

3 PUBLICATION RELATED SERVICES

This section to be filled **ONLY** if the bidding firm(s) have the capability and resources to offer the following services. The rates quoted here will be for **stand alone services** and will NOT be considered as part of the printing rates. The bidding firm will be required to submit sample of works and may also have to **undertake a test** to ensure that they have the required expertise and experience.

3.1 Design and layout services

Item no	Specifications	Rates
3.1.1	Simple book with text only including cover design	
3.1.2	Cover design, graphs, tables and photographs (per book)	
3.1.3	Comprehensive design with graphs, tables, photographs, illustrations etc. including cover design (per book)	
3.1.4	Pamphlet/Brochure/Invitation cards	
3.1.5	Poster	

3.2 Photography

Item no	Specifications	Rates	
		Per hour	Per day
3.2.1	Within Thimphu		
3.2.2	Other Dzongkhags		

3.3 Editorial services

Item no	Specifications	Rates
3.3.1	Editing	
3.3.2	Writing and Research	

3.4 Translation

Item no	Specifications	Rates	
		Per page	Per book
3.4.1	Translation from English to Dzongkha		
3.4.1	Translation from Dzongkha to English		

3.5 Photocopy and binding *(Please quote your rates in the box provided below)*

Photocopy rates with accessories (samples to be provided by bidder)

Per Unit Rates	Single page	Back/front page	Clear plastic sheet	Page separator	Spiral binding						Folder (hard)		
					6mm	10mm	12mm	14mm	16mm	24mm	35mm	2 ring	4 ring

3.4 Supply of information & communication materials

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates UNIT COST
				MoF	Bidder		
3.4.1	Light board	Dimension <ul style="list-style-type: none"> Price per square feet 	1	5 weeks		Provide sample (small prototype) Selection can be made, on sample product/brochure if it is of good quality and closely matches required specifications. - Artwork to be developed As per section VII. 24. Packing & documents	a.....
			2				b.....
			5				c.....
			8				d.....
			10				e.....
			16				f.....

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates UNIT COST
				MoF	Bidder		
3.4.2	Sun board to be mounted on walls with content	Dimensions <ul style="list-style-type: none"> Price per square feet 	1 8 16	3 weeks		Provide sample (small prototype) Selection can be made, on sample product/brochure if it is of good quality and closely matches required specifications. - Artwork to be developed - As per section VII. 24. Packing & documents	a..... b..... c.....

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates UNIT COST
				MoF	Bidder		
3.4.3	Back Lit posters/ Light box to be mounted on walls with content	Dimensions <ul style="list-style-type: none"> • 2.5 ft X 3.5 ft -Ultra slim aluminium back panel, with hinged frame - Front sheet: Polycarbonate anti-reflective -Snap frame front opening to allow easy change of graphics -Holder to mount on wall 	<p style="text-align: center;">1</p> <p style="text-align: center;">8</p> <p style="text-align: center;">16</p>	3 weeks		<p>Provide sample (small prototype)</p> <p>Selection can be made, on sample product/brochure if it is of good quality and closely matches required specifications.</p> <ul style="list-style-type: none"> - Artwork to be developed - As per section VII. 24. Packing & documents 	<p>a.....</p> <p>b.....</p> <p>c.....</p>

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates UNIT COST
				MoF	Bidder		
3.4.4	Roll-up stand	Dimensions <ul style="list-style-type: none"> • As per square feet measurement • 1 side printing • Packed in bag • With UV protection and water proof • Vinyl flex superior quality 	<p style="text-align: center;">1</p> <p style="text-align: center;">8</p> <p style="text-align: center;">12</p> <p style="text-align: center;">18</p> <p style="text-align: center;">25</p>	2 weeks		Provide sample Selection can be made, on sample product/brochure if it is of good quality and closely matches required specifications. - Artwork to be developed - As per section VII. 24. Packing & documents	a..... b..... c..... d..... e.....

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates UNIT COST
				MoF	Bidder		
3.4.5	Notice board	Dimensions <ul style="list-style-type: none"> • Price per square feet 	-	1 week		Provide sample Selection can be made, on sample product/brochure if it is of good quality and closely matches required specifications. - As per section VII. 24. Packing & documents	a.....

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates UNIT COST
				MoF	Bidder		
3.4.6	Stickers	Dimensions <ul style="list-style-type: none"> • Price per square feet 	-	1 week		Provide sample Good quality <ul style="list-style-type: none"> - Number of sheets in packet to be clearly marked. - As per section VII. 24. Packing & documents 	a.....

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates UNIT COST
				MoF	Bidder		
3.4.7	Placards	Dimensions <ul style="list-style-type: none"> • Price per square feet • Plastic 	-	1 week		Provide sample Good quality <ul style="list-style-type: none"> - Number of quantity to be clearly marked. - As per section VII. 24. Packing & documents 	a.....

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates UNIT COST
				MoF	Bidder		
3.4.8	Placards	Dimensions <ul style="list-style-type: none"> • Price per square feet • Metal 	-	1 week		Provide sample Good quality <ul style="list-style-type: none"> - Number of quantity to be clearly marked. - As per section VII. 24. Packing & documents 	a.....

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates UNIT COST
				MoF	Bidder		
3.4.9	Banner	Dimensions <ul style="list-style-type: none"> • Price per square feet • Flex 	-	1 week		Provide sample Good quality <ul style="list-style-type: none"> - Number of quantity to be clearly marked. - As per section VII. 24. Packing & documents 	a.....

