

SPECIFICATIONS FORM

Title of publication : ASEAN Annual Report 2026
Closing date for submission of quotation : as per invitation

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 2026, aligned with the theme *Navigating Our Future, Together*.
- **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.
- **Final products:** one copy of semi-interactive e-publication (PDF format), 500 printed copies.
- **Completion of soft copy:** 7 December 2026
- **Completion of printing:** 8 January 2027

REQUIREMENTS	VENDOR TO CONFIRM
• Company Experience: At least 3 years of proven experience in conceptualising, designing, and laying out printed and electronic publications.	
• Software Proficiency: Vendor must use Adobe InDesign for layout and design. Submit one sample of work in Adobe InDesign.	
• Portfolio: Submit at least two (2) previous publication design projects (books/magazines) showing a range of styles relevant to this project.	
• Vendor must submit physical paper samples (cover & inside) with quotation.	
• Vendor must ensure sufficient paper stock is secured before project acceptance.	

For further reference, you may visit the following links of ASEAN website (<https://asean.org/>) and latest *ASEAN Annual Report 2025*: https://asean.org/wp-content/uploads/2026/01/Final_ASEC-Annual-Report-2025-1.pdf.

CHECKLIST FOR SUBMISSION (please tick the box)

1. Company profile	
2. Portfolio of two (2) previous publication projects (books/magazines).	
3. Paper samples (cover and inside pages)	
4. Signed Specification Form	
5. Quotation in IDR (non-VAT/tax)	

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 (minimum requirement)	FSC-certified (Cordenons/Dallum Papir), art card 250gms, matte finish	FSC-certified (Cordenons/Dallum Papir), art paper 100gms, matte finish
Binding	Perfect binding	
Number of pages	100 pages (quotation must cover range up to 120 pages)	

Number of dummies	• 2 sets of printed versions of soft dummy (normal paper/HVS) • 3 sets of hard dummies (final version in FSC-paper) • 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.) • Please include the unit cost per additional page in the quotation. This rate will be applied should additional pages be required. • Validity: minimum 4 months
Timeline	Please see page 3 Vendor must strictly adhere to the agreed printing schedule and ensure delivery is completed by 11 January 2027.
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.
Important Notes	Before accepting the project, the vendor must confirm their full commitment and capacity to meet the required timeline, including the ability to work over weekends and ensure the availability of the required printing facilities and equipment as scheduled , including during the New Year holiday period. Any planned maintenance, cleaning, or temporary unavailability of printing equipment must be arranged in advance and must not affect the agreed production and delivery schedule.

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), 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: 14 August 2026



User: ADR Marisol Hernandez, CRD
Date: 14 August 2026

TIMELINE FOR CRD - AR 2025

[illegible]