**Appendix 5 – Printing PUBLICATION AND VISIBILITY SERVICES + OTHER SERVICES**

**(as described under section B.3 and B.4 of the Tender File)**

**Please complete all cells framed in red**

**Design, layout and publishing**

| **Type(s) of Units ▼** | **Days****for execution** **▼** | **EUR\*** |
| --- | --- | --- |
| **Costs per unit****excl. VAT****▼** | **Costs per unit incl. VAT****▼** |
| 1. a) Lay-out and pdf-version for the website (InDesign files to be transferred for lay-out in Slovenian)
 |  |  |  |
| b) A6-size booklets of up to 70 pages, glued cover spine, colour cover&inside, cover 270g, inside 120g* up to 50 copies
 |  |  |  |
| * up to 100 copies
 |  |  |  |
| * up to 200 copies
 |  |  |  |
| * up to 500 copies
 |  |  |  |
| 1. a) Lay-out and pdf-version for the website (InDesign files to be transferred for lay-out in Slovenian)
 |  |  |  |
| b) A5-size booklets, up to 25 pages, 2 staples-binding, colour cover&inside, 200g cover&inside * up to 50 copies
 |  |  |  |
| * up to 100 copies
 |  |  |  |
| * up to 200 copies
 |  |  |  |
| * up to 500 copies
 |  |  |  |
| 1. a) Lay-out and pdf-version for the website (InDesign files to be transferred for lay-out in Slovenian)
 |  |  |  |
| b) B5-size booklets,up to 110 pages, glued cover spine, colour cover&inside, glossy cover 250g, inside 90g* up to 50 copies
 |  |  |  |
| * up to 100 copies
 |  |  |  |
| * up to 200 copies
 |  |  |  |
| * up to 500 copies
 |  |  |  |
| 1. a) Lay-out and pdf-version for the website (InDesign files to be transferred for lay-out in Slovenian)
 |  |  |  |
| b) Square (24,5x24,5) booklets, up to 20 pages with insert, 2 staples-binding, colour cover&inside, cover 350g, inside 170g * up to 50 copies
 |  |  |  |
| * up to 100 copies
 |  |  |  |
| * up to 200 copies
 |  |  |  |
| * up to 500 copies
 |  |  |  |
| 1. a) Lay-out and pdf-version for the website (InDesign files to be transferred for lay-out in Slovenian)
 |  |  |  |
| b) A4-size reports, up to 60 pages, 2 staples- binding, colour cover&inside, 70g cover&inside * up to 50 copies
 |  |  |  |
| * up to 100 copies
 |  |  |  |
| * up to 200 copies
 |  |  |  |
| * up to 500 copies
 |  |  |  |
| 1. a) Lay-out and pdf-version for the website (InDesign files to be transferred for lay-out in Slovenian
 |  |  |  |
| b) Tilt and Turn printing (Slovenian ), A4-size reports of up to 250 pages, colour cover&inside, cover 300g, matte laminated, coated,inside 90g * up to 50 copies
 |  |  |  |
| * up to 100 copies
 |  |  |  |
| * up to 200 copies
 |  |  |  |
| * up to 500 copies
 |  |  |  |
| 1. a) Lay-out and pdf-version for the website (InDesign files to be transferred for lay-out in Slovenian)
 |  |  |  |
| b) A5-size folding leaflets of up to 8 pages, colour cover&inside, 200g cover&inside * up to 50 copies
 |  |  |  |
| * up to 100 copies
 |  |  |  |
| * up to 200 copies
 |  |  |  |
| * up to 500 copies
 |  |  |  |

