**END TO END PRODUCTION OF SENTECH CORPORATE PLAN**

SENTECH is looking for a service provider to produce the SENTECH Corporate Plan. The job will include Content Writing, Editing, Proofing, Design and Layout, as well as printing the plan. Printing of the Corporate Plan costs should be provided for separately. Due to Covid-19 regulations, submission has been a final PDF copy. However, should regulations change, hard copies may be required.

|  |  |
| --- | --- |
| **Scope of Work** | The service provider will be required to:   * Work under tight deadlines and pressure and, * Work overnight, weekends and over holidays when required * Meet the deadlines that will be provided in the project plan * Start work immediately, upon appointment * Produce printer’s proof   Critical timelines   * The service provider must be prepared to commence work for the 2021/22 corporate plan from September 2021 * Submit three design concepts by mid-September 2021 * Corporate Plan 2022/23 to be printed in January/February 2022 * Work for existing plan commence 20 August 2021 (provisional date subject to change) * Produce printers’ proofs * The service provider must be prepared after hours and over the weekend to finalize the Corporate Plan copy   **NB: Service provider is required to breakdown each element of their quotation**  **Corporate plan 2021/22FY requirements:**   * Current pages 63 * Printing of 150 copies (subject to confirmation) * Branded memory sticks with copies of the final Corporate Plan * Branded presentation of the Corporate Plan (this is to ensure a high-quality presentation to be shared with external stakeholders)   **Corporate Plan 2022/23 FY requirements:**   * Submit three concept designs * Content editing and proofing * Design and layout * Approximately 50 – 60 pages * Size: A4 * Obtain an ISBN number * Source images * 150 copies printed in full colour throughout and perfect bound * Paper: 138 gsm, matt and gloss (subject to print confirmation) |