



## ANGUILLA ELECTRICITY COMPANY LIMITED

### REQUEST FOR PROPOSAL

#### FOR DESIGN, PRODUCTION AND PRINT OF THE 2016 ANNUAL REPORT

ANGLEC is soliciting proposals to design, produce and print the 2016 Annual Report. The Annual Report is a regulatory requirement. It is a comprehensive report on the company's activities throughout the preceding year. It provides shareholders, stakeholders and the general public with information about the company's financial performance, accomplishments and forecasts for the year ahead and it is used as a marketing and public relations piece. The purpose of this Request for Proposal ('RFP') is to provide information to interested parties that may be useful in the preparation of their proposal.

#### **1. Introduction**

The Anguilla Electricity Company Limited (ANGLEC) was incorporated in Anguilla on January 11, 1991 and has an exclusive public supplier's license issued April 1, 1991 to general, transmit and distribute electricity on Anguilla for a period of 50 years. ANGLEC is a public company with the current percentage of ownership: Government of Anguilla – 40%, Anguilla Social Security Board – 16%, National Bank of Anguilla Limited – 12 %, Caribbean Commercial Bank – 11 % and the General Public – 21%.

The vision of ANGLEC is to be the model energy provider of the Caribbean.

The mission of ANGLEC is to meet all customers' needs through a motivated, innovative team committed to excellent service.

#### **2. Scope of Work**

Provide services including, but not limited to, the following:

- Graphic design and layout of electronic and printed report.
  - The front cover should be a creative rendition of company initiatives, incorporating the company's logo and the year of the report.
  - The back inside cover should outline the corporate information of the company.

- Layout, design and formatting of inside pages.
  - Creative representation of text flow, photographs and content (content and images will be provided by the company, however, some images which captures the spirit of what we do may be required), full colour report.
  - PDF rendition - A4.
  - Pages – approximately 60.
  - Printed copies – 150, staple stitch.
  - Electronic rendition – online, cross platform flip book.
- Create charts and graphs
    - Visual display of statistics/graphs representing operating highlights, selected financial and other information in an engaging and relevant manner.
  - Support for the editing and proof reading of the report
    - Work with staff on design options, editing of text and financial pages, supplying relevant images.
    - Enter all changes as requested.

### **3. Proposal guidelines and requirements**

Responders to this RFP should include the following:

- Cover letter: include qualifications and experience, approach to project, a company profile, up to 3 samples of work done, references, terms and conditions and any other useful information.
- Suggested creative concepts/designs.
- Budget: including total cost of project and any item not specified in the scope of work but considered relevant. The cost quoted would be firm and fixed and no deviation from said quoted cost would be entertained.
- Timeline of deliverables
- Proposals must be signed by a duly authorized officer of the company.

#### **4. Submission of Proposals**

Release date: 14<sup>th</sup> June, 2017.

All Responders should submit their proposals to this RFP electronically, in PDF format on or before 4:00 p.m. on 18<sup>th</sup> July, 2017.

Proposals received after the deadline will not be considered.

Please submit proposals via email as an attachment to the Corporate Secretary Mrs. Jeri Richardson Charles: [jeri@anglec.com](mailto:jeri@anglec.com)

#### **5. Contact Information**

Mrs. Jeri Richardson Charles  
Corporate Secretary  
Corporate Office  
Anguilla Electricity Company Limited  
P.O. Box 400  
The Valley  
Anguilla, BWI  
Phone: 264 497-5200 ext. 128  
Email: [jeri@anglec.com](mailto:jeri@anglec.com)

**NB:** From the deadline date for submission of proposals to the time the contract is awarded, any Responder wishing to contact ANGLEC on any matter related to its proposal, should do so **ONLY** in writing. Any effort by the Responder to influence the proposal evaluation or award of contract may result in rejection of the proposal of said Responder.

#### **6. Selection Process**

All Proposals received by the deadline would be evaluated by a sub-committee appointed by the Board of Directors.

The factors and weighting for the evaluation:

- Expressed understanding of the proposal objectives – 20%
- Technical competence of the proposal, work plan and project approach – 30%

- Budget - 25%
- Suggested concept and rendition of design – 25%

The evaluation sub-committee would make recommendations to the Board, who would make the selection. The contract terms would be negotiated and the final terms and pricing of the contract would be awarded to the successful Responder.

## **7. Disclaimer**

This Request for Proposal Document is neither an agreement nor an offer and therefore creates no obligation on the part of ANGLEC to award the contract or to reimburse Responders for proposal preparation expenses.

ANGLEC reserves the right to accept or reject any and all proposals received in response to this RFP and to negotiate in any manner necessary in the best interest of the Company. ANGLEC also reserves the right to withhold or withdraw the process at any stage by making it known to all who submitted the RFP and to change/modify/amend any or all provisions of the RFP document.