



**Questions for the Design, Layout, Printing and Branding Briefing Session**

**Date: 30 November 2023**

**Venue: Virtual (Microsoft Teams)**

Questions	Answers
Can upcoming or start up business submit if they have an individual with the experience however the company does not and has newly started and no 3 years bank statement?	There's a section which requires experience of the graphic designer experience and that of the company. Start ups may score on individual experience but lose points on company experience.
Page 13, phase 2 mandatory. There are 81 participants, and the question is whether Umalusi will scrutinize the information submitted for all attendees?	The contract is a 3-year contract and Umalusi will scrutinize everyone who submitted, and every requirement will be looked at by Umalusi and not all in attendance will submit bids.
Page 17, what will be the case if I have two in-house graphic designers can their experience be combined to meet the years of experience?	Umalusi is looking for a single graphic designer with at least 5 years and will not combine the experience of 2 designers into one.
Comparison of quotes, can the bidder use the highest number of pages requested e.g. if Umalusi requested 100 -180 can they prepare the highest possible number (180)	It is advisable that they quote the highest and when the invoice comes it will depend on how many pages or work was done and payment will be according to what was done.
Point number 3 for report the number of pages cost per page, how many pages must the bidders quote for?	It is not specific on how many pages however its to the bidders discretion to decide how much they charge per page.
The calendars should they be padded or per binding? Usually, you pad a desk calendar	<ul style="list-style-type: none"> <li>• Desktop Calendars should be padded.</li> <li>• Tent calendars should be wire-bound.</li> </ul>
There's a big price difference for the banners, pull up banners and drop banners cost differently, which should the bidders quote on	The backdrop, pull up banner and the tear drop are what the bidders should quote on.
Corporate wear price and t shirt there's a price difference, which one should the bidders quote on?	The bidders are expected to quote on both the cap and the T-shirt.



Quality Council for General and Further Education and Training

<p>The sizes of the banners and sizes of tear drops and pull up banners they differ, kindly clarify which size banners are required so suppliers quote on the same thing?</p>	<ul style="list-style-type: none"><li>• Pull-up banners: 1500mm x 2200mm and 850mm x 2170mm</li><li>• Backdrop banner (Normal): 3m x 3m and Backdrop banner (Curved): 3.75m x 2.25m</li><li>• Teardrop: 3m</li></ul>
---	--