



STATE OF HAWAII  
DEPARTMENT OF TAXATION  
HONOLULU, HAWAII

November 15, 2021

INVITATION FOR BIDS  
DOTAX-IFB-FY-2022-04

FOR THE PRINTING AND DISTRIBUTION OF 2021 LOOSE FORMS

\*WITH THE OPTION OF EXTENDING FOR NOT MORE THAN TWO (2)  
ADDITIONAL TWELVE MONTH (12) PERIODS UPON MUTUAL AGREEMENT

Offers shall be received via the Hawaii State eProcurement System (HIePRO) no later than the date and time stated on HIePRO and must be submitted in strict accordance with the instruction therein.

Questions relating to this bid solicitation may be directed to Emill Acosta, phone 587-1501.

The Department of Taxation reserves the right to reject any or all bids and waive any defects when such rejection will be in the best interest of the public.

Min Meng  
Administrative Services Officer  
Administrative Services Office

## INSTRUCTIONS TO BIDDERS

1. All bids shall be made on the Offer Form furnished by the Department of Taxation (the Department) and shall be signed by the Bidder with the Bidder's business address and telephone number. The Bidder is requested to submit its bid using the Bidder's exact legal name as registered with the Department of Commerce and Consumer Affairs. NO SUBSTITUTIONS OF MATERIALS OR ITEMS NOT EXPRESSLY PROVIDED FOR IN THE SPECIAL PROVISIONS, SPECIFICATIONS, AND GENERAL CONDITIONS WILL BE CONSIDERED OR ACCEPTED.
2. The following must be submitted with your bid. Failure to include certificates listed in A or B below will result in automatic rejection of your bid.
  - A. A current Certificate of Vendor Compliance obtained through Hawaii Compliance Express <https://vendors.ehawaii.gov/> dated no earlier than one week prior to the offer submission date. There is a nominal charge for obtaining certificates through Hawaii Compliance Express.

**OR**

- B. **All** of the following three certificates:

**1. TAX CLEARANCE CERTIFICATE** – A valid tax clearance certificate or current special letter signed by both the Department and the Internal Revenue Service (the IRS) certifying that the bidder does not owe the State of Hawaii and the IRS any delinquent taxes, penalties, or interest must be submitted with all sealed bids. Failure to submit the required tax clearance certificate or special letter will be sufficient grounds for the Department to refuse to receive or consider the prospective bidder's bid.

The tax clearance certificate shall be obtained on the State of Hawaii, Department of Taxation Tax Clearance Application Form A-6 (Rev. 2017) which is available at the Department and IRS' offices in the State of Hawaii or the Department's website, and by mail:

Department of Taxation Website (Forms & Information):	<a href="https://tax.hawaii.gov">https://tax.hawaii.gov</a>
Department of Taxation Forms:	(808) 587-4242 1-800-222-3229

Completed tax clearance applications may be mailed, or faxed to the Department of Taxation, Taxpayer Services Branch, at the address listed on the application. Facsimile numbers are:

Department of Taxation:	(808) 587-1488	IRS:	(808) 524-5950
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The application for the tax clearance is the responsibility of the successful bidder and must be submitted directly to the Department or the IRS and not to the purchasing agency.

**AND**

**2. DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS CERTIFICATE OF COMPLIANCE (FORM LIR#27)**

HRS chapters 383 (Unemployment Insurance), 386 (Workers' Compensation), 392 (Temporary

Disability Insurance), and 393 (Prepaid Health Care) are required for award.

Instructions are as follows:

Pursuant to §103D-310(c), HRS, the successful bidder shall be required to submit an approved certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the purchasing agency.

The certificate of compliance shall be obtained on the State of Hawaii, DLIR APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR, form LIR#27, which is available at <https://labor.hawaii.gov> or at the neighbor island DLIR District Offices. The DLIR will return the form to the successful bidder who in turn shall submit it to the purchasing agency.

The application for the certificate is the responsibility of the successful bidder, and must be submitted directly to the DLIR and not to the purchasing agency.

**AND**

### **3. DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS CERTIFICATE OF GOOD STANDING**

To be eligible for award, the successful bidder must comply as follows:

A business entity referred to as a "Hawaii business", is registered and incorporated or organized under the laws of the State of Hawaii. As evidence of compliance, bidder shall submit a CERTIFICATE OF GOOD STANDING. To obtain a CERTIFICATE OF GOOD STANDING, go online to <https://cca.hawaii.gov/breg/> and follow the prompt instructions. To register or to obtain a "Certificate of Good Standing" by phone, call (808) 586-2727 (M-F 7:45 to 4:30 HST). The "Certificate of Good Standing" is valid for six months from date of issue and must be valid on the date it is received by the purchasing agency. Bidders are advised that there are costs associated with registering and obtaining a "Certificate of Good Standing" from the DCCA.

