



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

September 29, 2023

Request for Quotes (“RFQ”) No. COMM 2024-004

PRINTING OF THE 2023 OHA 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 2023 OHA Annual Report.

Quotes must be received through the HiePRO website by 2:00 p.m. Hawai‘i Standard Time on Friday, October 13, 2023. 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 printing 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. Self-cover;
3. 4cp 2/s on 100# semi-gloss;
4. Final size: 10-1/2” x 11”, Flat size: 21” x 11”;
5. 20 pages with bleed;
6. Double-sided print with four-color process inks to include bleeds;
7. Saddle stitch;
8. Provide printed proofs and digital proofs;

9. Standard packing; and
 10. Local delivery to the OHA office located at 560 N. Nimitz Hwy, Suite 200, Honolulu, Hawai'i 96817 by December 22, 2023.
- B. The OHA will provide to the successful Offeror the PDF for straight output by December 1, 2023. See Attachment 1 for the sample of the 2022 OHA 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) or other communicable disease.

General Requirements

- A. Prior to submitting a quote through HIePRO, the Offeror must be registered in HIePRO in order to respond to a solicitation. Please register by going to SPO's website: <https://hiepro.ehawaii.gov/vendor.html>.
- B. The successful Offeror shall comply with HRS, Chapter 103D, as amended, and all State, Federal, and County requirements.
- C. All local, national, or international Offerors must be compliant with the State of Hawai'i in order to receive an award. If you are not compliant, please register by going to the Hawaii Compliance Express website: <https://vendors.ehawaii.gov/hce/>.
- D. The Offeror must complete the W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) upon notification of award.

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 Agent, by email at geenac@oha.org.