APPENDIX 5 – PRINTING PUBLICATION AND VISIBILITY SERVICES + OTHER SERVICES

(as described under section B of the Tender File)

Please complete all cells framed in red

Design, layout and publishing

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| **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 |  |  |  |
| 2. 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 |  |  |  |
| 3. 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 |  |  |  |
| 4. 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 |  |  |  |
| **Type(s) of Units ▼** | **Days for**  **execution**  **▼** | **EUR\*** | |
| **Costs per unit excl. VAT**  **▼** | **Costs per unit incl. VAT**  **▼** |
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| 5. 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 |  |  |  |
| 6. 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 |  |  |  |
| 7. 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

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| **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) |  | | | |
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| 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) |  | | | |
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| 3. Printing (colour, A4, 80 gr offset, double sided, stapled):  - up to 200 copies (unit fee per page) |  | | | |
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| * 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 (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 |  | | | |
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| 6. 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

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| **Type(s) of Units ▼** | **Days**  **for execution**  **▼** | **EUR\*** | |
| **Costs per unit**  **excl. VAT**  **▼** | **Costs per unit incl. VAT**  **▼** |
| 1. Pen with project name/logo   a. Lay-out (InDesign files to be transferred for lay-out in Slovenian) |  |  |  |
| b. 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   a. Design and lay-out |  |  |  |
| b. A4+ plastic folders, full colour printing, fastening type: with zipper  - 200 copies |  |  |  |
| - 250 copies |  |  |  |
| - 500 copies |  |  |  |
| 1. **Notebook with project name/logo**   **a. Design and lay-out** |  |  |  |
| **b. 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**   **a. Lay-out (InDesign files to be transferred for lay-out in Slovenian)** |  |  |  |
| **b. 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**   **a. Lay-out (InDesign files to be transferred for lay-out in Slovenian)** |  |  |  |
| **b. 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**    1. **Without frames: 90g/m2, Colour printing, 0.8m x 0.6m** |  |  |  |
| **b. With frames: 90g/m2, Colour printing, 0.8m x 0.6m,**  **plastic/wood frame with glass** |  |  |  |
| **Type(s) of Units ▼** | **Days**  **for execution**  **▼** | **EUR\*** | |
| **Costs per unit**  **excl. VAT**  **▼** | **Costs per unit incl. VAT**  **▼** |
| 7. Hardboard poster  2,20mx1m, plywood, 1,5 cm thick, colour printing, fixing mechanism on the wall (metal plates) |  |  |  |
| 1. Bag   a. Lay-out (InDesign files to be transferred for lay-out in Slovenian) |  |  |  |
| b. 210 D polyester, packable, at least 40cm x 40cm, 2 handle up to  50cm |  |  |  |
| 1. Name tags with project name/logo    1. Name tag with ribbon (up to 160) |  |  |  |
| b. Badge (up to 160) |  |  |  |
| c. Table tag (up to 60) |  |  |  |
| 1. USB key with the Council of Europe logo:    1. 8 GB   - 200 items |  |  |  |
| - 250 items |  |  |  |
| - 500 items |  |  |  |
| b. 16 GB  - 200 items |  |  |  |
| - 250 items |  |  |  |
| - 500 items |  |  |  |

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