3. Any bid that contains any erasures or alterations not properly initialed or contains other irregularities may be rejected, if not in the best interest of the State. Any offer that constitutes a conditional bid or a counter proposal will be rejected outright.
4. The bid price shall include all applicable taxes, all transportation, handling, and delivery charges to the destination indicated in the Specifications and Exhibit A, where final inspection and acceptance will be made by a duly authorized representative of the Department.

Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and Contractors are advised that they are liable for the GE Tax and all other applicable taxes. If, however, the Bidder is a person exempt by the HRS from paying the GE Tax and therefore not liable for the taxes on this solicitation, the Bidder shall state its tax-exempt status and cite the HRS chapter or section allowing the exemption.

5. For the purposes of this procurement, unit price shall govern.

6. All bids shall be received via the Hawaii State eProcurement System (HIePRO).
  - A. Costs for developing the proposal are solely the responsibility of the Bidder, whether or not any award results from this solicitation. The State of Hawaii shall not reimburse such costs.
  - B. All proposals become the property of the State of Hawaii.

## SPECIAL PROVISIONS

1. BID QUOTATION: Bid prices shall include the designing, printing, distribution, all applicable taxes, and any other costs incurred.
2. ERROR: Allowance for errors for all forms shall not exceed 1/4 of one percent; however, if the error of forms exceeds the percentage allowed, the Director of Taxation reserves the right to penalize the printer in the amount of ONE HUNDRED DOLLARS (\$100.00) for each erroneous form.
3. ADDITIONAL CHARGES: The Department will not be liable for any incidental additional charges of up to 10 percent (10%) of the contract amount. In addition, the Department will only be liable for those reasonable and necessary additional charges in excess of the 10 percent (10%) incidental charge base, which are approved by the Department. The Contractor must submit a breakdown of these additional charges to the Department.
4. RE-EXECUTION OF WORK: The Contractor shall re-execute any work that fails to conform to the requirements of the contract appearing during the course of the work and shall immediately remedy any defects due to faulty workmanship by the Contractor.
5. TERM OF CONTRACT: The Contractor shall enter into an indefinite quantity contract for the printing and delivering of LOOSE FORMS for a twelve (12) month period.
6. OPTION TO RENEW: Unless terminated, the contract may be extended for not more than two (2) additional twelve (12) month periods at bid rates without the necessity of rebidding, upon mutual agreement in writing.
7. CONTRACT EXECUTION: The successful bidder shall be required to enter into a formal written contract. No performance bond will be required.

The Department will issue a notice to proceed, which may be in the form of the contract specifying the commencement date. Any work performed by the successful bidder prior to receipt of a notice to proceed on a fully executed copy of the contract shall be at the successful bidder's own risk and expense. The State is not and shall not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the successful bidder prior to the contract commencement date.

8. LIQUIDATED DAMAGES: Refer to item 9 of the General Conditions. Liquidated damages shall be assessed in the amount of ONE HUNDRED AND NO/100 DOLLARS (\$100.00) for each and every calendar day the Contractor fails to perform in whole or in part any of its obligations specified herein.
9. TIMELY RESPONSE TO ALL CONTACTS BY THE DEPARTMENT: If Contractor is contacted and is not immediately available, call back to the Department should occur by the end of the same business day or early the following business day.
10. CHANGES IN FORM SPECIFICATIONS: The Department reserves the right to change form specifications from time to time due to changes in tax laws, automation and for other reasons.

11. APPLICABILITY OF HAR §3-124-10, ET SEQ.: All bids submitted will be subject to HAR §3-124-10, et seq., regarding printing, binding, and stationery work.

PRINTING AND DELIVERING OF  
LOOSE FORMS  
FOR  
THE DEPARTMENT OF TAXATION  
IFB No. DOTAX-IFB-FY2022-01

Isaac W. Choy  
Director of Taxation  
State of Hawaii  
830 Punchbowl Street, Room 221  
Honolulu, Hawaii 96813-2904

Sir:

This bid is made for the printing and distribution to the State of Hawaii, Department of Taxation at the places specified, the items indicated in the Offer Form in accordance with the Specifications attached hereto and made a part hereof.

This bid is made on behalf of:

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and no others. Evidence of authority to submit this bid is herewith furnished. This bid is made without collusion on the part of any person, firm, or corporation mentioned above, and no official or employee of the government is directly or indirectly interested in this bid or in the supplies or work to which it relates or in any portion of the profits thereof.

