

**REQUEST FOR PROPOSAL (RFP) SPECIFICATIONS FOR A PROJECT FOR CONCEPTUALISATION, COPYWRITING, EDITORIAL, DESIGN AND PUBLISHING OF HEARTWARE NETWORK – 21ST ANNIVERSARY COMMEMORATIVE BOOK (2021)**

We are pleased to invite you to tender for the above requirement on the terms and conditions set out in these Request for Proposal (RFP) Documents.

The RFP Documents include the following:

Section 1	Company Overview and Brief Proposal Guidelines	Page 2-3
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**Proposals are to be submitted to Heartware Network via Email.**

<b>Closing Date &amp; Time:</b>	31 March 2021
<b>For Any Clarifications, Persons To Contact:</b>	Ms. Yew Han Yan (Marcomm)  Tel : 65094414 Email : hanyan@heartware-network.org

## **SECTION 1**

### **1.0 CORPORATE OVERVIEW**

#### **1.1 About Heartware Network**

Heartware Network (HWN) is a registered Society with the Registry of Societies and a registered Charity with the Institution of a Public Character (IPC) status under Commissioner of Charities (COC) under the Ministry of Culture, Community and Youth (MCCY).

We seek to instil positive values and build strong character in youths aged 14 to 35 years old. We engage them to be resilient, innovative in serving others and to be entrepreneurs rooted to Singapore as their home. We are also committed to transforming the lives of under-served children and youth by empowering them with greater confidence in their abilities to achieve a brighter future.

For more information, visit the following websites:

- [www.heartware.org](http://www.heartware.org)
- [www.youthbank.sg](http://www.youthbank.sg)

### **2.0 PROPOSAL GUIDELINES**

#### **2.1 Purpose**

HWN seeks to print 200 copies of a softcover book to commemorate its 21st Anniversary. The purpose of this Request for Proposal (RFP) process is to invite tenderers to submit their proposal for conceptualisation, copywriting, editorial, design and publishing of the 21st Anniversary Commemorative Book. *(More details can be found in Section 2 of document)*

#### **2.2 Project Schedule**

This schedule is based on our current timelines, subjected to change:

<b><u>Project Timelines</u></b>	<b><u>Deadlines</u></b>
RFP Closing date	31 March 2021
Presentation	1 - 29 April 2021
Award Contract to Contractor	30 April 2021
Expected Delivery	30 September 2021

### **3.0 PROPOSAL SUBMISSION PROCEDURE**

#### **3.1 Question & Answers**

By responding to this RFP, the Contractor agrees to be responsible for fully understanding the requirements and other details of the RFP, and will ask any questions to ensure such understanding is gained. Heartware Network reserves the rights to disqualify Contractors who do not demonstrate a clear understanding of Heartware Network needs. Furthermore, the right to disqualify a Contractor extends past the contract award period and Heartware Network will be at no fault, cost of liability.

#### **3.2 Good Faith Statement**

All information provided by Heartware Network is offered in good faith. Specific items are subject to change at any time based on business circumstances. Heartware Network does not guarantee that any particular item is without error.

#### **3.3 Communications & Proposal Submission Guidelines**

Communications shall not be effective unless formally confirmed in writing. In no case shall verbal communications govern over written communication.

#### **3.4 Evaluation Criteria**

All proposals will be evaluated systemically, based on the following criteria:

- Proposed Commemorative Book Concept
- Profile of the Contractor and results of similar projects undertaken
- Quality of print examples provided
- Related costs

Note:

- Contractors are to submit an itemised Quotation
- Only shortlisted Contractors who have demonstrated their capability to meet our needs will be contacted via email and/or phone to be notified of their selection to move forward in the RFP process.

## **SECTION 2**

### **SPECIFICATIONS OF PROPOSAL**

#### **1.0 OBJECTIVES**

- 1.1 Heartware Network seeks to commemorate its 21st Anniversary with the publishing of a commemorative book.
- 1.2 To provide opportunities for corporate partnerships and sponsorships through endorsements in the commemorative book.
- 1.3 To recognise the corporate and community partners for their contributions towards HWN over the years.

#### **2.0 SCOPE OF WORK**

- 2.1 Conceptualisation of book design and format.
- 2.2 In line with HWN branding guidelines and 21st anniversary theme 'Key to a Better Future', full design, layout, copywriting and editorial of the publication using supplied photography.
- 2.3 Conduct interviews with relevant stakeholders for content creation.
- 2.4 Sourcing of original, high-quality photography in addition to the research and development of content for the publication.
- 2.5 Create timeline and narrative of HWN from 2000 to 2021.
- 2.6 Proof reading of drafts and final artwork.
- 2.7 Ideation of opportunities for corporate partnerships and sponsorships through endorsements in the commemorative book.

