SPECIFICATIONS FOR TENDER 2019/1

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

18 February 2019

1. NATURE AND SCOPE OF UNIVERSITIES ADMISSIONS CENTRE (NSW & ACT) PTY LTD

Growing from an association of Sydney metropolitan universities initially formed in 1969, the Universities Admissions Centre (NSW & ACT) Pty Limited was set up in 1995 by the New South Wales Vice-Chancellors' Committee (NSWVCC) to process applications for admission to undergraduate courses offered by the participating universities in NSW and the ACT. UAC has since expanded to incorporate applications for admission to some postgraduate courses, applications for Educational Access Schemes and Equity Scholarships and applications from an expanded group of international applicants.

Before 1995, UAC operated as an administrative division of the University of Sydney. In 1996 it became the Universities Admissions Centre (NSW & ACT) Pty Limited, a company owned by UniProjects Pty Limited, which is owned by the NSWVCC.

UAC's office is in Sydney Olympic Park.

UAC's major policies are determined by the UAC Board, which reports to the NSWVCC. The day-to-day activities of UAC are the responsibility of the Managing Director.

For 2017-18 undergraduate admissions, UAC received and processed over 90,000 applications, the majority of which were from NSW and ACT Year 12 students. Consequently, one of the important functions of UAC is to liaise with, and provide information to, high schools in NSW and the ACT.

UAC produces a range of print publications in support of these activities, the most significant being the UAC Guide. This year the Steps to Uni booklet will be distributed free to all NSW and ACT Year 10 students.

2. TENDER SPECIFICATIONS

UAC is now seeking to acquire services pursuant to the printing, binding and delivery of the Steps to Uni for Year 10 Students booklet (2019 edition).

These tender specifications have been provided to companies seeking to tender for those services and are available on UAC's website at uac.edu.au/tenders

2.1. Quantity

The tender calls for quotations for 100,000 copies of the booklet.

2.2. Size

The booklet will be A4 size (297mm x 210mm).

The number of pages within the booklet will be approximately 120 pages.

2.3. Print ready files

UAC will provide print ready files as PDFs via your ftp or upload facilities on Friday 22 March 2019.

Immediately after the tender has been awarded, we will meet with the successful tenderer to discuss a detailed time schedule and arrange further necessary meetings.

2.4. Structure, stock, finish and colour

2.4.1. Cover

4 colour process cover with a similar finish to the Steps to Uni booklet (2018 edition) on 250gsm or similar stock with Matt Aqueous Varnish.

You must indicate the finish on which you have based your quotation.

2.4.2. Main body of booklet

Printed in 4 colour process on 75gsm Vantage Satin or similar stock.

We have also asked you to provide costs to print additional 8- or 16-page sections.

2.4.3. Sample

A sample of the paper stock must be sent to UAC for consideration. Send your sample to: Michelle Fitzsimmons, UAC, Locked Bag 112, Silverwater NSW 2128

2.5. Graphics and images

All graphics and images used throughout the booklet will be included as part of finalised print ready PDFs.

2.6. Binding

The finished booklet is to be Perfect bound.

2.7. Proofs

1 set of colour laser proofs of the entire booklet is required for final checking prior to printing. High-res proofs are required of the cover for final sign-off.

2.8. Packing

The booklets are to be packed into cardboard boxes weighing no more than 8kg.

Each box is to be clearly labelled with a sticker/label on the end of the box, stating the title of the publication and the quantity enclosed.

2.9. Delivery

Delivery of the 100,000 copies is required for Wednesday 1 May 2019 to one Sydney metropolitan area; address to be confirmed.

2.10. Samples of previous booklet

Contact publications@uac.edu.au for a sample of the current Steps to Uni booklet (2018 edition).

3. REQUIRED INFORMATION FOR TENDER RESPONSES

Tender responses are to be made on the tender form included with this advertised tender and emailed to UAC, see section 4 below.

The tender form is divided into several sections, with the specific requirements of each section included on the tender form.

The quotation is to be based on current prices and should allow for increases/decreases in paper and labour costs. The lowest tendered price will not necessarily be accepted.

All prices quoted in your submission are to include GST.

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

4. LODGMENT OF TENDER

Tender responses on the tender form are to be emailed to tender@uac.edu.au by **4.30pm Friday 8 March 2019**. Late tenders will not be considered.

UAC expects to award the tender by mid-March 2019.

5. SELECTION PROCESS

In selecting the successful tenderer, the following criteria will apply:

- proven performance
- cost
- service quality.

After reviewing the tender responses, UAC may seek to:

- invite selected tenderers to give a presentation to relevant staff at UAC and/or
- visit the sites of selected tenderers to confirm capabilities.

No presentations will be allowed, and no visits will be undertaken prior to the consideration of tender responses.

The lowest tendered price will not necessarily be accepted in the selection process.

6. CONTRACT

Upon selection of the successful tenderer, UAC will seek to enter into a contract with a single supplier for one-year, with an option to extend for a further year for the provision of printing, binding and delivery services for the Steps to Uni for Year 10 Students booklet (2019 edition).

The contract will outline any penalties that will be incurred should the quality or timeliness of the service provided by the supplier fall outside these specifications. For example, timely production and delivery of the booklet is essential. No more than one week's delay in delivery is acceptable.

Delivery of the booklet made more than one week beyond the specified time will incur a reduction in payment of 5% for each week (or part thereof) delay.

In addition, UAC will only accept under or over supply within the limits + or - 1%.

No binding legal relationship for the printing of the Steps to Uni booklet will exist between any tenderer and UAC until the successful tenderer and UAC execute the contract.

UAC reserves the right to withdraw from the contract and seek to re-tender if the quality of the printing and service provided by the printer are seen to be substandard or outside the specifications.

7. CONFIDENTIALITY

The information and material provided to UAC in this tender process is strictly confidential and will not be used or disclosed for any other purpose.

8. CONTACTS

If you require any additional information regarding this tender, email tender-queries@uac.edu.au.

UAC's contacts details are:

in person: Quad 2, 6 Parkview Drive
Sydney Olympic Park NSW 2127

office hours: 8.30am – 4.30pm
(Monday to Friday – Sydney time)

telephone: (02) 9752 0200

post: Locked Bag 112
Silverwater NSW 2128

website: uac.edu.au