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates UNIT COST
				MoF	Bidder		
3.4.10	Banner	Dimensions <ul style="list-style-type: none"> • Price per square feet • Poplin Cloth 	-	1 week		Provide sample Good quality <ul style="list-style-type: none"> - Number of quantity to be clearly marked. - As per section VII. 24. Packing & documents 	a.....

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates UNIT COST	
				MoF	Bidder			
3.4.11	Pamphlet (3 folds)	No of pages(cover+inside)	500	Design		Please Note: <ul style="list-style-type: none"> • Increase in quantity only. • All other specs remain the same <i>Other</i> <ol style="list-style-type: none"> 1. Check sample with DRC 2. New bidder to provide your printed sample of similar works 3. Provide paper sample 	a.....	
		2	1000	2 weeks			b.....	
		Size		-----				
		A4	2500	Printing				c.....
		Color		2 weeks				
4 color	5000				d.....			
		Paper GSM	10,000				e.....	
		170 GSM matt paper						
		Binding						
		3 folds						

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates UNIT COST
				MoF	Bidder		
3.4.12	Pamphlet (4 folds)	No of pages(cover+inside)	500	Design		Please Note: <ul style="list-style-type: none"> • Increase in quantity only. • All other specs remain the same <i>Other</i> 1. Check sample with DRC 2. New bidder to provide your printed sample of similar works 3. Provide paper sample	a.....
		2	1000	-----			b.....
		Size	2500	Printing			c.....
		Br 380 mm X ht 210 mm	5000	2 weeks			d.....
		Color	10,000				e.....
4 color							
Paper GSM							
170 GSM matt paper							
Binding							
4 folds							

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates per item/goods
				MoF	Bidder		
3.4.13	Letter head	No of pages(cover+inside)	5000	1 week		Please Note: <ul style="list-style-type: none"> • Increase in quantity only. • All other specs remain the same <i>Other</i> <ol style="list-style-type: none"> 1. Check sample with DRC 2. New bidder to provide your printed sample of similar works 3. Provide paper sample 	a.....
		1	10,000				b.....
		Size A4	15,000				c.....
		Color 1 color	20,000				d.....
		Paper GSM 80 GSM maplitho	30,000				e.....
			50,000				f.....
		Binding Loose					

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates per item/goods
				MoF	Bidder		
3.4.14	Letter head	No of pages(cover+inside)	5000	1 week		Please Note: <ul style="list-style-type: none"> • Increase in quantity only. • All other specs remain the same <i>Other</i> <ol style="list-style-type: none"> 1. Check sample with DRC 2. New bidder to provide your printed sample of similar works 3. Provide paper sample 	a.....
		1	10,000				b.....
		Size A4	15,000				c.....
		Color 4 color	20,000				d.....
		Paper GSM 80 GSM maplitho	30,000				e.....
		Binding Loose	50,000				f.....

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates per item/goods
				MoF	Bidder		
3.4.15	Certificate	No of pages(cover+inside)	25	3 days		Please Note: <ul style="list-style-type: none"> • Increase in quantity only. • All other specs remain the same <i>Other</i> <ol style="list-style-type: none"> 1. Check sample with DRC 2. New bidder to provide your printed sample of similar works 3. Provide paper sample 	a.....
		1	50				b.....
		Size A4	150				c.....
		Color 4 color	200				d.....
		Paper GSM 220 GSM art matt paper	350				e.....
			1000				f.....
		Binding Loose	2000				g.....
			5000				h.....

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates per item/goods
				MoF	Bidder		
3.4.16	Invitation cards with envelopes	No of pages(cover+inside)	50	3 days		Please Note: <ul style="list-style-type: none"> Increase in quantity only. All other specs remain the same <i>Other</i> <ol style="list-style-type: none"> Check sample with DRC New bidder to provide your printed sample of similar works Provide paper sample 	a.....
		1	100				b.....
		Size	150				c.....
		14 cm	250				d.....
		X	500				e.....
		18 cm					
		Color					
		1 color					
		Paper GSM					
		220 GSM art matt paper					
		Binding					
		Loose					

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates per item/goods
				MoF	Bidder		
3.4.17	Business card	No of pages(cover+inside)	50	1 day		Please Note: <ul style="list-style-type: none"> • Increase in quantity only. • All other specs remain the same <i>Other</i> <ol style="list-style-type: none"> 1. Check sample with DRC 2. New bidder to provide your printed sample of similar works 3. Provide paper sample 	a.....
		1	100				b.....
		Size	150				c.....
		9 cm height	250				d.....
		X	500				e.....
	5.5 cm breadth						
	Color						
	4 color						
	Paper GSM						
	200 to 300 GSM						
	Matt paper						
	Binding						
	Loose						

Item no	Name of the goods	Specification	Quantity	Delivery Date		Remarks	Rates per item/goods
				MoF	Bidder		
3.4.18	Business card	No of pages(cover+inside)	50	1 day		Please Note: <ul style="list-style-type: none"> • Increase in quantity only. • All other specs remain the same <i>Other</i> <ol style="list-style-type: none"> 1. Check sample with DRC 2. New bidder to provide your printed sample of similar works 3. Provide paper sample 	a.....
		1	100				b.....
		Size	150				c.....
		9 cm height	250				d.....
		X	500				e.....
	5.5 cm breadth						
	Color						
	4 color						
	Paper GSM						
	200 to 300 GSM						
	grainy paper						
	Binding						
	Loose						