



REQUEST FOR PROPOSAL

Copyediting, proofreading, and page formatting for APO Productivity Research Document

Working Title (Tentative): To be decided later

The Asian Productivity Organization (APO) is seeking proposals from qualified agencies, companies, or individuals for copyediting, proofreading, page layout, and design of **four** similar documents in 2019. The first in the series of this project will commence in first week of April 2019.

Please send proposals to: yfujimoto@apo-tokyo.org with cc to sparth@apo-tokyo.org.

Proposals should be submitted by: 22 February 2019

All prices should be quoted in **US dollars or Japanese yen** and include taxes and other applicable levies. The APO will use the **total quoted price** (including taxes and other levies) for evaluating the proposals.

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Volume of country master plan documents (each document will have similar volume):

No. of words for each document: About 24,000 words

No. of pages for each document: About 60 pages

No. of figures/tables in each document: About 25

I. Copyediting of main text

- Copyediting should follow the APO guidelines (please refer to the attachment). Only light editing (ensuring consistency of style, vocabulary, and voice; checking grammar, spelling, and usage; and querying facts and references) is required.
- Note Disclaimers do not require editing.

II. Layout

- The cover design and page formatting should be prepared following the APO publication page formatting guidelines using the template provided by the APO. All four publications will be A4-size hardcopy print editions and hence the page layout should follow the printing format, including the bleed, registration and crop markings.
- Page formatting should follow the APO's guidelines for Research Reports (please refer to the attachment). The page formatting process may be reviewed by the copy editor in the interim and/or at the time of proofreading to ensure that the guidelines were followed.
- **Color:** Full 4-color design.
- **Charts/Figures** should be reproduced using the same typeface/font size as given in the APO style guidelines. Most figures/tables are available in an editable format. In general, all graphs, charts, and tables need a uniform color scheme upon reproduction, even if different graphs/charts employed different schemes in the original manuscript. Exceptions, if any, will be approved on a case-by-case basis. When reproduced, the various units, percentages, legends, etc. should be clearly marked in the charts/graphs/figures.
- **Cover:** The vendor should provide three draft options. The Cover image must complement or supplement the key messages given by the title and any associated text appearing on the cover page. The image used should be copyright free, thought provoking and/or catchy to prompt readers to turn inside and look for more information.

III. Proofreading

- After the layout is completed, proofreading is required following the APO guidelines (please refer to the attachment).

Asian Productivity Organization

IV. Final delivery

- Print ready PDF for hardcopy printing.
- PDF with hyperlinks from the table of contents to the pages listed.
- Final working file in open editable format (AI or EPS).

V. Timeline (the document needs to be prepared as fast as possible)

1. Edited text to APO: 2 working days from assigning the project.
2. First layout draft (after proofreading by the vendor) to APO: 3 working days after receiving review feedback on edited content.
3. Revised draft layout: 1 day from 1st review feedback on layout.
4. Third draft layout: 1 day from the #3, 2nd review feedback on layout.
5. Final PDF with hyperlinks and working files: Right after the final approval.

VI. Notes to Vendors

1. The RFP is intended to seek proposals from multiple agencies/companies/individuals.
2. Submission of a proposal should not be regarded as a project assignment by the APO.
3. The RFP process helps the APO identify the most suitable agency, company, or individual based on experience in similar projects and cost quoted.
4. The vendor with the best proposal in terms of cost and value will be assigned the project.
5. The APO will not bear any costs related to the submission of proposals, including sending or transmitting them to the APO Secretariat.
6. The APO reserves the right to cancel or postpone a project or to reject a proposal at any time and will not assume any liability for the cancellation, postponement, or rejection.
7. The APO also reserves the right to change the scope of work depending upon changes in requirements, and the cost for any additional work involved will be negotiated separately with the vendor.