



**CORAL TRIANGLE  
INITIATIVE**  
ON CORAL REEFS, FISHERIES  
AND FOOD SECURITY



## **Request for Quotation**

### **DESIGN/LAYOUT AND PRINTING OF 2019 CTI-CFF ANNUAL REPORT**

#### **Background**

The Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) is a multilateral partnership of six countries (Indonesia, Malaysia, Philippines, Papua New Guinea, Solomon Islands, Timor-Leste) working together to sustain extraordinary marine and coastal resources by addressing crucial issues such as food security, climate change and marine biodiversity.

The Annual program activities of CTI CFF ended 31 December. The Regional Secretariat of CTI CFF is currently focused on documenting activities performed in the year 2019, lessons learned of any arrangements and their impacts taken within 6 (six) countries and how to incorporate these learnings into a next year programs. In order to disseminate these the Communication Unit of the CTI-CFF Regional Secretariat is requesting quotation for the design/layout and printing of 2019 CTI-CFF Annual Report.

#### **Objectives**

- This Annual Report 2019 will be shared within CTI CFF member countries, development partners and donors and the wider Coral Triangle communities
- This Annual Report 2019 will be shared in the appropriate printing documents, this also will be shared online

#### **Job Specifications:**

##### **I. Design, Layout Services and Time Planning**

- Submission of concept design (at least 3): within 2 days after receipt of sample previous copy of Annual Report or texts and photos
- Submission of 1<sup>st</sup> draft: within 6 calendar days after receipt of texts and photos
- Submission of 2<sup>nd</sup> draft: within 3 calendar days after receipt of feedback comments
- Submission of proof: within 2 days after receipt of final input/review of draft layout

- Submission of raw files and approved final copy via email: a day after approval of camera

## II. **Printing**

Color: Full-color printing

Paper:

Inside pages: Arte Natural White 90 gr 4/4

Front and Back cover: Mohawk Lined 298 gr 4/4. 4 pages

No. of pages: 110

Size: 21 x 25 CM

Finishing: Perfect Binding, soft Cover

Quantity: 50

## **Deliverables**

### III. **Delivery Period:**

Printed copy of the 2019 CTI-CFF Annual Report should be delivered within seven (7) calendar days after submission of proof to printing press.

## **Quotation Requirements**

- Design and printing should consider the Communication Guidelines of CTI-CFF.
- Quotations should be inclusive of tax
- In case, the number of pages for printing exceeds the number provided in the request for quotation, vendor shall provide extra charge for the additional page according to rate per page.

## **Submission of the Quotation**

Please submit your quotation based on lowest price on the above-mentioned required services, stating also the shortest time of delivery and submit your quotation duly signed by your representative to email: [regional.secretariat@cticff.org](mailto:regional.secretariat@cticff.org) not later than **2<sup>nd</sup> July 2020**.

Should you have clarifications, please do not hesitate to contact Ms. Janet Rosalie Anne H. Polita through [email: jpolita@cticff.org](mailto:jpolita@cticff.org)

Reviewed and approved by:



**MR. GUSTAAF LUMIU**

Deputy Executive Director for Corporate Services