



the gpaa

Department:  
Government Pensions Administration Agency  
REPUBLIC OF SOUTH AFRICA

## QUESTIONS AND ANSWERS

### PRINTING AND MAILING BID GPAA06/2020

#### 1. Tent Calendar with newsletter

- Question: Is Die-cut required? What is the paper type? Is it an open size?
- Answer: Yes calendar to be die-cut. Supplied flat, pre-creased with interlocking flap . Paper - 350gsm matt. A5 size (148mm x 210mm)

#### 2. Lentswe Internal Magazine

- Question: What is the number of pages?
- Answer: 48 inside pages and 4 cover pages. A4 size

#### 3. Pension increase letters + FAQ sheet

- Question 1: Must we quote for variable data printing? one side or both sides?
- Answer: Letter is one page printed one side. Variable data.
  
- Question 2: Are these two separate A4 sheets or and A3 folded to A4. Are the letters personalised?
- Answer: Yes they are two separate sheets
  - FAQ sheet: x 2 pages printed double-sided. A4 size. Full colour
  - Pension increase letter: One page printed one side. Personalised. Full colour

#### **4. Personalised Correspondence Letters:**

- Question: Must we quote on Laser variable full colour one side or both sides?
- Answer: One page printed one side. Full colour. Variable data. Letters are personalised.

#### **5. SASSA letters + bank form**

- Question 1: Must we quote on laser variable full colour one side or both sides?
- Answer: One letter printed one side. One bank form printed one side. SASSA letter is generic and will be duplicated.
  
- Question 2: Are these two separate A4's printed both sides or one side? Personalised or not?
- Answer: Yes they are two separate A4 pages. Both printed one sided. SASSA letter is not personalised.

#### **6. Pension Payment Remittance**

- Question: Will this be printed full colour 1 side or both sides?
- Answer: One page printed one side. Full colour

#### **7. Envelopes for pension payment remittances**

- Question: Please specify the size and will it be one colour or full colour throughout?
- Answer: DL size - 115mm x 230mm. 1 colour. No window.

#### **8. Frequently Asked Questions with benefit statement**

- Question: is it A3 or 2 x A4?
- Answer: x 2 pages printed double-sided - A4 size

#### **9. Tax certificates**

- Question: Are they personalised?
- Answer: Yes

#### **10. Personalised letters with pensioner card**

- Question: Must we quote on laser? Personalised? full colour one side or both sides?
- Answer: Laser print one side. Personalised. Full colour

#### **11. Business Cards**

- Question: Full colour One side or both sides? Printed on 350gsm or 135gsm?
- Answer: Full colour. One side. Printed on 350gsm

#### **12. Mobile office publicity posters:**

- Question: Is this A3 or A5?
- Answer: A3

#### **13. Mobile office publicity flyers**

- Question: Is this A3 or A5 printed one side or both sides?
- Answer: A5 printed double sided

#### **14. A4 Folders GEPF**

- Question: Is it Open size and will it be Die-cut?
- Answer: Size 403mm x 462mm. Die-cut, scored and folded. With a pocket.  
Printed on 350gsm board

#### **15. A4 Folders GPAA**

- Question: Is it Open size and will it be Die-cut?
- Answer: Size 403mm x 462mm. Die-cut, scored and folded. With a pocket.  
Printed on 350gsm board

#### **16. Products Leaflets**

- Question 1: How many types of leaflets are required?

- Answer: Ten (10) different types of leaflets, for different products. Ten different artwork will be provided.
- Question 2: Is 342,822 the total quantity if so what would the breakdown be. Is the size A4 folded to DL?
- Answer: The total quantity is 343 000 for 10 different leaflets as clarified at the briefing session and as per the revised RFP on our website.
  - Size: A4 folded into Tri-fold, 3 panels.
  - x 10 different leaflets. 10 different artwork.

### **17. Member Guides**

- Question: What is the number of pages to be printed?
- Answer: 68 pager plus cover

### **18. Newsletter | Fund News Quarterly Newsletter for Pensioners**

- Question: Is this a 12 page self-cover A4 final size, (3xA3 folded to A4) on 115 gsm Gloss Art ?
- Answer: Yes

### **19. Newsletter | Fund Talk Quarterly Newsletter for active members**

- Question: Is this a 12 page self-cover A4 final size, (3xA3 folded to A4) on 115 gsm Gloss Art?
- Answer: Yes

### **20. Benefit Statements and Letters to accompany Statements**

- Question: Are these printed one side or both sides?
- Answer:
  - Benefit statement is 1 page printed on both sides
  - Letter is 1 page printed one side

### **21. A3 posters**

- Question: Is this printed one or both sides?

- Answer: One side

## **22. A1 Campaign posters**

- Question: Is this printed one or both sides?
- Answer: One side

## **23. Mobile office flyer**

- Question: Is this A5 or A3 in size, what is the type of material? One side or both sides?
- Answer: A5 printed one side. 115gsm gloss.

## **24. Unclaimed benefits booklets**

- Question: What is the finish needed on outside of cover (Matt Laminate or Overall UV varnish or aqueous varnish)
- Answer: Matt laminate

## **25. Tent Calendars with 14 leaves**

- Question: Is the tent stand printed? Is the orientation landscape or portrait?
- Answer: Stand / base not to be printed. Orientation is landscape

## **26. Organisational reports**

- Question 1: Annual report: Are the CDs in jewel case supplied loose. Are there printed booklets for the cases and how many pages?
- Answer: CDs in jewel cases to be supplied loose. Jewel cases to have printed covers. The GPAA will provide artwork for the case cover.
- Question 2: Various Reports: Is the quantity 5 books, 500 times a year?
- Answer: Quantity is 500 copies per report, printed 5 times annually.

## **27. Unit price**

- Are we required to put unit price only and right at the end of that page (**page 27**) we then put our total cost incl. of VAT?- Put unit price and total cost. Please use additional sheet/page should the space not be enough.

## **28. SASSA ENVELOPES**

- Details for the SASSA envelopes as there are volume of 600 000 but no size, texture nor colour as this prevents one to quote on the tender request - SASSA letters are enclosed with the pension increase letters, thus no separate envelope is required. **Please refer to pages 16 and 29 of the RFP document and below.**