\pm 2\%$) is exceeded.		Per page	S\$_____	S\$_____	S\$_____
4	Soft copy of finalised detailed design - Fully editable	1	File	S\$_____	S\$_____	S\$_____
Total Price						