FOR THE PRINTING AND DISTRIBUTION OF LOOSE FORMS

The following bid is hereby submitted:

For the sum of: \_\_\_\_\_ DOLLARS

(\$\_\_\_\_\_).

Unit prices are detailed in EXHIBIT B, attached.

The undersigned states that the undersigned has carefully read and understands the terms and conditions specified in the Special Provisions, Specifications, and General Conditions attached hereto, and by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees that by submitting this offer, he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited state contracts; and if awarded the Contract, any services performed will be in accordance with §103-55, HRS.

It is also strictly understood that on such items which the State is exempt from Federal Excise Tax under the Revenue Act of 1943, the bid price shall not include such tax. On such items, an exemption certificate will be furnished to the successful bidder for the use by the manufacturer or manufacturers of each such article in obtaining such exemption.

All work to be performed in the State of \_\_\_\_\_. If the work cannot be performed within the State of Hawaii or the lowest price which such work can be procured within the State exceeds the bid of a mainland manufacturer of such items by fifteen percent, the work or any part thereof so affected may be performed outside the state (HAR §3-124-11 and 3-124-12).

Enclosed with this bid is a list of the names, addresses, and the scope of the work to be performed by all subcontractors engaged by the bidder. Also included is a list of all locations where work is to be performed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is expressly understood that the Director of Taxation reserves the right to accept or reject any or all bids for any or all items of the Bid and that he may waive any defect when such waiver will be in the best interest of the public. It is further understood that any Bid which constitutes a conditional bid, or a counter proposal will be rejected outright.

Respectfully submitted,

Date: \_\_\_\_\_

\_\_\_\_\_  
Exact Legal Name of Bidder

Telephone No.: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

Fax No.: \_\_\_\_\_

\_\_\_\_\_  
Title

Payment address, if other than  
street address at right:

\_\_\_\_\_  
Street Address

\_\_\_\_\_

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_

\_\_\_\_\_

Hawaii Tax I.D. No.: \_\_\_\_\_

Social Security or Federal I.D. No.: \_\_\_\_\_

If Bidder shown above is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the contract, if awarded, will be executed:

Bidder is:     \_\_ Individual   \_\_ Partnership           \_\_ Corporation   \_\_ Joint Venture   \_\_ LLC

State of incorporation: Hawaii \_\_\_\_\_     \*Other \_\_\_\_\_

\*If "other", is corporate seal available in Hawaii?     \_\_ Yes\_\_ No.

SPECIFICATIONS  
FOR  
2021 LOOSE FORMS

**STATE OF HAWAII  
DEPARTMENT OF TAXATION**

**INSTRUCTIONS, SPECIFICATIONS, AND GENERAL CONDITIONS FOR PRINTING  
AND DISTRIBUTION OF:**

**2021 LOOSE FORMS**

1. **SCHEDULE:** All forms shall be delivered by **DECEMBER 27, 2021**, to the locations below in the quantities stated in EXHIBIT A attached hereto and incorporated herein.

The printing schedule, inclusive of finalization of forms and review cycle times for the Contractor and the Department, shall be coordinated with the winning bidder and specified in the scope of the contract. The delivery date is not negotiable.

2. **QUANTITIES:** See EXHIBIT A.
3. **QR CODES:** The ink for all applicable forms with OCR-readable QR codes must meet a minimum Print Contrast Signal (PCS) of .60 (as measured with a MacBeth reflectance meter using Filter C for optimum performance). Exact placement of the QR codes is critical for processing of the form.
4. **TRANSMITTAL OF MATERIAL TO BE PRINTED:** The Technical Section of the Rules Office of the Department shall provide the Contractor with an electronic file of each form in a mutually agreed upon format and manner by the date to be set forth in the Contract. A hard copy (print out) shall accompany the first file transmittal to be used by the Contractor as a prototype
5. **APPROVAL OF PROOFS:** The Technical Section of the Rules office will be responsible to approve all proofs in order for the Contractor to meet all delivery deadlines as set forth in the Contract. Proofs with original copy, paste-ups, blue or brown lines shall be submitted to the Technical Section Supervisor, 830 Punchbowl Street, Room 219. Proofs should include a sample of each form for review. After approval of initial drafts of forms, 15 press proofs cut to size of each form, shall also be submitted to the Technical Section Supervisor. Press proofs are required for testing acceptance on the Department's scanning equipment.
6. **DELIVERY DATES & INSTRUCTIONS:** The Contractor is responsible for the delivery of the forms in the quantities specified for each respective district in Exhibit A by December 27, 2021. The delivery address and point of contact is as follows:

