

Infrastructure Report

No. of pages	Quote on 96 pp text & 4 pp cover
Size	297(H) x 210 mm (W)
Stock	Cover – 300 gsm White Matt Art Text – 130 gsm White Matt Art
Printing	4 pp cover printed in CMYK plus one spot colour plus aqueous matt varnish throughout. Text printed in CMYK plus one spot colour and aqueous matt varnish throughout.
Binding	PUR bound with cover drawn on

AD HOC PUBLICATIONS

From time to time the City needs ad hoc publications to be printed. Most of these publications are A4 portrait-size, but as it is difficult to predict the frequency, format, number of pages, stock required or type of binding best suited for each publication, tenderers will be asked to quote on various options based on a price per page spread on generic white Matt Art. Publications should be shrink-wrapped in manageable parcels and delivered to one address in Cape Town.

Please quote on all variables for all items and over three years.

Variables:

- 1) A4 portrait and A4 landscape
- 2) A5 portrait and A5 landscape
- 3) Cover – Matt Art 250 gsm
- 4) Inside Pages – Matt Art 115 gsm

Note: Suppliers to use a baseline of 250 publications per job for quoting purposes. When quoting, quote on 1 publication in the pricing area provided using Gloss Art, 250 gsm, white as a basis.

CATEGORY 2: PRINTING OF NEWSLETTERS**a) Staff newsletters**

The staff newspaper *Contact* is a bimonthly document distributed to all staff. It is developed by the City which also coordinates distribution.

The City requires a reliable printing facility to ensure that newsletters are printed timeously to enable distribution to take place. The supplier will need to deliver batches of the newsletter to several City premises for each print run. This may take up to seven (7) working days but may vary from time to time. During this period of distribution, the appointed printer will be required to store the newspapers on its premises and provide access to the City's distributor to collect batches when he distributes.

Technical specifications for newsletter "Contact"

Pagination: 16pp / 20pp / 24pp / 28pp / 32pp / 36pp self-cover

Printing: Litho printed in 4 process colors throughout