#### **3.0 Deliverables**

- 3.1 Printing 200 copies of HWN 21st Anniversary Commemorative Book. The softcover book would be printed in colour and consist of 45-50 pages of text, photos and sponsorship material.
- 3.2 Final artwork to be supplied in low resolution, high resolution and web publishing formats.
- 3.3 Completion of final printing by 30 September 2021.

## **SECTION 3**

### **CONDITIONS OF CONTRACT**

#### **1.0 Definition**

1.1 In these Conditions unless the context otherwise requires:

"Authority" includes any officer authorised by Heartware Network to act on its behalf.

"Contract" includes all the terms indicated on Heartware Network RFP of which is mutually agreed upon by Heartware Network and the Contractor.

"Services" means the work which the Contractor is required to perform under the Contract.

"Proposer" means a person or his permitted who submits a proposal to supply the Services.

"Contractor" means the successful Proposer who has been awarded the Contract by Heartware Network and agrees to meet the stated requirements at a mutually agreed upon price and within a specified timeframe.

"Parties" refer to Heartware Network and the Contractor.

#### **2.0 GENERAL**

2.1 Heartware Network does not bind itself to accept the lowest or any offer.

2.2 Heartware Network reserves the right to accept the offer in whole or in part, the right to reject any or all proposals without assigning any reasons and the right to negotiate with any proposer on the terms of the offer.

#### **3.0 SCOPE OF CONTRACT**

3.1 The Contractor shall perform the Services in accordance with the Contract.

#### **4.0 PAYMENT**

4.1 Heartware Network shall make payment to the appointed Contractor 30 days after satisfactory completion of the works and upon receipt of an invoice with supporting documents such as a delivery order.

4.2 The payment under this clause shall not prejudice Heartware Network's right to reject deficient Services or the Contractor's responsibility to re-perform deficient Services.

- 4.3 Without limiting Heartware Network's right under the Contract, the amount of any payment or debt owed by the Contractor to Heartware Network under the Contract may be deducted by Heartware Network from any monies payable by Heartware Network to the Contractor pursuant to this Contract.

## **5.0 RIGHTS OF HEARTWARE NETWORK IN THE EVENT OF DEFAULT BY THE CONTRACTOR**

- 5.1 The Contractor shall carry out the required works in accordance to the agreed time schedule and ensure that the works carried out in a professional and reasonable manner by deploying workers who have the required skills and are able to exercise care and diligence that may reasonably be expected of a person experience in carrying out the required works.
- 5.2 The Contractor shall perform the Services by the Performance Date and in the manner specified in the Contract. The Contractor shall obtain a receipt/acknowledgement of job completion from Heartware Network. The issue of such receipt shall in no way relieve the Contractor from his responsibility for re-performing deficient Services.
- 5.3 If the Contractor defaults in his performance of this Contract, Heartware Network may issue a notice of default to the Contractor informing the Contractor of its default. The Contractor shall, within thirty (30) days of the date of the notice of default, remedy the default. If the Contractor fails to do so, the Contractor shall be taken to have repudiated the Contract and Heartware Network shall have the right to terminate the Contract or cancel any part thereof by way of a notice of termination without Heartware Network being liable therefor in damages or compensation. The said termination shall take effect from the date of the notice of termination.
- 5.4 In the event of termination, Heartware Network shall have the right to purchase from other sources all the Services which remains unperformed at the time of termination or similar Services, and all increased costs reasonably incurred by Heartware Network shall be recoverable from the Contractor.

## **6.0 VARIATION OF CONTRACT**

- 6.1 No variation whether oral or otherwise in the terms of this Contract shall apply thereto unless such variation shall have first been expressly accepted in writing by the Contractor and the authorised contract signatory of Heartware Network.

## **7.0 INDEMNIFICATION**

- 7.1 The Contractor shall keep Heartware Network or its agent indemnified against claims, actions or proceedings brought or instituted against Heartware Network

and its agent by any Contractor's workers or third party in connection with or relating to or arising out of the works being carried out under the contract.

## **8.0 CONFIDENTIALITY AND SECURITY**

- 8.1 Except with the written consent of Heartware Network, the Contractor shall not disclose the Contract or any purchases made in this Contract or any provisions thereof or any information issued or furnished by or on behalf of Heartware Network in connection therewith to any person.
- 8.2 In addition to the foregoing, the Contractor shall not make use of any information obtained directly or indirectly from Heartware Network or compiled or generated by the Contractor in the course of this Contract which pertains to or is derived from such information, other than use for the purposes of this Contract, without the prior written consent of Heartware Network.
- 8.3 The Contractor shall not publish or release, nor shall it allow or suffer the publication or release of, any news item, article, publication, advertisement or any other information or material pertaining to any part of the obligations to be performed under the Contract in any media without the prior written consent of Heartware Network.