

Request for Quotation (RFQ)
Indonesia Energy Transition Outlook Report (IETO) Design

RFQ Release Date: 5 January 2021

Introduction

Institute for Essential Services Reform (IESR) intends to offer a firm-fixed price contract for the report creative layout and design project which includes graphic design, lay-outing, and illustration drawing of the provided paper. Interested services provider/vendor should submit a quote for the services as described in this RFQ. Written quotes (e-mailed) are due to the following address by **5:00 p.m. on January 7th, 2021**:

Name: Gandabhaskara Saputra

Address: Jl. Tebet Barat Dalam VIII. No. 20 B, Jakarta Selatan

Email: ganda@iesr.or.id

Please read RFQ in its entirety including factors that will be considered in making award in Performance and Technical Specifications. Provide a detailed written quote and email to email above before the due date. Quotes received after the closing date/time will not be accepted.

The quote should include the following sections:

1. Detailed Cost Estimate with total firm fixed price
2. Proposed project schedule and planned completion dates.
3. Sample of design illustration or a mock-up design.

Performance and Technical Specifications

A. Price/Period of Performance

Period of performance: Schedule proposed by the contractor to be completed no later than January 15, 2021. Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or tax costs.

B. Statement of Work/Specifications

We encourage all contractor to be creative and suggest the most appealing design that suit the best to narrate the report. Please use these technical specifications as a guideline instead of a strict rule.

- *Typography*
Heading: Montserrat Bold
Sub-headings: Open Sans Family
Paragraph: Montserrat Regular
Font size: Custom

- *Color*
Darkest color: 3A3A4A
Brightest color: FFFFFF
Options: 2b5597, 4b9cd5, 6abf4b, 00a77e, ffc600, f69331, 9d1d96, c282b8
- *Style*
Edgy, futuristic, real image based with proper illustration
- *Pages*
Layout orientation: Landscape with a dimension of 21 cm x 14.8 cm (A5)
Estimated number of pages: 85-90 pages (including covers)
- *Graphic & Table*
Redrawn with illustration
- *Copy*
Provides a digital copy (a web-based file with active hyperlinks in the relevant document) and a ready to print design format (including in design or ai. file) with adjustable margin/width.

Please see the previous report design & style for your perusal:
<https://iesr.or.id/en/pustaka/iceo2020>

Quotation Evaluation

A. Acceptance Criteria

Acceptance of all work under a completed contract will be done by IESR.

B. Evaluation Factors

All responsive quotes received by the due date/time will be evaluated in accordance with the technical evaluation. The technical evaluation will be rated based on details provided, so please include as much details as you can. The committee will evaluate the proposal on the following factors:

- 1) Previous sample/portfolio design: 10 points
- 2) Delivery timeframe and project schedule: 10 points
- 3) Warranty offered: 10 points
- 4) Other factors (e.g. previous work experience; raw materials [in design or ai. file provided]): 10 points

Quotes that are not responsive to this RFQ will not be evaluated by IESR.