



State of Hawai'i

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

June 1, 2023

Request for Quotes (“RFQ”) No. COMM 2023-019

PRINTING OF THE MAI KA PO MAI BROCHURE

To All Interested Parties:

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 Mai Ka Po Mai brochure. To view the Mai Ka Po Mai brochure, please visit <https://www.oha.org/maikapomai/>.

Quotes must be submitted via HiePRO or emailed to alisonr@oha.org by 2:00 p.m. Hawaii Standard Time on Thursday, June 15, 2023. Please include all fees, delivery, and tax in the quote total.

Pursuant to Hawaii Administrative Rules §3-122-75, considering the criteria, including but not limited to quality, warranty, and delivery; the award shall be made to the lowest responsive, responsible offeror. When award to the lowest responsive, responsible offeror is not practicable, 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.

Printing Requirements

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 750 copies of the Mai Ka Po Mai brochure;
2. Main component OHA: 4pp Cvr;
3. Cover: Eighty pound (80#) Pacesetter Matte Cover or similar made from recyclable materials;
4. Text: Eighty pound (80#) Pacesetter Matte Book or similar made from recyclable materials;

5. Double-sided print with Four Color process inks to include bleeds;
6. Flat size: 17 x 11, Final Size: 8.5 x 11, Half-fold;
7. Inks: 4/4: HP 4color / HP 4color;
8. 48 pages;
9. Saddle Stitch or stitching type to be recommended by vendor based on paper stock and weight;
10. Standard Packing; and
11. Local delivery to the OHA Honolulu office located at 560 N. Nimitz Hwy., Suite 200, Honolulu, HI 96817 by Tuesday, August 1, 2023.

Compliance and Form W-9

The successful Offeror must be registered as a business in the State of Hawaii, be compliant with Hawaii Compliance Express (hereinafter “HCE”) and complete the Form W-9 (<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 Alison Roney, Procurement Agent, by email at alisonr@oha.org.