OAHU DISTRICT OFFICE  
KEELIKOLANI BUILDING  
ATTN: Gale Magee, Taxpayer Services Mgr.  
830 Punchbowl Street, Room 124  
Honolulu, HI 96813-5094  
Telephone No. (808) 543-6820

HAWAII DISTRICT OFFICE  
STATE OFFICE BUILDING  
ATTN: Duquesne Hulihee, Hawaii Dist. Tax Mgr.  
75 Aupuni Street., Room 101  
Hilo, HI 96720-4245  
Telephone No. (808) 974-6396

MAUI DISTRICT OFFICE  
STATE OFFICE BUILDING  
ATTN: Tricia Oftana, Maui Dist. Tax Mgr.  
54 High Street, Room 208  
Wailuku, HI 96793-2128  
Telephone No. (808) 984-8509

KAUAI DISTRICT OFFICE  
STATE OFFICE BUILDING  
ATTN: Concepcion Balisacan, Kauai Dist. Tax Mgr.  
3060 Eiwa Street, Room 105  
Lihue, HI 96766-1889  
Telephone No. (808) 274-3542

The exact location of delivery inside the building shall be specified by the respective district office and may include the stacking of forms onto shelves as directed by a Department representative of that district office.

Immediately following completion of delivery, the Contractor shall notify the Department via email that delivery is complete. Notification shall include detailed form numbers, quantities, and date delivered. Notification shall be made to:

Department of Taxation  
Administrative Services Office  
Attention: Emill B. Acosta  
emill.b.acosta@hawaii.gov

## 7. **SPECIFICATIONS**

G-45 GENERAL EXCISE/USE TAX RETURN (Quantity: 48,000):

1. SIZE: 8-1/2" x 11"
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex
5. COMPOSITON: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.

6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other  
QR codes present on voucher pages should be printed 1/2" from left edge of paper, and from the top of page:
- Page 1 is 7/8" from top edge of paper.
  - Pages 2 is 1" from top edge of paper.

G-49 RETURN & RECONCILIATION OF GENERAL EXCISE/USE TAX RETURN (Quantity: 38,000):

1. SIZE: 8-1/2" x 11"
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex
5. COMPOSITON: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other  
QR codes present on voucher pages should be printed 1/2" from left edge of paper, and from the top of page:
  - Page 1 is 7/8" from top edge of paper.
  - Pages 2 is 1" from top edge of paper.

G-75 ASSIGNMENT OF GENERAL EXCISE/USE TAX BY DISTRCIT (Quantity: 7,500):

1. SIZE: 8-1/2" x 11"
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex
5. COMPOSITON: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other  
QR codes present on voucher pages should be printed 1" from right edge of paper, and 1/2" from the top of page

HW-14 WITHHOLDING TAX RETURN (Quantity: 22,500):

1. SIZE: 8-1/2" x 11"
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned.

Color areas must be printed at PANTONE 496 U consistently throughout the print job.

4. NUMBER OF PAGES: One (1) page (or more if needed); one (1) sheet; single sided
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other  
QR codes present on voucher pages should be printed 1/2" from left edge of paper, and 7/8" from the top of page

**N-11 INDIVIDUAL INCOME TAX RETURN – RESIDENT FORM (Quantity: 126,050):**

1. SIZE: 8-1/2" x 11-5/8" overall (5/8" perforated stub at top)  
2 part snap apart to 8-1/2" x 11" detached  
or equivalent
2. PAPER STOCK: 50# white wove-OCR paper
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned.  
Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Four (4) pages (or more/less as needed); two (2) sheets; duplex
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. BINDERY STYLE: The gluing method of binding the sheets together must be secured enough so that the form will NOT COME APART during delivery and distribution. The sheets shall be glued at the top of the form as shown on sample.
7. REGISTRATION: All parts of the form shall be kept in complete alignment with each other.  
QR codes present on form should be printed 1/2" from left edge of paper, and from the top of page:
  - Page 1 is 7/8" from top edge of paper.
  - Pages 2-4 is 7/8" from top edge of paper.
8. PERFORATIONS: Perforated sheets shall be able to snap apart easily.

**N-15 INDIVIDUAL INCOME TAX RETURN - NONRESIDENT AND PART-YEAR RESIDENT (Quantity: 10,200):**

1. SIZE: 8-1/2" x 11-5/8" overall (5/8" perforated stub at top)
2. PAPER STOCK: 50# white wove-OCR paper
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned.  
Color areas must be consistently printed at PANTONE 496 U throughout print job.
4. NUMBER OF PAGES: Four (4) pages (or more/less as needed); two (2) sheets; duplex
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.

