



**STATE OF HAWAII OFFICE OF
HAWAIIAN AFFAIRS**
560 NORTH NIMITZ HIGHWAY, SUITE 200
HONOLULU, HAWAII 96817

September 12, 2019

REQUEST FOR QUOTES (“RFQ”) No. DM 2020-06

**PRINTING OF THE OFFICE OF HAWAIIAN AFFAIRS’
2019 ANNUAL REPORT**

To All Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors to print their 2019 Annual Report and is to be delivered by Friday, December 6, 2019 to the OHA.

Quotes must be received through the HiePRO website by 2:00 p.m. Hawai‘i Standard Time (“HST”), Tuesday, September 24, 2019, Noon Hawaii Standard Time.

Pursuant to Hawaii Administrative Rules (hereinafter “HAR”) §3-122-75 the award shall be made to the lowest most responsible and responsive quote for the OHA. The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA.

SPECIFICATIONS

The successful Offeror shall provide and perform the services required in a satisfactory and proper manner as determined by the OHA. The services shall include, but may not be limited to, the following:

1. Print a quantity of 1,200 reports.
2. 20 pp.
3. Self-cover dimension: 10-1/2” x 11”.
4. 4cp 2/s on 100# House Gloss Book.
5. Saddle Stich along 11” edge.
6. Carton pack.
7. Provide printed proof, bleeds, screens and reverses.
8. Average ink coverage & standard registration.

The OHA will provide to the successful Offeror the PDF for straight output by November 18, 2019. See Attachment 1 – Sample of 2018 Annual Report.

The RFQ may be canceled when it is determined to be in the best interest of the OHA. If you have any questions, you may contact Charmaine Matsuura, Procurement Lead Specialist, by email at charmainem@oha.org or by phone at (808) 594-0273.

The successful Offeror must be registered as a business in the State of Hawai'i and be compliant with Hawaii Compliance Express, submit a copy of your Certificate of Liability Insurance and complete the OHA W-9 form. If you are not registered, please register by going to HCE's website: <http://vendors.ehawaii.gov/hce/splash/welcome.html>