

3. Technical Specifications

Description	Specifications
Approximate number of pages in finished publication	90 – 120 pages, including front and back covers
Size	A4
Binding	Booklet, spine bind
Quantity	300 printed copies
Print specifications	Full colour: <ul style="list-style-type: none"> • Gloss • Matte Gloss

Design and layout

The design and layout of the annual report should take account of the Corporate Identity guidelines of the Corporation. Accordingly, the service provider should:

- Creative direction (Inclusive of design and layout)
- Submit the preliminary layouts for approval (3 options)
- Carry out edits and revise selected layouts as discussed with NamibRe representative
- Submit publication to NamibRe for proofreading

Editing and proof reading

NamibRe expects that the annual report is edited to enhance the flow, clarity and impact of the information provided. As such, the service provider is expected to undertake substantive editing; which include copy writing and editing to correct grammar, spelling and punctuation within the document.

Photos and Editing

The Corporation will provide the service provider with all the photos to be included in the annual report.

Content

The unedited write up content of the annual report will be provided by NamibRe. The service provider is expected to edit all the content provided while NamibRe will be responsible for the final sign-off of the document. A hard and soft copy will be provided to NamibRe for a final approval.

Technical Proposal

- Methodology and project planning for the Corporation's annual report
- Communication with NamibRe representative
- Proposed time breakdown and timetable for the publication of the annual report. (SLA)

Financial Proposal

- The financial proposal should be inclusive of all costs.
- NamibRe will not pay any additional charges that have not been specified in the documents submitted by bidders before the closing date.
- Kindly take note that the fees should be fixed for the entire period of the contract.
- Please indicate bid validity

Due date: 09 April 2021