



## Request for Proposals

### Design & Production of the National University of Lesotho 2008/09 – 2011/12 Academic Calendar

#### Introduction

The National University of Lesotho intends to circulate a new academic calendar that covers the next three academic years. The calendar is a bound publication that summarizes key information relating to all faculties, institutes and other units of the university. Proposals are therefore invited from suitably qualified and reputable publishing or printing service providers, to design and print the academic calendar on the basis of the following basic technical specifications:

#### Origination:

- Proofreading of the information that covers the background of NUL, faculties and institutes, rules and regulations, and statutes.
- Photography (high resolution digital photography for high quality reproduction) and scanning dexterity.
- Calendar design including cover (with strong typography and layout skills)

#### Printing:

- Description: National University of Lesotho Academic Calendar
- Size: Custom media (210 mm x 210 mm)
- Pages: 280 pages
- Colour: Full colour cover section and 1 colour (black) body section
- Finishing: Cover section UV varnish; perfect binding; shrinkwrapped.
- Quantity: 2000, 5000 and 10 000 copies

#### Post printing:

- Provide the publication electronically in full colour.
- The electronic copy should be submitted in both high-resolution (print quality, spreads, and single pages) version and low resolution version for Internet application (in both spreads and single pages). Moreover, the electronic copy should thereafter be split on the basis of faculties/institutes, and be supplied in high and low-resolution formats.
- The original file of the publication, plus PDFs will be kept in the system of the chosen service provider for at least 3 years.

#### Submission conditions:

- The technical and financial proposals must be separate documents.
- The sealed tender must be deposited at the NUL Tender Box situated at the Works and Maintenance Division.
- Proofs of being a registered business entity/concern. This to include a valid Trader's Licence and a valid Tax Clearance Certificate.

- Detailed business profile that reflects all the services offered and a list of former clients or similar, comparable assignments undertaken in the past.
- Proposed schedule of work for the assignment.
- A quotation that is valid for at least 90 days from the bid submission date.

**Notes:**

- The NUL is not obliged to select the lowest bidder
- Submissions must be in strict compliance with the above specifications and conditions. Failure to do so will result in disqualification.
- Service providers are to note that the National University of Lesotho may apply withholding tax obligations when effecting payment.
- The tender shall be opened on 23<sup>rd</sup> March at 15h00.
- The successful bidder will be notified by 6<sup>th</sup> April 2010. S/he will be expected to deliver the finished product within 3 weeks.

Samples of previous academic calendars are obtainable from the NUL, Office of Communications and Marketing for reference purposes. Bidders may be asked to produce a prototype.

**Closing date for submissions is at 12:00 hours, on Tuesday, 23<sup>rd</sup> March 2010**

**For further details, contact:**

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