

ANNEXURE A
T UJ 16/2023 THREE YEAR CONTRACT FOR THE PRINTING OF GRADUATION BOOKS 2024-2026

NOTE TO PRINTERS: PLEASE QUOTE ON THE MINIMUM NUMBER OF PROGRAMMES AND INCLUDE A COST ON A RUN PER 1000. THESE ARE PROPOSED FIGURES, AND FINAL QUANTITIES WILL ONLY BE MADE AVAILABLE 4 WEEKS BEFORE EACH SET OF CEREMONIES. THE PURPOSE OF THIS PROCESS IS TO SELECT A SINGLE SUPPLIER FOR THREE YEARS.

THE PRINTER MUST BE WILLING TO DO EMERGENCY PRINTING OF PROGRAMMES AT A REASONABLE PRICE.

Printing Tender for the Years 2024 to 2026 – Graduation Programmes

The office, Faculty Coordination: Graduations; hereby requests that a single supplier be allocated to the printing of Graduation Programmes for the years 2024 to 2026.

Taking into consideration the timelines within which delivery is expected, consistency and quality of the product, as well as internal procurement processes and the high reputation risk associated with this aspect of Graduations, it was concluded that allocating a single supplier to print graduation programmes would improve the level of service rendered to the Graduation function within the UJ context.

Printing of **Graduation Books** for the following ceremonies in 2024 and a similar set in 2025 and 2026

- February/March/April/May _____ 20 February 2024 – 31 May 2024
- June _____ 1 June 2024 – 30 June 2024
- October _____ 1 October 2024 – 31 October 2024

PROGRAMMES

- Covers
 - One cover per booklet
 - Cover pages Triple Green Print (or similar), gloss, white, 230g/m2
 - Covers Scored
 - Covers Varnished (Aqueous)
 - 3 Spot Colours front cover **and** inner cover
 - Raised UV Spot
- Inside pages
 - Min 12 pages Max 60 pages with black printing on both sides
 - All text pages Typek Bond, white 80g/m2
- Finishing:
 - A4 (210 X 297 mm) Book Folded and Saddle Stitched
 - Pages folded and trimmed

Process, Deadlines and Delivery:

- Artwork and exact amounts per ceremony to be confirmed with the printer via email 4 weeks before each set of ceremonies start – artwork for covers may be handed over earlier if possible.
- Proofs to be signed off by Graduation Office before bulk print is done, unless instructed otherwise.
- **First Delivery** - 30 of each programme to be delivered **2 weeks prior** to the commencement of each set of ceremonies **to the Graduation Office**. For longer periods a staggered delivery date may be agreed prior to the season commencing.
- **Second Delivery** - Remaining programmes are to be shrink-wrapped and delivered to **UJ Auditorium** cloakrooms minimum **one week in advance**.

Mar/Apr	Maximum 49 ceremonies with a different artwork per ceremony	Maximum 1200 copies of each book per ceremony	Maximum 58800 actual completed booklets
	Minimum 35 ceremonies with a different artwork per ceremony	Minimum 800 copies of each book per ceremony	Minimum 28000 actual completed booklets
May/June	Maximum 19 ceremonies with a different artwork per ceremony	Maximum 1200 copies of each book per ceremony	Maximum 22800 actual completed booklets
	Minimum 9 ceremonies with a different artwork per ceremony	Minimum 800 copies of each book per ceremony	Minimum 7200 actual completed booklets
Sep/Oct	Maximum 10 ceremonies with a different artwork per ceremony	Maximum 1200 copies of each book per ceremony	Maximum 12000 actual completed booklets
	Minimum 7 ceremonies with a different artwork per ceremony	Minimum 800 copies of each book per ceremony	Minimum 5600 actual completed booklets
TOTAL per year	Maximum 78 ceremonies	Maximum 1200 copies of each book per ceremony	Maximum 93600 actual completed booklets
	Minimum 51 ceremonies with a different artwork per ceremony	Minimum 800 copies of each book per ceremony	Minimum 40800 actual completed booklets



Nell Ledwaba

6/6/2023

Senior Manager: Faculty Coordination and Alumni