



APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE 2024 BRANDED DIARIES AND CALENDARS

BID DESCRIPTION:

BID NUMBER:

EWSETA/RFQ/069/2023

ISSUE DATE:

12-Oct-23

CLOSING DATE:

19-Oct-23

QUESTIONS	ANSWERS
<ul style="list-style-type: none"> • How many additional pages for these diaries expect 2024 diaries. • Is the diaries full colour or only the additional pages will be in full colour. • We can't do saddle stitch on the Diaries either coil bind as per the sample attached, wirebound. 	<ul style="list-style-type: none"> • a maximum of 10 pages. • Only the additional pages • As the scope says we need a laminated, hardcover, saddle stitched diary
<ul style="list-style-type: none"> • The question regarding the saddle stitch binding is a complex one, as diaries are always done in sewn/perfect bind due to their hard cover and spine as well as thickness. • Saddle stitching (staples) a diary would make it impossible to bind as the staples will not puncture the hard • Cover and it would be too thick. The recommended max for saddle stitch is roughly 25-40 pages, anything more and the staples are unable to contain. 	<p>Perfect Bound seems the correct option. (Refer to the amended RFQ documents for the sample)</p>
<ul style="list-style-type: none"> • Additional insert pages with company details – can you confirm how many? • Personalise with names and surnames – on the cover only? • Branding options: de-bossing of logo – these ties in with point 2 I imagine? • Custom full colour print laminated diary covers – is this line correct as we will be doing debossing? • Full colour laminated covers – also with point 2? • Custom with personalisation inserts and tip-in pages – can you confirm how many please? • Size: Diary – 14.5cm (w) x 21 cm (l) Capacity: A5 • QR Code to website – I assume this will be part of the tip in pages? • Saddle Stitched – is this correct, seems incorrect? Not case bound or Perfect Bound rather. • Qty x 300 	<ul style="list-style-type: none"> • A maximum of 10 • Yes • Only the logo. Name of people in plain text • We are open to suggestions. Depends if it's Matt. • Names in one colour • A Maximum of ten pages throughout the diary. • We are open to options • Yes • Yes, Perfect Bound • Yes please
<ul style="list-style-type: none"> • I noticed that the cover page and page grams were not highlighted under the executive diary and calendar description. E.g 170gsm, 250gsm etc 	<ul style="list-style-type: none"> • 170grms would be fine.