



CIVIL AVIATION AUTHORITY OF FIJI

Tender Specifications for the Compilation & Production of the CAAF 2024 Annual Report

The Civil Aviation Authority of Fiji (CAAF), a statutory organisation responsible for aviation safety and security oversight in Fiji, invites tenders for the compilation and production of its 2024 Annual Report.

OBJECTIVES

The objective of this tender is to procure the services of a qualified and experienced firm to compile a professional and engaging annual report for the CAAF that effectively communicates the Authority's activities, achievements, and financial performance for the year 2024.

SCOPE OF WORK:

The successful tenderer will be responsible for the following:

Data gathering and review: Work closely with CAAF staff to gather all necessary data and information for the report, including financial statements, performance metrics, safety data, and key achievements.

Content development: Draft the content of the report, including operational highlights.

Design and layout: Develop a visually appealing and user-friendly design layout for the report, adhering to CAAF's guidelines.

Data visualization: Create compelling data visualizations (charts, graphs, etc.) to effectively present key information.

Editing and proofreading: Ensure the report is grammatically correct, well-written, acronyms explained and adheres to a consistent style guide.

Incorporation of feedback: Address feedback provided by CAAF during the review process and incorporate necessary revisions.

Photography: A professional photographer to capture high-quality images of CAAF operations, staff, and facilities over a two-day period. The specific details and short list will be provided by CAAF in collaboration with the successful tenderer.

Printing: The successful tenderer will be responsible for high-quality printing of the final report based on CAAF's specifications (number of copies, paper quality, etc.).

Delivery of final report: Deliver the final report in both electronic format (editable and PDF) and printed copies (A4 portrait) as per the agreed specifications.

SPECIFICATIONS:

The report should be:

- approximately 80-100 pages,
- 150 copies printed back to back in full colour,
- perfect binding,
- cover pages at 250gsm gloss lamination,
- inside pages at 150gsm gloss

Delivery of hard copies and electronic version saved on a USB to CAAF Office, Nadi.

The successful tenderer must demonstrate a good understanding of the aviation industry and Fiji's aviation sector.

Experience in compiling annual reports for government agencies or similar organisations is highly desirable.

Proficiency in design software (e.g., Adobe InDesign) and data visualization tools (e.g., Microsoft Excel) is required.

Excellent writing and editing skills are essential.

Meet in person with the CAAF team for finalisation of the report.

A clear timeline for project completion needs to be outlined in the tender proposal.

SELECTION CRITERIA

Tenders will be evaluated based on the following criteria:

- Qualifications and experience of the firm and the proposed team.
- Quality and clarity of the proposed approach and methodology.
- Design and layout capabilities.
- Understanding of CAAF's objectives and target audience.
- Cost proposal.

SUBMISSION OF TENDERS

Interested firms are invited to submit their tenders by 5pm **19th February 2025**. The tender document should include:

- A cover letter outlining your firm's interest and qualifications.
- A detailed proposal outlining your approach to compiling the report, including a timeline and methodology.
- Relevant experience in compiling annual reports for government agencies or similar organizations (samples to be included).
- Team profiles highlighting the skills and experience of the personnel assigned to the project.
- A breakdown of your proposed fees.

Please submit tender via:

- a sealed envelope mailed to the Chief Executive, Civil Aviation Authority of Fiji, Private Mail Bag (NAP0354), Nadi Airport, or
- dropped in the designated box at the CAAF Office Namaka, Nadi or
- emailed to tenders@caaf.org.fj.

CONTACT INFORMATION:

For any inquiries related to this tender, please contact:

accounts@caaf.org.fj or tender.enquiries@caaf.org.fj

Please note: -

“The lowest or any tender will not necessarily be accepted”

We look forward to receiving your tenders.
