

TERMS OF REFERENCE / ORDER DESCRIPTION

“Design and Print an 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, Tayho, Hanoi, Vietnam.

Phone: +83 4 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 in designing and printing house for an art book including 23 propaganda posters and 1 historical object.

Requirements of the requested products:

- Design an art book for 23 propaganda posters and 1 historical object.
- Image processing on RLS SEA's image material (colour correction, resizing).
- Cooperate with the RLS SEA's staff for related to the art book (image selection and processing);
- Work with RLS SEA's staff to 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 an official RLS SEA setting.
- Proven experience of graphic production in publishing/printing products with knowledge of printing processes (offset and digital) and color 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;
- VAT invoice.

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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 4 May 2018, lunch time. If you have any question, please contact Ms. Nguyen Thi Trinh via email: nguyen.thitinh@rosalux.vn.