



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

May 24, 2019

REQUEST FOR QUOTES – RFQ HI 2019-43

PRINTING OF STRATEGIC PLAN CLOSE OUT REPORT

To All Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested vendors to print the Strategic Plan Close Out Report.

Quotes shall be received through the HIePRO website by 2:00 p.m. HST on Friday, May 31, 2019. All quotes received must include the Exhibit 1: Offer Form. Only a single award will be made to the lowest, responsive and responsible quote and subject to the availability of funding.

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 Jennifer Lau, Procurement Specialist, by email at jenniferl@oha.org or by phone at (808) 594-1815.

I. PRINTING REQUIREMENTS

The interested Vendor shall provide a quote, using the Exhibit 1: Offer Form, for the printing of 1,500 reports. The OHA’s total budgeted amount is \$7,000, which includes all fees, delivery, and tax.

- 56 pages;
- Main Component OHA: 4pp Cvr;
- Cover: Eighty pound (80#) Pacesetter Silk Cover or similar;
- Text: Eighty pound (80#) Pacesetter Silk Book or similar;
- Double-sided print with Four Color process inks to include bleeds;
- Flat Size: 17 X 11, Final Size: 8.5 X 11, Half-fold;
- Inks: 4/4: HP 4color / HP 4color;
- Stitching type to be recommended by vendor based on paper stock and weight;
- Standard Packing;
- Local Delivery;
- Digital files are ready by: Friday, June 28, 2019; and

- **Delivery to OHA by: Friday, July 12, 2019 by 4:00 pm.**

**Please also provide a second quote for an option to use recycled paper on Exhibit 1:
Offer Form:**

- Cover: Eighty pound (80#) Pacesetter Matte Cover or similar made from recyclable materials; and
- Text: Eighty pound (80#) Pacesetter Matte Book or similar made from recyclable materials.

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