

TERMS OF REFERENCE / ORDER DESCRIPTION

“Design art book of propaganda posters and historical object”

FOR ROSA-LUXEMBURG-STIFTUNG SOUTHEAST ASIA (RLS SEA) – REPRESENTATIVE OFFICE IN VIETNAM

Client: Rosa-Luxemburg-Stiftung Southeast Asia (RLS SEA) is a registered international Non-Government-Organization (INGO) with a Representative Office in Vietnam.

Representative: Liliane Danso-Dahmen, Director of RLS SEA

Address: 72 Xuan Dieu street, Tay Ho district, Hanoi, Vietnam.

Phone: +834 3 718 5836

Fax: +84 4 3 718 5834

Email: hanoi@rosalux.de

Website: www.rosalux.vn

Scope of service:

Order Description: RLS SEA seeks a company or person in designing an art book including 23 propaganda posters.

Requirements of the requested products:

- Design a concept art book of 23 propaganda posters complying to RLS Corporate Design Guidelines ‘only available in German language’ for the purpose of publication on networking of the RLS SEA and its partners.
- Image processing on RLS SEA’s image material (colour correction, resizing)
- Cooperate with RLS SEA’s responsible staff for image selection and processing;
- Work with RLS SEA’s responsible staff on the final art book with the printing house

Requirements of service provider:

- Proven strong practical background in graphic book design
- Show a clear and professional style of design with an understanding to implement these skills on official RLS SEA setting.
- Proven experience of graphic production in publishing/printing products with knowledge of printing processes (offset and digital) and colour management;
- Good understanding of new and evolving technologies and book platforms;
- Fluently in English language;
- Proven strong practical experience in designing and printing house, especially for exhibitions;
- Provide VAT invoice or sign contract with PIT withhold for tax payment.

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Please send your offer including service description and detailed price list to Ms. Nguyen Thi Trinh, RLS SEA Event Officer, via email to the below mentioned e-mail address, by 9 November 2018, 6 p.m. If you have any question, please contact Ms. Nguyen Thi Trinh via email: nguyen.thitinh@rosalux.vn.