

SPECIFICATIONS FOR DESIGNING, PRINTING AND SUPPLY OF THE ACTIVITY PLAN 2020

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 Activity Plan - 2020

(i) Quantity

- **Number of copies**

One hundred and fifty copies:
English – 150 Copies

- **Content**

The content is approximately 150 pages (A4 size, font – 12 point,) depending on the final design, total number of pages of the report should not exceed 160 pages. Content will be provided in soft copies by PUCSL at the time of placing the purchase order.

(ii) Type Setting and Designing

- **Type Setting:** The Selected party is responsible for required type setting of the full document based on the soft copies provided. (Designing the final version using scanned version of hard copy or PDF copy will be not accepted).
- **Cover page and inside 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.
 - Printed Sample of the selected design should be provided for colour proof.
- **Images/Photographs**
 - Selected party should carry out a photoshoot to include appropriate image/photographs to the report.

(iii) Validity Period of the Quotations

Validity Period of minimum 03 months.

(iv) **Printing**

- **Specifications for printing the report**

- Paper size: A4 (portrait)
- Inner pages: should be printed on 120 gsm matt paper, **20 pages in four colour** and balance in two colour (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 colour (sample with the gsm value marked and certified by an authorized officer should be provided)

- **Printing method**

- Offset

- **Samples**

- Paper quality samples for the inner pages and the cover page 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 different designs for the Cover page and inner page must be produced with the bid.
- Three different designs of the Cover page and an inner page must be produced within 03 calendar days from the date of placing the purchase order.
- Three previous report designs designed by the supplier has to be provided with the bid (Soft copy or hard copy).

- **Binding**

- "Perfect Binding".

- **Proofs**

- A first proof in the form of a soft copy should be provided according to the below mentioned timeline.
- One printed colour copy should be produced to PUCSL for approval before final printing.
- The supplier must ensure the content of the copies is proof read before submitting into the Commission for approval before final printing.

(v) **Delivery**

- Final products should be delivered within a one-month period from the date of issuing the purchase order.

- Delivery should be made to the Public Utilities Commission of Sri Lanka, Level 06, BOC Merchant Tower, No. 28, St. Michael's Road, Colombo 03.

(vi) 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.

Annex 1

	Description/Specification	Clearly indicate whether AGREEABLE or NOT
1	<p><u>Number of Copies (Annual Activity Plan 2020)</u></p> <ul style="list-style-type: none"> • 150 Copies (English) 	
2	<p><u>Designing</u></p> <ul style="list-style-type: none"> • Typesetting The Selected party is responsible for required type setting of the full document based on the soft copies provided. (Designing the final version using scanned version of hard copy or PDF copy will be not accepted) • Cover page and inside layout • Three different designs of the Cover page and an inner page must be produced with the bid. • The design submitted by the selected party should be changed as per PUCSL's requirements. • Images Selected party should carry out a photoshoot to include appropriate photographs to the report. 	
3	<p><u>Validity Period of the Quotation</u></p> <p>Minimum of 03 months</p>	
4	<p><u>Printing</u></p> <ul style="list-style-type: none"> ○ Paper size: A4 (portrait) ○ Inner pages: should be printed on 120 gsm matt paper, 20 pages in four colour and balance in two colour (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 colour (sample 	

	with the gsm value marked and certified by an authorized officer should be provided)	
4	<p><u>Printing method</u></p> <ul style="list-style-type: none"> • Offset 	
5	<p><u>Copies for first and final approval by PUCSL</u></p> <ul style="list-style-type: none"> • A first draft full copy in the form of a soft copy should be provided. • A final colour printed copy (a hard copy) should be provided prior to granting approval for printing 	
6	<p><u>Colour</u></p> <p>Multi Colour</p>	
7	<p><u>Additional requirements</u></p> <ul style="list-style-type: none"> • 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. 	
8	<p><u>Samples</u></p> <ul style="list-style-type: none"> • Paper quality samples for the inner pages and the cover page 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 different designs of the Cover page and inner pages must be produced with the bid. • Three different designs of the Cover page and an inner page must be produced within 3 calendar days after placing the purchase order. • Three previous report designs, designed by the supplier has to be provided with the bid (Soft copies/ Hard copies) 	
9	<p><u>Proofs</u></p> <ul style="list-style-type: none"> • A first proof in the form of a soft copy should be provided according to the below mentioned timeline. • One printed colour copy should be produced to PUCSL for approval before final printing. 	

	<ul style="list-style-type: none"> Prior to final print, the supplier must ensure the content of the copies is proof read and PUCSL's approval is obtained. 	
10	Binding method - Perfect	

Annex 2: Financial Proposal

	Item	Price LKR (before Tax)	Taxes	Total
1	Unit Price per Report			
2	Total Price for 150 reports			

Timeline

	Activity	Date	Responsibility
1	Handing over Hardcopies(printed copy) of the activity plan	With Purchase Order	PUCSL
2	First Designs Three Cover pages Three Inner layouts	03 calendar days after placing the Purchase Order	Supplier
3	Proposed changes	Within 02 calendar days of submission of first designs	PUCSL
4	Final Designs for approval (Hard copy)	Within 03 calendar days from the date of changes recommended.	Supplier
5	First Full Draft in soft copies	Within 05 calendar days from the date of design approved.	Supplier
6	Corrections	Within 01 calendar day	PUCSL
7	Final Colour printed version	Within 03 Calendar days	Supplier
8	Approval for Final Versions	Within 02 calendar day	PUCSL
9	Delivery of Printed Activity Plans and Softcopies	Within 11 calendar days from the date of final approval	Supplier

Note

If the supplier fails to make the delivery on time as stipulated in the purchase order and the specification the PUCSL will impose a surcharge of Rs.1000.00 per calendar day, for each calendar day delay in supply of Items. The entire process must be over within a maximum of 30 calendar days.