

SPECIFICATIONS FORM

Title of publication: **ASEAN Annual Report 2025**

Completion of design/printing: **30 December 2025**

Closing date for submission: _____ **(by Admin)**
of quotation

GENERAL WORKS:	- Develop a professional concept for the Report (cover design harmonised with contents/text design and layout, photo placement and captions) that reflects the accomplishments of ASEAN cooperation from January–December 2025, aligned with the theme <i>Inclusivity and Sustainability</i>. Final products: one copy of semi-interactive e-publication (PDF format), 500 printed copies. - Completion of soft copy: 11 November 2025 - Completion of printing & final soft copy: 30 December 2025	
REQUIREMENTS:	Company Experience: At least 3 years of proven experience in conceptualising, designing, and laying out printed and electronic publications. Submit company profile (hard/soft copy). Software Proficiency: Vendor must use Adobe InDesign for layout and design. Submit one sample of work in Adobe InDesign (soft copy). Portfolio: Submit at least two (2) previous publication design projects (books/magazines) showing a range of styles relevant to this project. Concept Realisation: Must demonstrate ability to translate concepts into visually appealing publications. Communication: Maintain clear and consistent communication, with regular progress updates and prompt responses For further reference, you may visit the following links of ASEAN website (https://asean.org/) and latest <i>ASEAN Annual Report 2024</i>: https://asean.org/wp-content/uploads/2024/12/ASEAN-AR-2024_e-pub_web.pdf , to learn more about ASEAN.	
SPECIFICATIONS:		
Items	Cover	Inside pages
Size and content	B5 (Folded: 18 x 25 cm / Open: 36 x 25 cm)	Texts, tables, photos, graphics/infographics
	ASEAN Secretariat will provide the full texts of the Report in English as well as high-res photos.	
Color	4/1	4/4 (full color)
Type of paper	FSC-certified (Cordenons/Dallum Papir), art card 250gms, matte finish	FSC-certified (Cordenons/Dallum Papir), art paper 100gms, matte finish
	- Vendor must submit physical paper samples (cover & inside) with quotation. - Vendor must ensure sufficient paper stock is secured before project acceptance.	
Binding	Perfect binding	
Number of pages	65 pages (quotation must cover range 65–85 pages)	
Number of dummies	1 PDF, 4 printed hard copies - Vendor must submit full color-accurate hard proof for approval before printing the final run.	
Final products	1 copy in PDF, 500 copies in hard copy (printed)	
Revisions	- Up to two (2) times for major revisions on the design/layout - Multiple minor revisions until final approval	

Quotation	• Must be in IDR (non-VAT/Tax) • Must include all costs (design, layout, printing, dummies, images with copyright, etc.) • Validity: minimum 4 months
Timeline	Please see page 3 Vendor must strictly adhere to the agreed printing schedule and ensure delivery is completed by 30 December 2025. Before accepting this project, vendor must confirm their full commitment and capability to meet the timeline.
Quality Check	• Publications must be free from defects (smudge, misprint, swapped/missing pages, poor binding, colour inaccuracy, etc.). • Defective copies must be replaced within 7 working days of notification, at vendor's cost.
Note 2	
Checklist for submission	1. Company profile 2. Sample of work using Adobe InDesign (soft copy) 3. Portfolio of two (2) previous publication projects (books/magazines). 4. Paper samples (cover and inside pages) with FSC certification proof 5. Signed Specification Form 6. Quotation in IDR (non-VAT/tax)

CONDITIONS:

1. If awarded the project, upon completion, the final version of the publication approved by the ASEAN Secretariat should be submitted in the following formats:

- a) Final e-pub in PDF (for website), the Content page should be clickable (Hi-Res PDF and standard PDF <5MB).
- b) Raw materials (project files, visual assets, typeface), preferably in "Package" format.

2. Terms of payment: Payment will be made in full upon delivery and submission via email of the final version of the publication approved by the ASEAN Secretariat.

3. All designs, layouts, and visual assets created for this project shall be the property of the ASEAN Secretariat and may not be reused or resold by the vendor without written consent.

4. Please **sign** this Specifications Form and attach it to your quotation. **By signing this Form, vendor agrees to all requirements, conditions, and deadlines stated herein.**

Vendor:
Date:



CRD: OFR Sri Wahyuni Danty
Date: 15 August 2025



User: ADR Marisol Hernandez, CRD
Date: 15 August 2025

TIMELINE FOR CRD - AR 2025															
No	Description of works	October					November				December				
		29-3	6-10	13-17	20-24	27-31	3-7	10-14	17-21	24-28	1-5	8-12	15-19	22-16	29-2
1	[ASEC] Provide text and photos														
2	[Vendor] Working on concept, designs of cover, layout of content pages, texts editing, photos selection and placements, soft dummy.							Soft dummy-11							
3	[Editor] Final review							14							
4	[ASEC] Review soft dummy														
5	[Vendor] Revisions (if any) Note: at this stage, ASEC cannot give any further inputs														
6	[Vendor] Print hard dummy											15			
7	[CRD] Check hard dummy and confirm to print											17			
8	[Vendor] Revisions (if any)											19			
9	[Vendor] Print the books													29	
10	[Vendor] Delivery of final product (PDF and printed) to ASEC													30	