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| **QUESTIONS AND ANSWERS - PRINTING AND MAILING BID**  **GPAA 14/2020** |

1. **In what format will data for personalized envelopes be transferred?**

The format will be agreed upon between GPAA and the successful bidder. GPAA will use in most cases text files with comma-delimited fields or Excel spreadsheets. Merging of the information with the applicable template and then printing the result will be the responsibility of the successful bidder.

In some cases, GPAA will send PDFs for the successful bidder to print.

The preferred file transfer protocol is IBM’s Connect-Direct. An alternative method that may be used is SFTP. Sending files through emails must not be done.

The successful service provider must either have a staging file server with access to the Internet so that GPAA can access and deposit files on and/or be able to access a file server at GPAA for this purpose.

1. **Over what period will the digitization of certain print be done and completed?**

Digitisation is expected to take place over the entire period during which the volume of requests for printed matter is expected to decline steadily.

1. **Variable data – Could we please confirm the Format of the file we will receive?**

If I understand the question correctly, the answer is the same as the answer given to question 3.

1. **Please can you provide a detailed quantity breakdown for the attached RFP.**

Product specs and quantities are detailed in the SBD3.1 spreadsheet document.

1. **Would digital Samples of all print be available?** No, digital samples are not available. Printed samples are available at our office for viewing.
2. **Complete information for column on Page 12 column – We are unclear of the requirement**

You are required to list your top and/or largest **three** clients during the last five years indicating printing quantities, industry type, contract rand value and duration of the contract of those clients in the table. You are further required to attach copies of invoices or purchase orders as evidence.

1. **Newsletters – Mono or Colour or Preprinted with mono print.** Newsletters should be printed in full colour.
2. **Pension Card – Identification type card or magnetic strip type card, if they use magnetic strip cards, do we need to program them?** The cards are for identification purposes only. No magnetic strip no programming is required.
3. **Large format requirement– Only indoor applications or both.** Only indoor applications listed in the SBD3.1
4. **Pre-printed media – If pre-printed media is used will we be supplied with it or do we have to create it ourselves?** The GPAA will create artwork for all the printing requirements.