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) |  |
|  |  |  |
| * 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 poster2,20mx1m, 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 to50cm |  |  |  |
| 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) ►** |  |