**Printing of documents/ Plastic binding**

| **Type(s) of Units ▼** | **Days****for execution** **▼** | **EUR\*** |
| --- | --- | --- |
| **Costs per unit****excl. VAT****▼** | **Costs per unit incl. VAT****▼** |
| 1. Printing (black and white, A4, 80 gr offset, double sided, stapled):
* up to 200 copies (unit fee per page)
* up to 300 copies (unit fee per page)
* up to 500 copies (unit fee per page)
* up to 1 000 copies (unit fee per page)
* up to 3 000 copies (unit fee per page)
 |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. Printing (black and white, A4, 80 gr offset, one sided, stapled):
* up to 200 copies (unit fee per page)
* up to 300 copies (unit fee per page)
* up to 500 copies (unit fee per page)
* up to 1 000 copies (unit fee per page)
* up to 3 000 copies (unit fee per page)
 |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. Printing (colour, A4, 80 gr offset, double sided, stapled):
* up to 200 copies (unit fee per page)
* up to 300 copies (unit fee per page)
* up to 500 copies (unit fee per page)
* up to 1 000 copies (unit fee per page)
* up to 3 000 copies (unit fee per page)
 |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. Printing (colour, A4, 80 gr offset, one sided, stapled):
* up to 200 copies (unit fee per page)
* up to 300 copies (unit fee per page)
* up to 500 copies (unit fee per page)
* up to 1 000 copies (unit fee per page)
* up to 3 000 copies (unit fee per page)
 |  |
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|  |  |  |
|  |  |  |
| 1. Printing of A5-size postcards, colour recto-verso, 300g
* up to 50 copies
* up to 100 copies
* up to 200 copies
* up to 500 copies
 |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. Printing stickers:
* 7cm x 3.5cm, color printing, 2 colors – up to 100 copies
 |  |  |  |
| * 16cm x 10cm, color printing, 2 colors – up to 100 copies
 |  |  |  |
| * 2cm x 2cm (round), color printing, 2 colors – up to 200 copies
 |  |  |  |

**Design and production of visibility materials**

| **Type(s) of Units ▼** | **Days****for execution** **▼** | **EUR\*** |
| --- | --- | --- |
| **Costs per unit****excl. VAT****▼** | **Costs per unit incl. VAT****▼** |
| 1. **Pen with project name/logo**
2. Lay-out (InDesign files to be transferred for lay-out in Slovenian)
 |  |  |  |
| 1. Pens (plastic, button mechanism, blue ink, in white or red or blue colour, colour double printing)
* 200 units
 |  |  |  |
| * 250 units
 |  |  |  |
| * 500 units
 |  |  |  |
| 1. **Plastic folder with project name/logo**
2. Design and lay-out
 |  |  |  |
| 1. A4+ plastic folders, full colour printing, fastening type: with zipper
* 200 copies
 |  |  |  |
| * 250 copies
 |  |  |  |
| * 500 copies
 |  |  |  |
| 1. **Notebook with project name/logo**
2. Design and lay-out
 |  |  |  |
| 1. 210x120mm, vertical opening, spiral. Plastic cover OR cover - coated paperboard 350 g/m2, matte laminated, up to 60 sheets with lines and/or empty, offset 80g/m2
* 200 copies
 |  |  |  |
| * 250 copies
 |  |  |  |
| * 500 copies
 |  |  |  |
| 1. **Roll-up**
2. Lay-out (InDesign files to be transferred for lay-out in Slovenian)
 |  |  |  |
| 1. Design and production of a banner

(2m x 0.80m, 450 g/m2, colour printing, retaining pockets, support for banner, roll up mechanism) |  |  |  |
| 1. **Banner**
2. Lay-out (InDesign files to be transferred for lay-out in Slovenian)
 |  |  |  |
| 1. Design and production of a banner

(2mx3m, 550 g/m2, colour printing, aluminium/plastic support for banner, bag for storing and transporting the stand) |  |  |  |
| 1. **Poster**
2. Without frames: 90g/m2, Colour printing, 0.8m x 0.6m
 |  |  |  |
| 1. With frames: 90g/m2, Colour printing, 0.8m x 0.6m, plastic/wood frame with glass
 |  |  |  |
| 1. **Hardboard poster**

2,20mx1m, plywood, 1,5 cm thick, colour printing, fixing mechanism on the wall (metal plates) |  |  |  |
| 1. **Bag**
2. Lay-out (InDesign files to be transferred for lay-out in Slovenian)
 |  |  |  |
| 1. 210 D polyester, packable, at least 40cm x 40cm, 2 handle up to 50cm
 |  |  |  |
| 1. **Name tags with project name/logo**
2. Name tag with ribbon (up to 160)
 |  |  |  |
| 1. Badge (up to 160)
 |  |  |  |
| 1. Table tag (up to 60)
 |  |  |  |
| 1. **USB key with the Council of Europe logo:**
2. 8 GB

 - 200 items |  |  |  |
| - 250 items |  |  |  |
| - 500 items |  |  |  |
| 1. 16 GB

- 200 items |  |  |  |
| - 250 items |  |  |  |
| - 500 items |  |  |  |

|  |
| --- |
| **Handling Fee for “Other services” as described under Section II.B.4 of the Tender File** |
| **Price in Euros***(per item)* (excluding VAT) ► |  |