

**SPECIFICATIONS FOR DESIGNING, PRINTING AND SUPPLY OF THE ANNUAL REPORT 2018 AND  
PREPARATION AND SUPPLY OF ANNUAL REPORT 2018 DVDS**

Compliance with the following specifications should be clearly indicated using the format given in Annex 1, and the financial proposal should be submitted using the format given in Annex 2.

**1. Designing, printing and supply of hard copies of the Annual Report**

**i. Quantity**

- **Number of copies**

200 copies:

English – 75 copies

Sinhala – 70 copies

Tamil – 55 copies

- **Content**

The content is approximately 100 pages (A4 size, font – 12 point, Times New Roman- Font type can be decided according to the approved design). Depending on the final design, the total number of pages of the report should not exceed 120 pages. Content in all the three languages will be provided by PUCSL both in **soft & hard copy format** at the time of placing the Purchase Order.

**ii. Designing**

- **Cover page and inner page layout**

- The selected party should design the cover page and inner pages (inside layout) including inserting appropriate photographs and images.
- The Copyright ownership of the images should be with the company or Copyright free images should be used.
- At least **three designs** for **cover page** should be provided for approvals.
- At least **three designs** for **inner layout** should be provided for approvals.
- If all the three designs provided by the supplier are **not up to satisfactory/acceptable level**, the supplier must provide **another additional set of three** designs for the approval (Both Cover and Inner)

**iii. Photo-Shoot**

The selected party should produce 10 photographs of the higher management, that need to be appeared in the annual report.

Also, they should arrange all other photographs required for the design and should have the copyright of the photographs that are used for the design.

iv. **Validity Period of the Quotations**

Validity period of minimum of 03 months (90 days) is required.

v. **Printing**

- **Specifications for printing the report**

- Paper size: A4
- Inner pages: should be printed on 120 gsm matt paper, **20 pages in four colour** ( this 20 colour pages will be included in any where in the report) and the rest, in monochrome (sample with the gsm value marked and certified by an authorized officer should be provided)
- Cover page: should be printed on 310 gsm matt(laminated) paper in four colours (sample with the gsm value marked and certified by an authorized officer should be provided)

- **Printing method**

- Offset

- **Samples**

- **Samples** for the **inner pages** and the **cover page** and a sample DVD (**face printed**) should be provided by all bidders, along with the quotation, for evaluation. All paper samples must be certified by the bidder with the paper **gsm written** on it.
- **Three previous reports** designed and printed by the supplier and a **sample DVD** with auto-run menu has to be provided with the bid.
- **Three sample cover designs** and **inner designs** should be provided along with the bid for evaluation

- **Proofs**

- All the proofs should be provided both in **soft & hard copy** format in all three languages according to the timeline, mentioned below.
- Printed colour copies in **all three languages** (Sinhala, English & Tamil) should be produced to PUCSL for approval before final printing.
- Designer should proof read the draft and ensure that the type settings are in accordance with the original content.
- "Proof read assured copies" should be provided for approval.

vi. **Delivery**

- Delivery should be made to the office of the Public Utilities Commission of Sri Lanka (PUCSL), at Level 06, BOC Merchant Tower, 28, St. Michael's Road, Colombo 03.

## **2. Preparation of DVDs with Annual Report content and printing of DVD covers**

Four hundred (400) DVDs, inclusive of the three reports (in the three languages) in PDF format along with an auto run menu created in the DVD to select the three versions of the report should be provided. The face of the DVD should be the cover of the annual report in colour and **not with a sticker attached**. The DVD covers should be printed in colour, titled in all 3 languages.

## **3. Additional Requirements**

- **Two soft copies** of the report (one in **high resolution** and second in **low resolution**) in PDF format should be provided in a CD/DVD.
- The **plates** that are used for the Annual Report 2018 should remain with the client for **six (06) months**.

