

SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR COMPILATION, LAYOUT, DESIGN, AND EDITING SERVICES FOR THE 2025-26 ARC ANNUAL REPORT.

The table below unpacks the ARC service requirements, as it pertains to the 2025-26 ARC Annual Report:

DESCRIPTION <u>2025-26 ARC ANNUAL REPORT</u>	YES/NO
SPECIFICATIONS	
1. Compile the ARC Annual Report	
2. Provide layout, design, and editing services.	
3. Provide regular progress updates as requested.	
4. Provide Editor's certificate for editing the ARC Annual Report upon completion (Taking responsibility for editing the ARC Annual Report upon completion).	
5. Adhere strictly to timelines and deadlines (Shorter, urgent turnaround times i.e 24 hours.	

Note: Bidders are requested to indicate their compliance (by indicating either **YES/NO**) in the above table.

Technical Specifications

- Size: 297 x 210 mm
- Estimated length: ±200 pages, including covers.

No physical printing will be required.

Compulsory Requirements

- Provide CVs and qualifications of the proposed project team, clearly indicating roles, relevant experience and qualifications (Copy Editor, Graphics designer, language specialist).
- Provide three contactable clients where the same or similar services were rendered within the past five (5) years. N.B. The reference letters must be on the company letterhead (Client) with contact details (Contact name, number, and address of the client). **No appointment letters or Purchase Orders will be accepted as proof of a recommendation.**

The cost structure of the quotation should be as per the above specifications, noting the applicable rates and other related expenses (which should be specified).