

## Queries ER-RFQ/2024-2025/014/Integrated Annual Reports

- Q. On the Pricing Schedule (Annexure A, Year 1, 2 and 3): Line A: You refer to a 120-page book, whereas section 12.3 (page 8) of the RFQ document refers to 170 pages. This needs to be clarified to all bidders, as it also impacts the print pricing, and all bidders should be quoting against the same specifications.
- A. All bidders must use the Pricing Schedule as it is and should not make any amendments to the requirements, even if the requirements differ from the RFQ document. This allows all bidders to quote against the same specifications.
- Q. Line B: 120 pages conflict with RFQ document (page 8) that specifies 170 pages.
- A. All bidders must use the Pricing Schedule as it is and should not make any amendments to the requirements, even if the requirements differ from the RFQ document. This allows all bidders to quote against the same specifications.
- Q. Line B: Please confirm number of copies to be printed: 150 as per the RFQ?
- A. All bidders must use the Pricing Schedule as it is and should not make any amendments to the requirements, even if the requirements differ from the RFQ document. This allows all bidders to quote against the same specifications.
- Q. Line B: "8 pager A4 (x15): Printed process both sides". Please clarify if this is an additional document that needs to be designed and typeset? Should it be printed? If so, please provide quantity.
- A. This is normally a summarised version of the annual report and is priced for in case we require it. Over the past few years, we have not required this, however, we require service providers to price for this should the requirement change. Quantity is as stipulated at 15. Should this 8 pager be required, a quotation based on the design rate per hour will be requested.
- Q. Line E: you refer to "Sub-editing". Please clarify if you require us to edit the content/copy deck provided by the Tribunal before the report is designed and typeset? If so, please provide a word count to enable all bidders to quote against the same set of specifications.
- A. The Tribunal does proofreading and sub-editing in line with whatever changes need to be made during the production of the Annual Report when required. The service provider is required to make changes/corrections only as directed by the Tribunal throughout the production process
- Q. Line F: You refer to "Hourly Rate". Please specify what type of service this rate is for?
- A. This refers to the hourly rate for visits to the Tribunals Offices, as the number of hours may vary.
- Q. Please specify how many proofs (i.e. versions for review) we should allow for review (authors corrections)(we normally include 2 proofs in the base price, with additional charges beyond proof 3). Again, all bidders should be quoting on the same number of proofs.
- A. In the pricing schedule we require the cost of one proof, more as a rate per proof costs. Should more be required, it would be at this rate.
- Q. Your RFQ does not mention Proofreading. Please clarify if this is a service that is required.
- A. We do the proofreading - the service provider is required to make changes/corrections during the production process as we require the changes. They do not make any changes from their side, unless instructed by us to make changes/corrections. So no, they do not proofread but they must make corrections as instructed
- Q. For Annual Report samples – must they be in hard copy?
- A. For samples of work done previously no. Annexure B requirements are to be hard copy
- Q. For those we have copies we can include but for those that we don't – can we refer to the online versions of these reports.
- A. Yes, you can refer to online versions.

Q. Is the print qty 125 copies?

A. All bidders must use the Pricing Schedule as it is and should not make any amendments to the requirements, even if the requirements differ from the RFQ document. This allows all bidders to quote against the same specifications. The quantity on the pricing schedule is for one. Should more be required, this will be priced based on this rate per print.

Q. Photography Services (to take high quality and professional photos as specified by the Tribunal) Please specify the type of photography required here.

A. Portrait photography for Tribunal staff and members, as well as event/commercial photography for our hearings.

Q. I would also like to know the frequency of the design service for example banners etc and what would be the timelines on these requests.

A. As per the pricing schedule and RFQ, as and when required.