



NICTA Government of Papua New Guinea
National Information and Communications
Technology Authority

REQUEST FOR PROPOSAL (RFP)
BOOK WRITING, EDITING & PUBLISHING SERVICES

APRIL 2025

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1. SUMMARY AND BACKGROUND

The National Information and Communications Technology Authority (NICTA) is an independent regulatory authority established under the *National Information and Communications Technology Act 2009*. NICTA is responsible for regulating the ICT sector in Papua New Guinea (PNG), covering telecommunications, radiocommunications, and broadcasting.

NICTA holds a non-exclusive and worldwide license for two books written by the late James Sinclair:

- **Uniting a Nation: The Postal and Telecommunication Services of Papua New Guinea (1984);** and
- **PTC: Uniting a Nation Through the 1980s (1993).**

NICTA is permitted by this license to exploit copyright in each of the two books by editing, updating, and incorporating new content (such as prefaces or new chapters) to reflect developments in telecommunications up to 2024. The goal is to publish in print and digital formats, which will be distributed locally and internationally by or before 31 August 2025 as part of the 50th Independence Anniversary celebrations of Papua New Guinea.

NICTA invites qualified PNG and international entities to submit proposals for book writing, editing, and publishing services.

2. PROPOSAL GUIDELINES

Proposals must be addressed to the Chairman, NICTA Supply & Tenders Committee, and submitted no later than **Friday, 25 April 2025, at 5:00 PM (PNG Time)** via::

- **Email:** Send a soft copy to bookRFP@nicta.gov.pg or
- **Hand-Delivery:** Drop a hard copy in the Tender Box at NICTA Reception, Punaha ICT Haus, Corner of Frangipani & Croton Street, Hohola, National Capital District, PNG.

Interested bidders must submit the following as part of their proposal:

- Comprehensive budget estimate covering all aspects of publishing, including editorial, printing, e-book production, marketing, and legal considerations;
- Cover letter and business profile, which must include:
 - Detailed proposal, including timeline and budget;
 - Portfolio of relevant book publishing projects (last 5-10 years);
 - Proof of incorporation; and
 - CVs of key personnel.

Contract terms will be negotiated post-selection, including the scope, budget, schedule, and other project-specific terms.

3. PROJECT PURPOSE AND DESCRIPTION

Project Purpose

The primary goal of this project is to celebrate and document the historical journey of telecommunications in PNG up to 2024, taking the current government's digital transformation vision and related policy and legislative developments into account. It will be instrumental in educating, engaging, and inspiring the nation and beyond, by preserving vital historical narratives through high-quality print and e-book formats.

Project Description

The successful bidder will be responsible for:

- Editing and formatting the two books for both print and e-book versions;
- Conducting necessary research to enhance and ensure historical accuracy;
- Collaborating with stakeholders (including NICTA, historians, and telecom industry experts) for authenticity;
- Managing book design, typesetting, and digital formatting processes;
- Delivering print-ready versions and final e-book formats; and
- Publishing e-books across major digital platforms.

4. PROJECT SCOPE

4.1 Scope of Work

The scope of this project includes but is not limited to:

- Editing and enhancing the existing two books;
- Incorporating new content covering the history from 1993 to 2024, including digital transformation, regulatory changes, and significant technological advancements;
- Designing and formatting the Special Edition for print, including illustrations, photos, infographics, and digital elements where applicable; and
- Final publication of a Special Edition book to be made available in both print and digital formats.

4.2 Publication Options

NICTA reserves the right to choose the final option. However, all proposals should consider the following three options as possible formats for the publication.

4.2.1 Option 1: Three-Volume Collector's Set

Volume 1 (Pre-Independence – 1984): Covers early telecommunication developments, colonial infrastructure, and the first major expansions.

Volume 2 (1985 – 1993): Chronicles the period of modernization, early digital advancements, and policy changes.

Volume 3 (1994 – 2024): Covers the mobile revolution, internet era, regulatory shifts, and major projects like Coral Sea Cable, Starlink, cybercrime and cybersecurity laws, data governance, digital identity, and digital transformation efforts.

4.2.2 Option 2: Condensed Special Edition (400–500 pages)

A single book summarizing the key milestones from pre-independence to 2024 with archival photos, infographics, interviews with industry leaders, and QR codes linking to video clips and extended content online.

4.2.3 Option 3: Digital + Print Hybrid

Print Edition: A condensed Special Edition (350–400 pages) with key highlights.

Digital Archive: A website or interactive e-book containing, full historical records, additional interviews and reports, and scanned documents and video footage.

