



## **Request for Proposal (RFP)**

### **Provision of Service for Design, Layout, Copyediting, and Proofreading of APO Publications**

#### **1. Objectives**

The Asian Productivity Organization (APO) produces various types of publications, including books and monographs, research and program reports, training materials and manuals, and others. For the development and production of these publications, the APO invites experienced design agencies/companies/firms to submit proposals for print and online versions. It hopes to engage one or several qualified providers for the design, layout, copyediting, and proofreading of its publications for a period of one year (January–December 2023) subject to a satisfactory performance evaluation.

#### **2. Background**

The APO is an intergovernmental organization established in 1961 with the mission of contributing to the socioeconomic development of the Asia-Pacific region through productivity promotion. Publications support the APO's goal of serving as a clearinghouse for productivity information for National Productivity Organizations (NPOs) and other stakeholders in its members.

The APO produces publications in a variety of formats, including books, manuals, training materials, and reports for the dissemination of productivity-related information to policymakers, practitioners, NPOs, and other stakeholders. Both hard-copy and digital formats are published for wide dissemination and outreach. To ensure quality, publications are designed and edited by professionals and experts in relevant fields.

#### **3. Purpose and Scope of Work**

Purpose:

The APO is seeking one or several qualified companies to provide high-quality design, layout, copyediting, and proofreading services within specified deadlines. The service suppliers will work closely with the APO Secretariat, follow instructions, and meet deadlines. Suppliers should be ready to incorporate last-minute changes and meet tight deadlines. All publications must comply with APO requirements, specific style guidelines, and policies/recommendations. The APO Secretariat will be responsible for the final approval of all materials under its standards and regulations.

Scope of Work:

- 3.1. Front and back cover, inside cover, and spine design.
- 3.2. Copyediting of contents following the APO style guidelines.
- 3.3. Page layout, formatting, and proofreading following the APO style guidelines.
- 3.4. Charts/figures/tables should be reproduced, it must be reproduced exactly as in the original (with the original source cited as "Source: Reproduced with permission from..." and included in the Reference list). If permission to adapt/alter the chart/figure/table is granted by the original author(s),

then the attribution should read “Source: Adapted with permission from Author name(s) [Ref. no.]” (with the original source cited and included in the Reference list).

- 3.5. Infographics design, when necessary, to support key data/information.
- 3.6. Copywriting of publication descriptions to be published in both hard-copy and online formats.
- 3.7. Formatting of digital and/or print publications.

#### **4. Proposals Should Include the Following Information**

- 4.1. Cover letter of interest (Annex 1)
- 4.2. Basic organizational details (Annex 2)
- 4.3. Profile of agency/company/firm (maximum 1 A4-sized page)
- 4.4. Experience in the provision of similar services to international organizations and/or equivalent global institutions (maximum 1 A4-sized page)
- 4.5. Samples (visuals and text) of work showcasing relevant experience in similar projects (Annex 3)
- 4.6. Financial proposal to indicate the cost of services
  - 4.6.1. Total costs and breakdowns per service should be given in US dollars or Japanese yen only.
  - 4.6.2. All national taxes and levies applicable should be stated and included in the total costs. The APO will consider the inclusive costs as the final quoted prices when evaluating proposals.
  - 4.6.3. All rates and costs quoted in financial proposals should be written in both alphabetic and numerical forms, e.g., USD2,500 (two thousand five hundred US dollars).
  - 4.6.4. Financial proposals should include breakdowns of costs for design, layout, copyediting, and proofreading.

#### **5. Submission of Proposals**

- 5.1. Proposals with all required information specified should only be sent via email in password-enabled PDF file attachments signed by authorized representatives no later than **16:00 (Japan Standard Time), 4 January 20223** to [pr@apo-tokyo.org](mailto:pr@apo-tokyo.org).
- 5.2. The subject line of the email message should be: **Proposal for APO Publication Work by <company name>**

#### **6. Vendor Selection Criteria and Notification of Results**

- 6.1. The agency/company/firm will be awarded an annual contract with the Asian Productivity Organization for publication production, based on the following selection criteria:
  - 6.1.1. Quality of product (i.e., samples of past design, publication, copyedit, and copywritten works)
  - 6.1.2. Experience (i.e., experiences in similar projects; Annex 3)

6.1.3. Reliability and punctuality in delivery

6.1.4. Price

6.2. Only selected firms/agencies/companies will be notified via email within 1 month of submission deadline on the successful acceptance of their proposals.

## **7. Right to Accept or Reject Proposals**

7.1. The APO reserves the right to annul the RFP or the vendor selection process, or to accept or reject any or all proposals in whole or part at any time without stating any reason and without incurring any liability to the affected design agencies/companies/firms.

7.2. The APO will not be obligated to respond to any objections or to inform the affected agencies/companies/firms of the grounds for such decisions.

7.3. The APO also reserves the right to change the scope of work in case of need or depending upon changes in requirements before or during the implementation phase. However, if changes are made during the implementation phase, the APO will negotiate the costs for the additional work separately with the design agencies/companies/firms.

## **8. Terms and Conditions**

8.1. The APO will not bear any costs related to research, planning, design, or any other such activity related to the preparation of proposals in response to this RFP by design agencies/companies/firms or costs for sending proposals to the APO.

8.2. The APO may, at its own discretion, extend the submission deadline by notifying all bidders of the extension in writing. Any proposal received after the deadline will be rejected.

## **9. Contact Information**

The prospective vendors requiring any clarification about the document, or the process itself, shall submit their queries in writing only to the following email address by the deadline 4 January 2023.

Digital Information Unit  
Asian Productivity Organization (APO Secretariat)  
1-24-1 Hongo, Bunkyo, Tokyo 113-0033, Japan  
Email: [pr@apo-tokyo.org](mailto:pr@apo-tokyo.org)