



REQUEST FOR PROPOSAL

Copyediting, proofreading, and page formatting for APO publications

The Asian Productivity Organization (APO) is seeking proposals from qualified agencies, companies, or individuals for copyediting, proofreading, page layout, and design of the APO publications to be published in 2021. The RFP includes two parts (A and B) and potential vendors may send proposals for both or either of them. Costs for each of the parts should be sent on separate pages.

In the proposal, please provide the rate per word for editing/proofreading and per page for page layout. The total cost will be calculated based on the total number of words/pages created.

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

Proposals should be received by: 8 March 2021 (17:00 JST)

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.

Number of publications: Approx. five (5) publications during 2021.

Number of words in each publication: The range is from approx. 10,000 to 200,000 words.

PART A

I. Copyediting of main text

- Copyediting should follow the APO guidelines (please refer to the attachment).
Note: Disclaimers do not require editing.

- Each report has a working title, and the editorial team should suggest three titles (of not more than 30 characters including spaces) and, if required, a subtitle (maximum 75 characters including spaces) for the publication (see sample below).

Sample

Title: SME Warehouse Productivity (not more than 30 characters including spaces)

Subtitle: Benchmarking and Goals in the Logistics Sector (maximum of 75 characters including spaces)

- The APO may ask potential new vendors to provide an editing sample of 250–500 words.”

II. Proofreading

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

III. Summary

- Write a book blurb (within 100 words) summarizing the publication. This will be used on the APO website.

PART B

IV. Layout

The cover design and page formatting should be prepared following the APO publication page formatting guidelines using the template provided by the APO.

- **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.

V. Cover design

The vendor should provide three cover design options. The cover image must complement or supplement the key messages of the title and any associated text appearing on the cover page. The image used should be copyright free, thought provoking, and/or catchy to encourage readers to open the document for more information.

Thumbnails for the cover designs should also be provided to facilitate promotion of the cover/report in various mainstream or social media channels. Care should therefore be taken to ensure that the cover elements (including title, visuals, etc.) retain their features when viewed/printed in grayscale.

VI. Final delivery

- In PDF format with hyperlinks from the table of contents and lists of figures/tables to the pages listed.
- Final working file in open editable format (AI or EPS).

VII. Timeline (this is a tentative schedule to be finalized in consultation with the selected vendor)

#1. Edited text to APO: 15 working days from assigning the project.

#2. First layout draft (after proofreading by the vendor) to APO: 10 working days after receiving review feedback on edited content.

#3. Revised draft layout: 2–3 days from 1st review feedback on layout.

#4. Third draft layout: 1–2 days from #3, 2nd review feedback on layout.

#5. Final PDF with hyperlinks and working files: 1–2 days from final approval.

VIII. Notes to vendors

1. The RFP is intended to seek proposals from multiple agencies, companies, or 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 costs 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 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.