

## **REQUEST FOR PROPOSAL**

### **APO 50<sup>th</sup> Anniversary Commemoration**

The Asian Productivity Organization is marking its 50th anniversary in 2011. As such, the Secretariat is planning:

- A) The production of a commemorative publication
- B) A gala event at a Tokyo hotel
- C) Production of a video to show at the event
- D) Ceremonial event program
- E) Invitation and return card production
- F) Stills photography for two days
- G) A photo exhibit and
- H) Production of business cards for APO staff, emblazoned with the 50th logo.

We are seeking proposals from qualified companies located within commuting distance of the Secretariat.

Companies interested in submitting proposals must be experienced in editorial, picture editing, videography, event planning, and publishing, and capable of providing as a package the planning, organization, and execution of items A) through G).

Send proposal submissions to: [esugita@apo-tokyo.org](mailto:esugita@apo-tokyo.org)  
and [yfujimoto@apo-tokyo.org](mailto:yfujimoto@apo-tokyo.org)

Closing time: **10:00 am JST Wednesday, 8 December 2010.**

Until closing time, the APO will accept proposals for the goods and/or services described in detail below. Late submissions will not be considered.

Please provide: (1) the total package cost estimate, and (2) cost estimates for each item A)-G), and address the points noted in [blue](#) in the details of this RFP.

## DETAILS OF PRODUCTS AND SERVICES

### A) Production of commemorative publication

- Publication outlining APO's 50 years of productivity promotion in the Asia-Pacific region.
- English, approximately 30-50 pages, 2000 print copies estimated.
- completion target: **March 2011**
- arrange for journalist to research, interview, cover, write, edit text (**please provide credentials for potential writer**)
- picture processing, editing from original APO prints, data
- text and picture layout
- cover design
- printing

### B) Golden Jubilee event organization/coordination

- Ceremonial event planned 14:00-16:00 JST Tuesday, 19 April 2011 (tentative) at the Imperial Hotel. The expected number of guests and VIPs is 200 to 300.

We need:

- event detail/logistics planning, execution, including an event director for advance organization, coordination, direction on day of event
- English/Japanese bilingual MC(s) – **please provide suggestions and ideas.**
- Japanese cultural entertainment – **please provide three suggestions**
- sake barrel for ceremonial cracking (together with consideration for alternate non-alcoholic refreshments) or other highlight
- intercommunication devices (rental or purchase; procurement or rental of communication devices for event staff as needed)

### C) Ceremonial event program production

- English and Japanese
- design, layout, printing

Please provide **two cost estimates** for:

- 1) text, design, layout, production by vendor
- 2) text provided by APO for vendor use for design, layout, print production

### D) Invitations, return cards

- English
- design, printing of invitation cards with stamped return cards

Please provide **two cost estimates**, for:

- a) text, design, layout, production by vendor
- b) text provided by APO for vendor use for design, layout, print production

### E) Video production for gala showing

- Production of 10 to 15-minute video for showing at commemorative event.
- package production including script, narrations, sound; DVD version production (200 copies)
- structure and composition
- stills frame grabs, special effects if/as needed
- domestic project field coverage; interviews, edits
- provision of experienced English language narrator
- DVD edit/production for distribution to gala guests, APO Directors, NPOs

Usable material will be:

- old APO photographs to be processed by vendor with editing and special effects as needed
- coverage of one or two APO projects held in the Kanto area to film and interview project participants assembled from member countries
- narrations (writing and voiceover {s} needed)
- editing and production of DVD version for distribution to event guests, NPO heads

F) Stills photography for two days

- Stills photography coverage of gala event and Governing Body Meeting on following day (19-20 April 2011) (tentative)
- picture shooting, editing, submission to APO on DVD or CD **ASAP**

G) Photo exhibit

- print production of 5-6 winning images from 2010 APO photo contest
- arrangements to display above, together with 36 other prints from past contests, at ceremonial event
- a sample of mounted prints made earlier at the APO will be made available to the vendor to match the six new picture data for prints
- picture processing
- print production (*yotsugiri* size)
- *yotsugiri*-sized matted photo *panel* production
- display creation at venue (easel, stands, hang from ceiling, etc??)

H) Production of business cards for APO staff, emblazoned with the 50th logo

- Design, printing of 100 cards per each of 40 staff, needed delivered in **December 2010**

**Proposal submissions must be received before 10:00 am JST Wednesday, 8 December 2010 at [esugita@apo-tokyo.org](mailto:esugita@apo-tokyo.org) and [yfujimoto@apo-tokyo.org](mailto:yfujimoto@apo-tokyo.org) .**

**For inquiries, please contact Yoko Fujimoto at: [yfujimoto@apo-tokyo.org](mailto:yfujimoto@apo-tokyo.org)**

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