

DESIGN, LAYOUT AND PRINTING TENDER QUERIES

1. **What's the number of pages for the Reports?** 108 pages including cover pages.
2. **What is the area size for embossing and foiling of the reports?** Foiling on cover A4 size
A4 embossing on cover A4 size
3. **What is the size of the desk pads Calendar?** A2 size.
4. **How many name changes for the business cards?** 100 name changes with 50 cards per person.
5. **Hard copies of the samples you have asked for have to be delivered as per TOR – NO SOFT copies. And these do NOT need to be supplied on the soft copy submission?** All samples of the previous work done can be submitted in soft copy format.
6. **And for the mock-ups – must these be submitted in hard copy format or on a USB?** The mock-ups **MUST** be physical copies submitted at our office: Umalusi House 37 General van Ryneveld street, Persekor Technopark, Pretoria
7. **We agreed at the briefing that the unit price required for each year, will be the total price for that specific item, divided by the number of items. Please confirm?** This is indeed correct. E.g. Monthly Newsletter cost R100 / 12 editions of *What's Up @ Umalusi* = unit price
8. **Wherever a range of pages has been quoted, we need to quote on the highest number of pages? This is important to clarify as it affects the price and we all need to quote on apples for apples? This is correct, where a page range is given take the highest number. E.g. Page range 100 – 104 take / quote on 104 pages.**
9. **Where a range of paper stocks has been quoted, we need to quote on the highest grammage paper stock – this is important to clarify as it affects the price and we all need to quote on apples for apples? This is correct, where a range of paper stock is indicated, take the highest grammage paper stock. E.g. 125 gsm to 135 gsm take / quote on 135 gsm**
10. **Annual Report – we need to cost for 1 Annual Report for each of the 3 years? This is correct. E.g. You will need to quote for each of the three years; FY 2019/20 (1st year); FY 2020/21 (2nd year) and FY 2021/22 (3rd year).**
11. **Reports – we agreed on quoting on 100 pages? And we will quote for 4 reports in each year ie: 12 reports in total? On the reports kindly quote on 108 pages including covers and quantity of 250 hardcopies per quarter.**

12. **Booklets - we will quote for 4 in each year – ie: 12 in total?** Please quote **150** hardcopies per year.
13. **Newsletters - we will quote for 4 in each year – i.e. 12 in total?** For the external newsletter [Makoya] quote 4 editions per year. We produce one edition per quarter.
14. **Brochures – Are we quoting on A4 or A5? If both then we all need to quote the same – and then how many of each size each year? 4 x A4 and 4 x A5 each year or 2 x A4 and 2 x A5 each year?** Brochures please quote on A4 size paper and per year hard copies will be 20 000 and quarterly 5000 hard copies.
15. **Presentation folder – surely you do not need these design and printed every quarter? Should we include this as once in each year? Confusing.....** We actually use these a lot, kindly quote quarterly for 8000 items.
16. **Letterheads – also surely you do not need these every quarter? How many should we quote for each year?** These we also need and use a lot, remember we have a national footprint. Please quote quarterly for 7000 hardcopies.
17. **Desk pad calendars – this should be an A2 size and not an A1 size???** Binding should be glued at the head with a backing board and PVC corners? Please quote on 140 copies A2 size binding should be glued at the head with a backing board and PVC corners and these will need to be produced annually (once-off per year).
18. **Tent calendar – should this not be A5 landscape? And quote one for each year?** This is correct indeed tent calendars should be A5 size and quote on 140 copies for each year.
19. **Infographic – we agreed that we would all quote on an A4 size? Not an A3 size? Please confirm. And cost for 4 different every year? I.e. one per quarter?** This is correct, we agreed in the briefing session that all service providers must quote on A4 size infographic per quarter. Per quarter, 5000 hard copies will be required.
20. **Banners – need to know exact number of banners please – cannot be a range of 5-10. And again do we then quote for do these each year?** Please quote on 10 standard pull-up banners, which will be printed full colour on one side.
21. **What's Up at Umalusi - asked for monthly – so we need to quote on 12 per year x 3 years = 36 electronic newsletters in total?** This is correct, *What's Up @ Umalusi* will need to be produced monthly totaling 12 editions per year and 36 editions for three years.
22. **Business cards – Do we quote on 5000 printed business cards each year for 1 name? If not how many names will we need to set up and print per year – this is not clear. And**

- paper stock – 350GSM?** Please quote on 5000 business cards, these will be for about 100 people, please quote on 350 gsm.
23. **Birthday, bereavement, get well and congratulations cards – What paper stock? 250gsm? And do we include these once in each year's costing? Yes please quote on 250 gsm. These will need to be produced annually (once-off per year).**
24. **Please can you also confirm the fixed number of copies we need to quote on for the**
- 24.1. **Reports?** 108 pages including cover pages
- 24.2 **Booklets?** 150 hard copies
25. **How do we get hold of the Umalusi corporate identity document since we need to design samples for the bid branded with Umalusi style guide? The CI manual will be emailed by SCM to all service providers.**
26. **On the Annual Report, Report and other printable material is it possible to give one paper grammage thickness instead of 128-150 so that you are able to compare apples to apples? Quote on the highest grammage where ranges are indicated. E.g. 128 – 150 gsm take / quote 150 gsm**
27. **Also on the report design can you give one quantity instead of 100-200 because we wouldn't know which one exactly to quote on.** The question needs to be clarified. Is it about design or quantity.
28. **Also the number of pages on any printed booklets needs to be firm so that we do just one quote and that will help fasten the estimating process. Please quote on 54 pages**
29. **Letterheads also can we have one grammage and not 115-125gsm. Please quote on the highest grammage e.g. 115 - 125 gsm take / quote on 125gsm.**
30. **Please provide the correct size of the tent calendar because A1 seems to be too big for that calendar type. Please quote on A2 size.**
31. **Pull up banners, do you need them on the economy or executive stand? Printed on fabric or PVC? Please use the economy stand and the banner printed on fabric.**
32. **Since some of our client are in other Provinces can the refernce letters be signed and scanned or you need the original signature? The reference letters of clients in other provinces may be scanned and attached in your proposal. Please ensure that the scanned documents are clearly visible so that you will not be penalised.**
33. **The internal newsletters doesn't state how many pages/copies it should be? The internal newsletter 'What's Up @ Umalusi' should be 10 pages and hardcopies will NOT be required as this will be a electronic (E-newsletter)**

34. Are the brochures 2 pages back to back totaling 4 pages of different artwork OR 4 pages back to back totaling 8 pages of different artwork? The brochure will be 4 pages back-to-back totaling to 8 pages of different artwork.

35. Thank you for your assistance with our earlier email, regarding functionality 1.2 requirements, although the brochure of the corporate identity manual will help, it is the content that this section requires is needed and, to do the Mock-ups, such as Annual Report needs, financials, the report needs tables, graphs and photos. Please advise if we must use our own information or are you going to provide us with these, also content for newsletter. Kindly use your own information to do the mock-ups as requested.