

Invitation to Tender – Print services

Product specifications

Full details of submitting a tender proposal can be found in the main tender document. This supplementary document provides the specifications of 4 of our existing products. In order to demonstrate quality of product and value for money, Tenderers are encouraged to provide costings for all 4 products detailed below. In addition, Tenderers may choose to send sample products similar to those listed. The postal address is: FAO Matt George, Education Endowment Foundation, Floor 5 Millbank Tower, 21-24 Millbank, London, SW1P 4QP.

At the bottom of the document there is an overview of our storage and recall requirements.

Product 1: A School's Guide to Implementation Guidance Report ([link](#))

Artwork: fully formatted artwork supplied. Printer to output with no operator's intervention.

Proofs: PDF proof

Finished size: 210 x 297mm (A4)

Extent: 56 text pages + 4 cover pages

Text printed: 4/4 – colour throughout

Cover printed: 4/4 – colour throughout

Text paper: 120gsm uncoated

Cover board: 210gsm uncoated

Cover Finish: Matt

Binding: stitched (2-wire saddle stitched)

Finishing: folded, trimmed to size, and packed suitably

Ex-works: put to stock for future distribution.

As a guide, since November 2024 we have ordered ~15,000 copies of this guidance report. Order volumes depend on usage so may vary.

Product 2: A School's Guide to Implementation Guidance Report ([link](#))

Artwork: Fully formatted artwork supplied. Printer to output with no operator's intervention.

Proofs: PDF proof

Finished size: 148 x 210mm (A5)

Extent: 20 text pages + 4 cover pages

Text printed: 4/4 – full colour throughout

Cover printed: 4/4 – full colour throughout

Text paper: 120gsm uncoated

Cover board: 210gsm uncoated

Cover Finish: matt

Binding: Stitched (2-wire saddle stitched)

Finishing: folded, trimmed to size, and packed suitably

Ex-Works: put to stock for future distribution

As a guide, since September 2024 we have ordered ~6,000 copies of this guidance report. Order volumes depend on usage so may vary.

Product 3: Tote bag

Size

Dimensions: 380mm (W) x 420mm (H)

Handle length: 60cm (suitable for shoulder carry)

Handle width: 2.5cm

Materials

Body: 100% cotton canvas (50oz)

Handles: same fabric as body

Stitching: double-stitched seams

Design Elements

Logo placement: front side, centered

Logo size: maximum width 20cm, height proportional

Print method: direct to garment print

Print colours: full colour

Bag colour: natural cotton (unbleached) or off-white

As a guide, since September 2024 we have ordered ~250 tote bags. Order volumes depend on usage so may vary.

Product 4: Lanyard

Size

Length: 90cm total (45cm drop length)

Width: 2cm standard width

Materials

Strap: polyester (flat ribbed weave)

Clip: metal swivel hook (standard lobster clasp or bulldog clip)

Plastic safety breakaway at neck

Design elements

Logo placement: repeating along the length of the strap, both sides (front and back)

Print method: dye sublimation

Print colours: full colour

As a guide, since September 2024 we have ordered ~300 lanyards. Order volumes depend on usage so may vary.

Storage & distribution requirements

In terms of storage requirements, we try to have enough stock to be able to fulfill predicted orders in the next 6-month period. This currently means that we have ~25,000 individual reports in stock. Merchandise orders are less frequent; we currently have ~300 of each merchandise item (lanyards, pens, notepads, sticky notes and tote bags).

In terms of distribution, we currently accept orders from Research Schools every 2 weeks (during term time). This means that distribution takes place at the same interval. The number of deliveries varies considerably depending on the time of the academic year. Since September 2024 there has been an average of 17 deliveries per month.