6. BINDERY STYLE: The gluing method of binding the sheets together must be secured enough so that the form will NOT COME APART during delivery and distribution. The sheets shall be glued at the top of the form as shown on sample.
7. REGISTRATION: All parts of the form shall be kept in complete alignment with each other.  
QR code present on form should be printed 1/2" from left edge of paper, and from the top of page:
  - Page 1 is 1" from top edge of page.
  - Pages 2-4 is 11/16" from the top edge of page.
8. PERFORATIONS: Perforated sheets shall be able to snap apart easily.

N-200V INDIVIDUAL INCOME TAX PAYMENT VOUCHER (Quantity: 2,700):

1. SIZE: 8-1/2" x 11"
2. PAPER STOCK: 20# bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: One (1) page (or more if needed); one (1) sheet; single sided
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other.  
QR code present should be printed 1/2" from left edge of paper, and 7-3/4" from the top of the page.

N-201V BUSINESS INCOME TAX PAYMENT VOUCHER (Quantity: 3,500):

1. SIZE: 8-1/2" x 11"
2. PAPER STOCK: 20# bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: One (1) page (or more if needed); one (1) sheet; single sided
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other.  
QR code present should be printed 1/2" from left edge of paper, and 7-3/4" from the top of the page.

SCHEDULE CR SCHEDULE OF TAX CREDITS (Quantity: 7,500):

1. SIZE: 8-1/2" x 11"
2. PAPER STOCK: 20# bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex.
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other.  
QR code present on pages 1 and 2 should be printed 1/2" from left edge of paper, and 1" from the top of the page

SCHEDULE GE GENERAL EXCISE/USE TAX SCHEDULE OF EXEMPTIONS AND DEDUCTIONS (Quantity: 23,500):

1. SIZE: 8-1/2" x 11"
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other  
QR codes present on voucher pages should be printed 1" from right edge of paper, and 1/2" from the top of page

TA-1 TRANSIENT ACCOMMODATIONS TAX RETURN (Quantity: 9,000):

1. SIZE: 8-1/2" x 11"
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex.
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other.  
QR code present on pages 1 and 2 should be printed 1/2" from left edge of paper, and 1" from the top of the page

TA-2 TRANSIENT ACCOMMODATIONS TAX ANNUAL RETURN & RECONCILIATION

(Quantity: 5,500):

1. SIZE: 8-1/2" x 11"
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex.
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other.  
QR code present on pages 1 and 2 should be printed 1/2" from left edge of paper, and 1" from the top of the page

VP-1 TAX PAYMENT VOUCHER (Quantity: 10,100):

1. SIZE: 8-1/2" x 11" (as per sample)
2. PAPER STOCK: 20# bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: One (1) page (or more if needed); one (1) sheet; single sided
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other.  
QR code present should be printed 11/16" from left edge of paper, and 7-11/16" from the top of the page

**QUANTITIES FOR FORMS PRINTING – EXHIBIT A**

Form #	TOTAL	OAHU	HAWAII	MAUI	KAUAI
G-45	48,000	20,000	10,000	13,000	5,000
G-49	38,000	10,000	15,000	11,000	2,000
G-75	7,500	5,500	2,000	-	-
HW-14	22,500	22,000	500	-	-
N-11	126,050	120,000	1,500	3800	750
N-15	10,200	9,800	100	200	100
N-200V	2,700	2,200	500	-	-
N-201V	3,500	3,500	-	-	-
Schedule CR	7,500	6,000	1,000	500	-
Schedule GE	23,500	20,000	3,000	500	-
TA-1	9,000	5,000	2,000	1,000	1,000
TA-2	5,500	2,500	2,000	-	1,000
VP-1	10,100	10,000	100	-	-

Quantities are best estimates for the purposes of procurement. Actuals may vary based on demand.

**PRICE QUOTATION WORKSHEET – EXHIBIT B**

Form #	QUANTITY	UNIT PRICE*	TOTAL
G-45	48,000		
G-49	38,000		
G-75	7,500		
HW-14	22,500		
N-11	126,050		
N-15	10,200		
N-200V	2,700		
N-201V	3,500		
Schedule CR	7,500		
Schedule GE	23,500		
TA-1	9,000		
TA-2	5,500		
VP-1	10,100		
<b>DELIVERY</b>			
		<b>TOTAL BID:</b>	

\*Unit price shall include the designing, printing, all applicable taxes, and any other costs incurred.