



560 North Nimitz Highway, Suite 200
Honolulu, Hawai'i 96817

October 1, 2021

Request for Quotes (“RFQ”) No. COM 2022-007

PRINTING OF THE OHA 2021 ANNUAL REPORT

To All Interested Offerors:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors that can provide printing services for the OHA 2021 Annual Report.

Quotes must be received through the HiePRO website by 2:00 p.m. Hawai'i Standard Time on Friday, October 15, 2021. All applicable fees, delivery, and tax must be included in the price submitted.

Pursuant to HAR §3-122-75, considering the criteria, including but not limited to quality, warranty, and delivery; the award shall be made to the lowest most responsive, responsible offeror. When the award to the lowest responsive, responsible offeror is not practicable, the award shall be made to the offeror whose quotation provides the best value to the OHA.

The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA.

Scope of Services

A. The successful Offeror shall provide and perform the services required in a satisfactory and proper manner as determined by the OHA. The services shall include, but may not be limited to, the following:

1. Print a quantity of 1,200 reports.
2. 20 pp.
3. Self-cover.
4. Dimension: Final size: 10-1/2” x 11”.
5. 4cp 2/s on 100# House Gloss Book.
6. Saddle Stich along 11” edge.
7. Carton pack.
8. Provide printed proof, bleeds, screens and reverses.

9. Average ink coverage & standard registration.
 10. Offset printing is required.
 11. Delivery to the OHA office located 560 N. Nimitz Hwy, Suite 200, Honolulu, HI 96817 by December 20, 2021.
- B. The OHA will provide to the successful Offeror the PDF for straight output by November 22, 2021. See Attachment 1 for the sample of the OHA 2020 Annual Report.
- C. The Offeror shall comply with applicable safety, hygiene, and physical distancing guidance from the Centers for Disease Control and Prevention (CDC), as well as with State, county, industry, and regulatory practices for safety, hygiene, and physical distancing, including standards and requirements adopted and issued by Hawaii Department of Health (DOH) or required by State and county emergency orders, rules, or proclamations related to COVID-19 (novel coronavirus).
- D. No person shall enter an OHA worksite if they have: (i) a fever, cough, shortness of breath or difficulty breathing, or other symptoms of respiratory illness or of COVID-19 as set forth by the CDC; (ii) had close contact with a person who has or is suspected to have COVID-19; or (iii) traveled outside of Hawai‘i in the past ten (10) days and have not satisfied the negative test exception to the mandatory self-quarantine period, subject to any subsequent out-of-state travel restrictions imposed through Statewide or county emergency orders, rules, or proclamations related to COVID-19 (novel coronavirus).

Compliance

- A. The successful Offeror shall comply with HRS, Chapter 103D and all State, Federal, and County requirements.
- B. The successful Offeror must be registered as a business in the State of Hawai‘i, be compliant with Hawai‘i Compliance Express (hereinafter “HCE”) and complete the W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>). If you are not registered with HCE, please register by going to HCE’s website: <https://vendors.ehawaii.gov/hce/>.

The solicitation may be canceled when it is determined to be in the best interest of the OHA. If you have any questions, you may contact Geena Chau, Procurement Specialist, by email at geenac@oha.org.