

CLARIFICATION NOTE NO.1

ITB SER 01 2023

Provision of Printing Services for the OSCE Mission to Serbia

Questions and clarifications from pre-tender meeting held on 30 January 2023, 12hrs

LOT 1

Q1: The price of the metal spiral depends on the number pages, the price is not the same for 20, 30, 50, 65, 80, 100, 120 sheets. Could you please indicate the number of pages?

Adhesive binding is possible from 48 pages. We need precise information about the number of pages in order to calculate the overall printing cost.

A1: Please note that the number of pages varies from publication to publication; therefore it is not possible for the OSCE to give the exact No. of pages for all publications for which spiral binding will be needed in the future. In order to determine unit price for metal spiral, you may take into account the size of a spiral which would be suitable for the average number of pages in the range 80 - 100;

In terms of binding, please note that approx. 85-90% of all our publications have adhesive binding, whereas the need for spiral and staple binding occurs just occasionally. Publications of 50, 100, 200, 300 pages are printed/distributed almost equally, therefore we kindly ask you to determine unit price per publication for adhesive binding.

Q2: LOT 1, point 10, related to Insertable Index Dividers: since each divider requires a specific tool for printing, please specify the number of the same dividers per publication.

A2: The exact numbers of dividers which will be needed for future publications cannot be specified at this stage; please base your offer on the probability that for each divider a separate tool will be needed i.e. that individual dividers are different. The historical number of dividers per publication was up to 10, and each was different.

LOT 2

Q1: The notebooks items from 1 to 3 - is it a metal spiral?

A1: Yes, it is the metal spiral binding.

Q2: Item 6- Folder A4 with OSCE logo is it open format A4 and closed A5 or?

A2: Format of requested folder is A4 closed. Preview is available, as per request if needed.

Q3: Are the Roll-ups part of LOT 1 or LOT 3?

A3: Roll-ups are part of LOT 2, items No 23, 24, and 25. Preview is available, as per request if needed.

For both LOTS

Q1: Where the colours are not strictly defined, should we calculate print from CMYK scale 1/1, 2/2, 4/4?

A1: Our most frequent needs are: 4/4 (CMYK), 1/1 (all black), 1/1 (pantone) and 2/2 (black/pantone);

Q2: Could you please consider changing the ranges of printing copies as well as the binding? Maybe it would be better to have the ranges 50-100, 100-200, 200-250 etc., rather than 1-199 as it is now defined.

A2: We kindly ask you to define your prices as per requested ranges. In determining your prices you may take an average size of publication within a particular range. OSCE historically printed a large number of publications of different sizes in terms of No. of pages and they participated with almost equal distribution in total No. of publications.

Q3: Can we apply for one or two LOTS?

A3: Bidders can apply for all lots or for single lots – lot 1, lot 2 or lot 3, depending on the capabilities and preferences of the companies. Further split of items within a single lot is not permitted.

Q4: Submission of official documentation and its translation

A4: Please note that for the purpose of this ITB you are not required to translate official documents (APR, Financial reports) from Serbian into English language.