

Los Angeles Office

"INVITATION FOR BID (IFB) FOR "DESIGN AND PRINTING SERVICES OF ADVERTISING AND PROMOTIONAL MATERIALS FOR A PERIOD OF 2 YEARS" FOR THE ITALIAN TRADE AGENCY (ITA) – LOS ANGELES OFFICE.

FREQUENTLY ASKED QUESTIONS

Question n. 1: Annex 1 - Item 5) Leaflets: Which is the amount to be entered in the column "Economic Offer per unit"? What do you mean "per UNIT"?

- the cost of 1 leaflet out of 6,000 that will be designed and printed for 30 events
- or
- the cost of the design + printing of 200 leaflets for each single event?

Answer: We refer to the cost of the design + printing of 200 leaflets x 1 single event.

Question n. 2: Annex 1 - Item 9) business cards - Design and Printing of business cards Nr. 500 copies per name (nr. 12 names). The price to be indicated in the first column "Economic offer per unit" is therefore for 6,000 cards (500x12 names), produced all together? Because in the column "Estimated event numbers over 2 years" you have reported again the quantity 12, then the total economic offer is equivalent to the cost for the production of 72,000 (6000x12) business cards.

Answer: In the "Economic Offer per Unit" column is requested to enter the unit price for 500 business cards, in the Total Economic Offer column is requested to enter the price for 500 business cards multiplied for 12 people (500x12).

Question n. 3: Annex 1- Item 18) Booklets, presentations, reports.

Do we have to indicate only the cost of graphic design, since you have not entered the quantity of products to be printed?

Answer: Is requested to indicate the cost of graphic design and printing included for 200 copies.

Question n. 4: Annex 1 - Item 3) Brochures

Half fold and Tri fold are attributes that describe a brochure that is folded in half or in three parts, so we do not understand how the latter (tri-fold) can be composed of 24 pages and then folded into 3 parts? So, do we need to quote the cost of a two- or three-part fold or a 24-page brochure?

Answer: Is requested to enter the price of a half fold and tri-fold. Do not consider the requirement "24 pages" for both sizes.