

TENDER Newsletter Printing



Status: Task specific contract
Location: Northern Ireland and Border Region
Closing date: Wednesday 17th June 2009

Project background

The Healing Through Remembering Project (HTR) requires printing services for the production of an organisation Newsletter for the EU funded project 'Whatever you say, say something'

The appointed company will work under instruction of the Healing Through Remembering Board and liaison will be with the Project Director.

Specification

The successful company should have demonstrable skills and experience in the printing of Newsletters. The contract will be inclusive of printing services and all associated costs. The successful company must also have direct experience of printing similar documentation and all technical aspects of the printing and publication process. The proposal must represent value for money and be appropriate to the needs of the organisation.

Project activity

The successful company will assist the organisation in printing and publishing an organisation Newsletter.

- Printing a 4 page PDF document
- Four A4 sides on A3 gloss paper (newsletter format)
- Print run of 500/750/1000 (tbc)
- Ensuring bleeds and formatting are appropriate to printer specifications.
- Liaising with the Project coordinator in relation to the preparation of relevant documents and materials
- Liaising with other project staff as appropriate
- Maintaining effective record of work undertaken and feedback of all relevant information to HTR

Send the following to HTR Office (mark e-mail subject heading or envelope 'Newsletter'):

The successful tender will be awarded on the basis of ability to meet Healing Through Remembering's service requirements within the timeframe and budget allocation. Companies should repond via email at claire@healingthroughremembering.org and include the following:

- a. a brief outline of your approach to this piece of work
- b. experience of design work and print management
- c. costs (for 500 / 750 / 1000 copies)



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A project supported by PEACE III Programme managed for the Special EU Programmes Body by the Community Relations Council/Border Action Consortium.

d. and availability

Submissions must be received by 5pm Wednesday 17th June 2009.
Receipt of submission may be confirmed by telephone: 02890238844

All correspondence for this tender to Alexander House, 17a Ormeau Avenue,
Belfast, BT2 8HD or by e-mail to claire@healingthroughremembering.org

5/6/09

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