Tender form 2019/1

Printing, binding and delivery of the Steps to Uni for Year 10 students

Quotation for the printing, binding and delivery of the *Steps to Uni for Year 10 Students* in accordance with the tender specifications dated 18 February 2019.

1. Tenderer

Company name: _____

Address: _____

Contact person: _____ Contact telephone no: _____

Factory address: _____

2. Paper

In section 3 below you have the option to provide quotations based on different types of paper. You must list the paper specification(s) below (see item 2.4.2 of the tender specifications for further details).

	Quote A *Text and Cover*	**Quote B** *Text and Cover*
Paper description	_____	_____
Country of origin	_____	_____
Cost per tonne	_____	_____

3. Printing and binding the Steps to Uni for Year 10 Students – 100,000 copies

- include film and any prepress costs
- do not include cost of delivery here – show costs separately in section 5

		Quote A	Quote B
3.1	100,000 x 120 pages	$ _____	$ _____
3.2	100,000 x 4 colour cover	$ _____	$ _____
	Total A	**$ _____**	**Total B** **$ _____**

3.3 Indicate finish to be used on outside cover _____

3.4 Additional sections to 120 pages:

	Quote A	Quote B
(a) 8 page section	$ _____	$ _____
(b) 16 page section	$ _____	$ _____

	Quote A	Quote B
3.5 Cost of 5,000 additional copies running on from 100,000 copies:	$ _____	$ _____
(a) 8 page section	$ _____	$ _____
(b) 16 page section	$ _____	$ _____

4. Breakdown of costs shown in total A and/or total B in item 3 above

a) Show here the percentage of labour costs included in: total A _____ total B _____

b) Show here the percentage of paper costs included in: total A _____ total B _____

c) Show here the percentage of other costs included in: total A _____ total B _____

Do not include the cost of delivery here (see section 5) total = 100% total = 100 %

5. Delivery costs

- these costs should not be included in item 3 above

Submit cost for delivery of 100,000 copies (as outlined in item 2.9 of the tender specifications). $ _____

6. Subcontractors

Show here details of **all** subcontractors (including distribution/delivery company):

	Operation	*Name*	*Address*
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

7. Proof of insurance cover

As part of your submission, you are required provide proof of adequate insurance cover (public liability, indemnity and workers comp etc) for your organisation.

Documentation attached: Yes / No

8. Signature and date

The above quotations for the *Steps to Uni for Year 10 Students (2019 edition)* are submitted in accordance with the tender specifications dated 18 February 2019.

Signed:_____ _____ Date: _____

Name: _____ _____ Telephone no: _____