



Southern African Development Community Secretariat

**TENDER FOR SUPPLY AND DELIVERY OF 2016
DIARIES AND CALENDARS**

Contract Number: SADC/PRU/C&D/01/2015

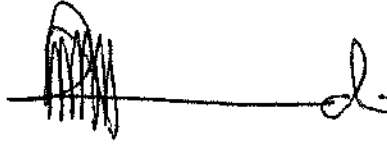
Procuring Entity: The SADC Secretariat

Issued on: 26 JUNE 2015

RESPONSES TO REQUESTS FOR CLARIFICATIONS

No.	REQUEST FOR CLARIFICATION	CLARIFICATION
1	<p>A5 Desktop Calendars x 1500 Are these the tent/pyramid type Calendars with spiral bound affixed to a standing backing board?</p> <p>You mentioned that there are 20 pages - Kindly confirm if this means 10 pages printed both sides?</p>	<p>Yes – Tent/pyramid type with spiral bound affixed to a standing backing board</p> <p>Yes, 10 papers printed on both sides</p>
2	<p>A2 Desktop Calendars x 500</p> <p>Are these desk pads?</p> <p>Are they printed on 80gsm bond with backing board?</p> <p>How many leaves are there per pad? Leaves are only printed 1 side so does this mean there will be 12 leaves, 1 per month?</p>	<p>Yes these are desk pads</p> <p>Yes, printed on 80 gsm bond with a backing board</p> <p>Yes, 12 leaves printed on one side</p>
3	<p>A2 Display Calendars x 1000 To confirm this is a normal wall hanging calendar A2, portrait?</p> <p>How many pages are there? VNB. pages are only printed 1 side on hanging Calendars</p>	<p>Yes these are A2 hanging calendars with spiral bound.</p> <p>First 8 leaves will be printed one side leaves pages with months (January to December) will be printed on both sides</p>
4	<p>Please could you clarify if there are 10 pages in total for the inserts (Front – 2 pages that are full colour, and 2 pages that have SADC related information? Back - 2 pages that are full colour, and 4 pages that are for telephone, faxes and e-mail addresses).</p>	<p>There are about 10-15 pages of inserts in the diary, printed back to back. The pages are not full colour, there are spot.</p>
5	<p>On the Tender document you wrote that the delivery time should be eight (12) weeks. Please clarify if that is supposed to read 8-12 weeks or 12 weeks?</p>	<p>Delivery is 8-12 weeks.</p>
6	<p>Who will provide the photos and content required to design the calendars? We need to know if SADC has images they will provide or are we supposed to provide photography services?</p>	<p>The supplier is required to source pictures for the production of calendars; SADC will only provide information such as public holidays, pictures of heads of state and government, and social and economic indicators.</p>
7	<p>I would also like to make an appointment to see any samples of the calendars and dairies you have.</p>	<p>You are free to pass by the SADC Secretariat-Public Relations Unit to see samples.</p>

End of Responses

A handwritten signature in black ink, consisting of a series of vertical strokes on the left and a cursive flourish on the right, all resting on a horizontal line.

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