



REQUIRED DESIGN HOUSE/ INDIVIDUAL DESIGNER TO DESIGN ANNUAL REPORT 2024 OF THE BANK

Standard Bank PLC. invites interested Design Houses/ Individual designers for designing the Annual Report 2024 of the bank. Specification of design and tentative delivery schedule are as below,

Annual Report 2024 Design Specification:

01.	Cover Pages	:	Front and Back
02.	No. of Inner Pages:	:	400-420*
03.	No. of pages containing Graphical Presentation:	:	80-100 (+/-)
04.	No. of Photographs:	:	80-100 with color correction and editing.
05.	Design Color:	:	04 (Four)
06.	Designing Software	:	'Adobe InDesign' (Full Annual Report Design, Data Input and Graphical Presentation must be completed by using the 'Adobe InDesign' software).
06.	Other Specifications		<ol style="list-style-type: none">Should have arrangement to give support (i.e. correction of data, photo, graphs etc.) at SBPLC's Head Office, based on requirement.The completed design needs to be presented in full encompassing its theme, page layout, spelling correction and along with soft copy with PDF online compatible within 8-10 MB in a CD/Pen drive.Final content of Annual Report 2024 (based on final approved design) has to be provided in a CD/Pen drive for onward submission to Printing House. In addition, total 03 sets of completed color computer printed dummy book of Annual Report 2024 has to be provided (01 set with draft, 01 set with final contents and 01 set in mat paper [while handing over CD/ Pen drive] to be used by printing press).Should confirm (just after delivery of Machine Proof copy of Annual Report 2024 by printing press) that, the printed Annual Report reflects the true designs and colors as provided by Design House.

* Total pages have been estimated based on last Annual Report but actual pages of Annual Report 2024 may increase/decrease subject to contents received from different division/dept.

Interested parties are requested to submit the following in printed (high quality color print) hard copy to the undersigned by 28 January 2025.

List of items to be submitted:

- Cover Design option/s along with Inner Page Background design
- Layout design of Text Based Pages
- Design/s of different Infographic representation/s
- Style/s of Photo/Award galary pages

The selected party will be responsible to perform the following responsibilities:

- Finalization of Cover Design & different Page Layouts
- Content input
- Completion of Annual Report 2024 Design
- Output file preparation
- Delivery of Output CD/Pen drive etc.

For any further query please contact the undersigned at 01999055666 or Mr. Maqsudul Alam, SEO, Board Division at 01712036356