## **Timeline**

<b>Milestones</b>	<b>Requirement &amp; Deadline</b>
Design of the Annual Report	<b>Three samples of cover page and inner page designs</b> should be provided <b>both in soft and hard format</b> to the Corporate Communication of PUCSL within <b>5 days (Calendar days)</b> from the date of placing the purchase order, for the approval. Designs will be reiterated till the requirement is met, yet it must be finalized within an overall period of <b>11 days (Calendar days)</b>
Approval for the First draft of the Annual Report	After finalizing and getting approval for the design, first draft of the Annual Report ( <b>both soft copies &amp; hard copies</b> ) in <b>all three languages</b> should be provided to the Corporate Communication division of PUCSL within <b>5 days (Calendar days)</b> from the date of approval of the design.
Approval for the Second draft of the Annual Report	The supplier has to submit the second draft of Annual Report ( <b>both soft copies &amp; hard copies</b> ) in <b>all three languages</b> within <b>5 days (Calendar days)</b> from the date of changes recommended.
Approval for the Third and final draft of the Annual Report	The supplier has to submit the third draft (final draft) of Annual Report ( <b>both soft copies &amp; hard copies</b> ) in <b>all three languages</b> within <b>5 days (Calendar days)</b> from the date of subsequent changes recommended. <b>Three printed colour copies</b> in <b>all three languages</b> should be provided for final approval. The <b>supplier</b> must bear the <b>responsibility for the mistakes or errors appearing</b> in the

	report <b>after third draft</b> of the Annual report, where entire process needs to be reiterated until the procurement entity is satisfied and all the requirements are met regarding the report.
Final Delivery of Annual Report and DVD's	<b>Both soft copies &amp; hard copies</b> of the Annual Report in <b>all three languages</b> should be completed and delivered within <b>14 days (Calendar days)</b> from the date of receiving the approval for printing.

**\*\*\* Strictly No further extension of time will be permitted more than the timeline stipulated above table, unless due to a justifiable or unavoidable cause. The entire process must be completed within a maximum of 40 days from the date of issuing the Purchase Order (PO).**

**\*\*\*\* Please note that the PUCSL will not entertain any conditional bids in the evaluation process\*\*\*\***

## Annex 1: Compliance with Specifications

	Description/Specification	Clearly indicate whether agreeable or NOT
1	<p><b><u>Number of Copies (Annual Report)</u></b></p> <ul style="list-style-type: none"> <li>• English – 75 copies</li> <li>• Sinhala – 70 copies</li> <li>• Tamil – 55 copies</li> <li>• <b>Total - 200 copies</b></li> </ul>	
2	<p><b><u>Designing</u></b></p> <p><u>Cover page and inner page layout</u></p> <ul style="list-style-type: none"> <li>• The selected party should design the cover page and inner pages (inside layout) including inserting appropriate photographs and images.</li> <li>• The Copyright ownership of the images should be with the company or Copyright free images should be used.</li> <li>• At least <b>three designs</b> for <b>cover page</b> should be provided for approvals.</li> <li>• At least <b>three designs</b> for <b>inner layout</b> should be provided for approvals.</li> <li>• If all the three designs provided by the supplier are <b>not up to satisfactory level</b>, the supplier must provide <b>another set of three</b> designs for the approval (Cover and Inner)</li> </ul>	
3	<p><b><u>Validity Period of the Quotation</u></b></p> <p>90 days</p>	
4	<p><b><u>Photoshoot</u></b></p> <p>The selected party should produce 10 photographs of the higher management, which are to be appeared in the annual report. Also, they should arrange all other photographs required for the design or should have the copyright of the photographs that are used for the design.</p>	
5	<p><b><u>Printing</u></b></p> <ul style="list-style-type: none"> <li>• <b>Specifications for printing the report</b> <ul style="list-style-type: none"> <li>➤ Paper size: A4</li> <li>➤ Inner pages: should be printed on 120 gsm</li> </ul> </li> </ul>	

	<p>matt paper, <b>20 pages in four colour</b> ( This 20 colour pages will be included in any where in the report) and the rest, in monochrome (sample with the gsm value marked and certified by an authorized officer should be provided)</p> <ul style="list-style-type: none"> <li>➤</li> <li>➤ Cover page: should be printed on 310 gsm matt(laminated) paper in four colours (sample with the gsm value marked and certified by an authorized officer should be provided)</li> </ul>	
6	<p><b><u>Printing method</u></b></p> <ul style="list-style-type: none"> <li>• Offset</li> </ul>	
7	<p><b><u>Proofs</u></b></p> <ul style="list-style-type: none"> <li>○ All the proofs should be provided in both soft &amp; hard copy format in all three languages according to the timeline mentioned seperately.</li> <li>○ A printed colour copy in all three languages (Sinhala, English &amp; Tamil) should be produced to PUCSL for approval before final printing.</li> <li>○ Designer should proof read the draft and ensure that the type settings are accurate and in accordance with the original content.</li> <li>○ Proof read assured copies should be provided for approval.</li> </ul>	
8	<p><b><u>Additional requirements</u></b></p> <ul style="list-style-type: none"> <li>• Two soft copies of the report (one in high resolution and second in low resolution) in PDF format should be provided in a CD/DVD.</li> </ul>	

