

Expressions of Interest – Typesetting & Digital Assembly

Broome Chamber of Commerce & Industry (BCCI) is inviting professional individuals/businesses to be contributors to the Love Broome Directory.

Objective:	Request proposals on provision of typesetting & digital assembly services
Location:	Broome
Duration:	As required prior to printing of directory during December 2018
Specifications:	Typesetting and digital assembly of local Broome Directory for 2019, working with directory and proofing team to finalise the pre-production prior to printing. Likely to comprise 320 pages including phone and business directories, community information and inclusion of map and tide chart information. Information and listings to be provided via word files and CRM database extractions.

Minimum Standards

The individual/business should meet the following criteria:

- At least 5 years' working experience with the printing industry
- Experience or experienced staff good at working closely with clients
- Capacity and experience working with the full suite of print ready software programs
- Demonstrate professional competence and expert knowledge of the areas of work.
- Ability to meet deadlines and achieve results

Interested parties must provide information indicating they are qualified to perform the services (description of experience with similar projects appropriate skill among staff, etc.)

All submissions should be emailed to directory@broomechamber.com.au .

Submissions must include:

- Detailed information as specified
- Links to past work
- List of references – at least 3
- Information on business (if applicable)

The EOI and accompanying documents must be received by email by 5:00pm (AWST) on 10th August 2018. EOIs received after that deadline will not be considered.

Applicants will be selected in accordance with the requirements of the project. The proposal will be evaluated through an open and competitive process. Shortlisted entities will be considered for the contract.

This EOI does not entail any commitment on the part of BCCI, either financial or otherwise. BCCI reserves the right to accept or reject any or all EOI without incurring any obligation to inform the applicant/s of the reasons why.