**HDC202404 print and distribution**

**RFQ – Clarifications received from 19th February to 23rd February 2024**

1. Is the intention for this magazine to be distributed as a naked door drop? i.e. not being produced as a personalised direct mail campaign (inserted into envelopes) sent to individual addresses via a supplied data list?

Answer: Approximately 39,000 copies will be distributed as a door drop with no envelopes. There is the requirement for around 4,000 copies to be sent addressed in envelopes to ensure only those residents who fall under Hart Council receive the newsletter

1. Do you require a price for both 12pp and 16pp options or are you looking at comparing one specification across the board?

Answer: Please provide a quote for 16pp for comparison.

3. Is the estimated contract value @ £50,000 based on the 3-year term only.

Answer: Thats correct

4. Distribution can you confirm the current method used, i.e. “Royal Mail door drop” “Solus Distribution” or your preferred method.

Answer: Royal Mail Door to Door for around 39,000 copies, Royal Mail Boundary Match addressed for the remaining 4,000 in split postcode areas.

5. What is the actual pagination we are to cost against 12pp A4 or 16pp A4.

Answers: 16pp A4

6. Are there any word count restrictions when answering the quality questions.

Answer: 500 words

7. Can we provide supporting information as appendices linked to the question, or do all responses need to be direct into the text boxes (including any images) of the document issued.

Answer: We’re happy for supporting information to be submitted which add value and context to your response

8. References / Case studies, do you require contact details to be provided to take up references, if so, how many references and supporting case studies do you require.

Answer: If you can provide two or three case studies to showcase the work you’ve done. We won’t take up references at this time

9. The tender clearly states that it is for ‘print and distribution’. However, under section 5. Deliverables it alludes to the fact that the ‘agency’ are responsible for various stages of proofing as well? Can I confirm whether you are looking for a supplier to provide design services for the magazine as well, or just require printing and distribution? We as a printer would expect final print ready artwork to be supplied to us.

It would be appreciated if you could clear that up for me.

Answer: We have a separate contract for the newsletter's design, including the proofing and design. The print and distribution supplier will not be responsible for the proofing or design, apart from making sure the print ready artwork provided to them is suitable for printing.

10. Could you please confirm that the Authority is registered for VAT and if VAT was applied to the total cost of the contract, the Authority has the means to reclaim this therefore delivering a net zero impact of VAT if charged.

Answer Hart District Council is VAT registered (189417423)

11. You have asked for a single price to cover the 6 editions printed and distributed. If there were price increases outside of our control e.g. National Wage increases (particularly in the distribution component), would there be an opportunity to review the price to take account of these

Answer Yes, there would be an opportunity to review the price for increases outside of your control

12. Are you happy for us to put in a proposal even if it goes over the estimated budget?

Answer: As per the evaluation criteria in the RFQ, price is only one element considered and evaluated.