

To all Bidders.

PROCUREMENT RFQ 3522- ERRATA 1

BID TITLE: Layout, design, proof-reading, editing and printing of the 2022/2023 ESCo Register Booklet

Please note that the **number of pages has been revised** as per below, and the closing date has been **extended to Monday the 20th of February 2023 at 11:00 am.**

| Specification |
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| Design of the ESCo Booklet |
| Design and layout of the ESCo register booklet. Design work should include format/style, layout including type, setting, styling, color, placement of photos/logo/art, etc. with due consideration of SANEDI's corporate identity manual. |
| Source of suitable stock images to be used in the booklet (as required). |
| Language editing services <ul style="list-style-type: none"> i) scrutinize the draft document and correct for errors in grammar, spelling, syntax, punctuation and use of English, and ii) edit the document to improve the flow, clarity and impact of the information presented. |
| Final proof reading of digital ready copies. |
| ESCo Register Booklet to the following specifications: <ul style="list-style-type: none"> - A4 Portrait Books - Cover printed in full colour both sides on 250gsm Gloss Art. - Inside pages text to be printed in full colour throughout on 128gsm x 35 pages matte. - Finishing: Perfect binding and trimmed to size and bulk packed. - The booklet pages will depend on information provided - 300 booklets printed once the final design has been approved |
| Produce A4 colour digital copies of the laid out document for final review and sign-off |
| To create QR code for the booklet |

We apologise for any inconvenience caused.

Regards

SANEDI Procurement