9	<p><b><u>Preparation of DVDs with Annual Report content and printing of DVD covers</u></b></p> <ul style="list-style-type: none"> <li>• Four hundred (400) DVDs, inclusive of three reports (in three languages) in PDF format</li> <li>• The DVD should contain “Auto run menu” to select the three languages of the report</li> <li>• The cover page of the report should be face-printed on the DVD (Stickers should not be used)</li> <li>• The DVD covers should be printed in colour, in all 3 languages.</li> <li>• The thickness of the DVD cover/case should not be more than <b>5mm</b></li> </ul>	
10	<p><b><u>Samples</u></b></p> <ul style="list-style-type: none"> <li>• Samples for the <b>inner pages</b> and <b>cover page</b> and a sample DVD (<b>face printed</b>) should be provided by all bidders, along with the quotation, for evaluation. All paper samples must be certified by the bidder with the paper <b>gsm written</b> on it.</li> <li>• <b>Three previous reports</b> designed and printed by the supplier and a <b>sample DVD</b> with auto-run menu has to be provided with the bid.</li> <li>• <b>Three sample cover designs</b> and <b>inner designs</b> should be provided along with the bid for evaluation</li> </ul>	
11	<p><b><u>Delivery</u></b></p> <p><u>Designs</u>  <b>Three</b> samples of <b>cover page</b> and <b>inner page</b> designs should be provided to the Corporate Communication Division of PUCSL within <b>05 days (Calendar days)</b> for the approval, from the date of placing the purchase order. [Designs will be reiterated till the requirement is met, yet it must be finalized within an overall period of <b>10 days (Calendar days)</b>]</p> <p><u>First Proof</u>  After finalizing and getting approval for the design, first draft of the Annual Report (<b>both soft copies &amp; hard copies</b>) in <b>all three languages</b> should be provided to the Corporate Communication Division of PUCSL within <b>05 days (Calendar</b></p>	

	<p><b>days)</b> from the date of approval of the design.</p> <p><u>Second Proof</u></p> <p>The supplier has to submit the second draft of Annual Report (<b>both soft copies &amp; hard copies</b>) in <b>all three languages</b> within <b>05 days (Calendar days)</b> from the date of changes and finalizing the report ( after making all the requested changes) by the PUCSL.</p> <p><u>Third Proof and the Final Proof</u></p> <p>The supplier has to submit the third draft (final draft) of Annual Report (<b>both soft copies &amp; hard copies</b>) in <b>all three languages</b> within <b>05 days (Calendar days)</b> from the date of subsequent changes recommended to the second draft of the report by the PUCSL</p> <p><b>Three printed colour copies in all three languages</b> should be provided for final approval.</p> <p>The <b>supplier</b> must bear the <b>responsibility for the mistakes appearing</b> in the report <b>after third draft</b> of the Annual report, and reiteration of the process untill the procurement entity is met and is satisfied with the report.</p> <p><u>Final Delivery</u></p> <p><b>Both soft copies &amp; hard copies</b> of the Annual Report in <b>all three languages</b> should be completed and delivered within <b>14 days (Calendar days)</b> from the date of receiving the approval for printing.</p> <p>Please Note that the specific dates for the above would be mentioned in the purchase order.</p>	
12	Supplier should strictly adhere to the above-mentioned timeline and any delays made by the supplier is subjected to a penalty payment of 1000 LKR per day.	



**Annex 2: Financial Proposal**

	<b>Item</b>	<b>Price LKR (before Tax)</b>	<b>Taxes</b>	<b>Total</b>
1	Unit Price per Report			
2	<b>Total Price for 200 Copies</b>			
3	Unit Price Per DVD			
4	<b>Total Price for 400 DVDs</b>			
5	Total Price for Annual Report and DVDs (2+4)			