4.3 Key Deliverables

- a. Edited manuscript of the complete history (up to 2024).
- b. Layout and design files for both print and digital formats.
- c. Full set of archival images, diagrams, and any other supplementary materials.
- d. Final printed copies as per agreed quantity (and digital versions for eBook or PDF distribution).
- e. A promotion plan or strategy for releasing the publication to the public, including media outreach and collaboration with relevant stakeholders.

5. PROJECT TIMELINES

5.1 Project Phases and Milestones

Bidders should propose reasonable timelines for each project phase based on the scope outlined below.

5.1.1 Kickoff & Initial Research (Week 1 – Week 2)

Successful bidder receives a copy of each of the two books from NICTA, gathers content, conducts interviews, and assesses historical development updates.

5.1.2 New Preface and Chapter Creation (Week 3 – Week 4)

Research and write new preface and chapters for each book, with initial drafts submitted for review.

5.1.3 Editing & Proofreading (Week 5 – Week 7)

External editor reviews drafts, proofreads, and refines the manuscript for each book.

5.1.4 Typesetting & Layout Design (Week 8 – Week 9)

Prepare and finalize layout and design for each book, ensuring compatibility with print and digital formats.

5.1.5 E-Book Formatting & Digital Distribution (Week 10 – Week 11)

Convert manuscript of each book to e-book formats and set up on digital platforms for distribution.

5.1.6 Final Review & Approval (Week 12)

NICTA to review final version of each book and approve for printing and digital release, including approval of the recommended retail price of physical and digital copies.

5.1.7 Print & Digital Distribution (Week 13 – Week 14 or by 31 August 2025)

Complete printing and distribution of physical copies; release digital copies to e-book platforms.

5.2 Proposal Deadline for Bidders

Friday, 25 April 2025

5.3 Evaluation & Successful Bidder Notification Deadline for NICTA

Two weeks after Friday, 25 April 2025

5.4 Project Commencement

Upon contract negotiation and agreement between NICTA and the successful bidder

6. BUDGET

The total project budget is capped at PGK 500,000.00 and payment will be structured around the delivery of project milestones. Bidders must provide a breakdown of costs associated with each phase of the publishing process.

7. BIDDER QUALIFICATIONS

Bidders must demonstrate:

- Proven experience in book writing, editing, publishing, and e-book formatting (portfolio of past projects within the last 5-10 years);
- Capabilities in historical research and content refinement;
- Strong project management abilities to meet deadlines;
- CVs of key personnel;
- Detailed proposal outlining methodology, timeline, and budget; and
- References from previous clients or collaborators.

8. PROPOSAL EVALUATION CRITERIA

The evaluation of proposals will be based on the following criteria:

- Proven experience in book publishing, particularly historical or commemorative editions;
- Capability to deliver high-quality printed materials within deadlines;
- Experience working with government agencies or historical publications; and
- Prior experience in the telecommunications and the ICT sectors, generally, is preferred.

Bidders must note that price is an important factor, but the focus will be on achieving the best value with respect to investment.

Bidders must also note that NICTA reserves the right to accept or reject any proposal and to annul the bidding process at any time without incurring any liability.

9. FINANCIAL REQUIREMENTS

Bidders must take heed of the following financial requirements.

(a) Financial Statements

Post-application, bidders may be asked to provide audited financial statements for the past 2 years. Failure to meet this requirement may result in automatic disqualification.

(b) Performance Bond

Post-application, the winning bidder may be required to provide a performance bond equivalent to 15% of the total contract value to guarantee the completion of the project.

10. PROJECT MANAGEMENT AND COMMUNICATION

Regular communication between NICTA and the selected production entity is expected throughout the project. For inquiries related to this RFP, please contact:

Michelle Amba
Email: mamba@nicta.gov.pg

11. CHANGE MANAGEMENT

Any proposed changes to the project scope, schedule, or budget must be submitted in writing and approved by both parties.

12. CONFIDENTIALITY

All information submitted in proposals will be treated as confidential.

13. LEGAL OBLIGATIONS

By submitting a proposal, the bidder agrees to comply with the following:

(a) Contractual Commitments

The awarded bidder will enter a binding contract with NICTA, outlining project deliverables, payment terms, and penalties for non-compliance.

(b) Intellectual Property Rights

All project-related deliverables remain the property of NICTA unless otherwise agreed.

(c) Regulatory and Environmental Compliance

The bidder must adhere to applicable laws, including environmental and land-use regulations.

(d) Confidentiality and Data Protection

Bidders must ensure compliance with PNG's data protection and cybersecurity laws and policies.

(e) Dispute Resolution

Disputes will be resolved through good faith negotiations. If unresolved, arbitration will be in accordance with the *Arbitration (Domestic) Act 2024* and *Arbitration (International) Act 2024*.

(f) Termination and Liabilities

NICTA reserves the right to terminate the contract if obligations are not met. The bidder will be liable for damages caused by negligence or failure to comply.

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