

n.	ITEM	TECHNICAL SPECIFICATIONS	Economic offer per unit USD \$	Times in days to delivery
1	Graphic Creation	Unique Graphic Design concept, full color, for each promotional/advertisement campaign, for print and digital purposes. At least 3 different initial concepts and 3 revisions included.		
2	Graphic adaptation	Adaptation of graphic design for digital and Web advertising (Digital Invite, Newsletter, Online Banners, Letterhead, Website Header, Leaderboard, email ads, social media, etc.) for three (3) different sizes, dimensions TBD (to be determined), including both animated and static formats, and hyperlinks. 3 revisions included.		
3	Catalog	A) Design adaptation and printing of catalogs, full-color, self-cover glossy #100 lbs., dimension 8.5" x 5.5 - up to 16 pages , text saddle stitched. PDF version included. 3 revisions included. Nr. 300 copies per unit. Ground shipping included.		
		B) Design adaptation and printing of catalogs, full-color, self-cover glossy #100 lbs., dimension 8.5" x 5.5" - up to 24 pages , text saddle stitched. PDF version included. 3 revisions included. Nr. 300 copies per unit. Ground shipping included.		
		C) Design adaptation and printing of catalogs, full-color, self-cover glossy #100 lbs., dimension 8.5" x 5.5" - up to 48 pages , text saddle stitched. PDF version included. 3 revisions included. Nr. 300 copies per unit. Ground shipping included.		
		D) Cost for each additional 4 pages for the catalogs above.		
4	Digital catalog	Digital version of catalogs and leaflets, including social media links and websites. 3 revisions included.		
5	Brochures and leaflets	A) Design adaptation and printing of brochures to be handed out. Full-color, self-cover glossy #100 lbs., dimension 8.5" x 14" size - 6 pages (tri-folded). 3 revisions included. Nr. 300 copies per unit. Ground shipping included.		
		B) Design adaptation and printing of brochures to be handed out. Full-color, self-cover glossy #100 lbs., dimension 11" x 17" size - 6 pages (tri-folded). 3 revisions included. Nr. 300 copies per unit. Ground shipping included.		
		C) Design adaptation and printing of brochures to be handed out. Full-color, self-cover glossy #100 lbs., dimension 11" x 17" size - 4 pages (bi-folded). 3 revisions included. Nr. 300 copies per unit, ground shipping included.		
6	Presentations and Reports	A) Graphic Design and printing of reports (including digital version). Full color, letter size (8.5" x 11") #80lb., bound or saddle stitch - Up to 32 pages plus cover. 3 revisions included. Nr. 100 copies per unit. Ground shipping included.		
		B) Graphic Design and printing of reports (including online version). Full color, letter size (8.5" x 11") #80lb., bound or saddle stitch - Up to 48 pages plus cover. 3 revisions included. Nr. 100 copies per unit. Ground shipping included.		
7	Print Advertisement	Full color production for print advertisement, with or without bleeds, including all graphics for publication in magazines, catalogs, booklets, and other print outlets:		
		A) Full page letter size 8.5" x 11", gloss cover;		
		B) Horizontal half page, gloss cover;		
		C) Quarter page 1/4, gloss cover.		
8	Website design	A) Full design, set up, and hosting space for 1 year of a new website page.		

9	Graphic design for Trade Shows and Events	Full-color graphic design of trade shows and events exhibit structures. Dimension TBD (to be defined) or based on tradeshow blueprints. Complete ready-to-print file. 3 revisions included. Ground shipping included. Itemized costs as follow:		
		A) Nr. 1 WALL GRAPHIC included HEADERS		
		B) Nr. 1 EXHIBIT BOOTH LAYOUT MAP		
		C) Nr. 1 HANGING SIGN		
10	Roll-up Banner	Graphic Design, full-color production of roll-up banners, including the base (W33" x H80"). Printing in full-color, soft Pvc matte, double-sided printed. Nr. 1 per unit. 3 revisions included, ground shipping included.		
11	Posters	Design and printing, full-color poster with grommets on the top corners. 32" x 50" on 3/8" thick laminated foam core poster board. Nr. 1 per unit. 3 revisions included, ground shipping included.		
12	Badges	Design and printing of badges 4" X 6", full color, two-sided, tear-resistant 10 mil reinforced direct thermal stock, double slots to accommodate double-clip lanyards. Nr. 200 pieces per unit, ground shipping included.		
13	Lanyards	Lanyards with the Italian Flag pattern (3 PMS colors: 341C, 485C, 447C) or ITA logo. Open-ended double clip. Length 36". Nr. 500 pieces per unit, ground shipping included.		
14	Folders	Graphic Design and printing of full-color standard-size folder 12" L x 9" W, #120 lbs. matte cover, including ITA logos, Italian flag color design, and contact information. 4" tall 2 pockets, with card slits inside both pockets. 1/4" backbone. 3 revisions included. Nr. 300 copies per unit. Ground shipping included.		
15	Business cards	Standard-sized business cards 3.5" x 2", full color (3 PMS colors: 341C, 485C, 447C), double-sided, classic linen cover / solar white, at least #120lbs paper. Nr. 200 copies per person, ground shipping included.		
TOTAL (all inclusive)				

In case of services requests not included in the above list, a specific quote will be requested, and the proposal will be evaluated on a case-by-case basis.

The awarded bidder will also be requested to adjust their prices proportionally when offering a service for volumes or quantities that are different from the quotation sheet. The prices include all production duties, fees, as well as any associated costs or expenses to achieve the required deliverables.

The content, assets, and materials should be delivered proofread for errors and omissions.

All the quoted prices must include ground shipping costs.

Only in case ITA requests a rush order, requiring overnight or second day delivery, the company can quote those additional shipping costs for approval.

signature _____

First and last name (legible) _____

Company _____

Date _____

Location _____

Personal data processing in accordance with Regulation (EU) 679/2016.

Your personal data are processed by automated means for institutional, administrative and accounting purposes.

The Italian Trade Agency is the data controller. For further information regarding your personal data processing, please visit the following page on ITA website: <https://www.ice.it/en/privacy>.