

**Tender for the Provision of Layout & Printing for the 34th Hong Kong
International Film Festival (Tender Ref. HKIFF 34-01)**

Notes to Tenderers

Layout & Printing is a very labour-intensive job within a tight schedule. The size of your company and quality of your project team play major roles in our consideration.

Guideline:

- Part 1 & 2 are items requiring layout design; part 3 are items requiring printing service.
- The elements of our key art will be provided for development of layout design.
- Please complete each part by listing out each item's cost.
- Visit to your company shall be arranged only if you are short listed for our further consideration.
- Please provide samples for reference.
- The prices quoted include all print, production costs and delivery.

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Quotation Form

Part 1) Layout design

| Item | Jobs and Descriptions (please refer to Specifications) | Cost (HK\$) |
|--------------------|---|--|
| 1A | The 34th HKIFF Programme and Booking Folder - layout design only - the cost fixes within \pm 12 pages - 30 advertisement pages are not included - high res pdf output is required | 78 pp text \$ _____/per page for each additional page: \$ _____ |
| 1B | The 34th HKIFF Programme and Booking Folder - layout design only - the cost fixes within \pm 16 pages - 30 advertisement pages are not included high res pdf output is required | 98 pp text \$ _____/per page for each additional page: \$ _____ |
| 2A & 2B | The 34th HKIFF Main Catalogue - layout design only - the cost fixes within \pm 16 pages - 16 advertisement pages are not included - resizing and printing about 80% of text pages into A3 size are required (Event Board) | 272 pp text \$ _____/per page for each additional page: \$ _____ \$ _____ / per resized page |
| 3 | The 34th HKIFF – Filmmaker in Focus - layout design only - the cost fixes within \pm 8 pages - resizing and printing about 10 text pages into A3 size are required (Event Board) | 96 pp text \$ _____/per page for each additional page: \$ _____ \$ _____ / per resized page |
| 4 | Tribute to Local Filmmaker (Mega event) - layout design only - the cost fixes within \pm 16 pages - resizing and printing about 10 text pages into A3 size are required (Event Board) | 192 pp text \$ _____/per page for each additional page: \$ _____ \$ _____ / per resized page |
| 5 | The 34th HKIFF Newsletter X 4 issues - layout design only - high res pdf output is required | for 4 issues \$ _____/per issue for additional issue: \$ _____ |

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| 6 | The 34th HKIFF Priority Ticket Booking Leaflet (Optional) - layout design only - high res pdf output is required | \$ _____ |
| 7 | The 34th HKIFF Programme Leaflet (Optional) - layout design only - high res pdf output is required | \$ _____ |

Part 2) Layout for Decoration (Programme Board)

| Item | Jobs and Descriptions | Cost (HK\$) |
|-------------|---|--------------------|
| 1 | Programme Board - to be placed at screening venues - information including programme schedule, booking guide, programme changes, and etc. - 3 ft. W x 6 ft. H - soft copy to be handed to our decoration contractor | |

Part 3) Printing

| Item and Job Descriptions (please refer to Specifications) | | Printing, Output, Binding, Packing and Delivery (including paper cost) (HK\$) | |
|---|--|---|--|
| 1A | The 34th HKIFF Programme and Booking Folder (Size A) | a) _____/per copy for 100,000 copies (of 4 pp 4C cover + 24 pp 4C + 108 pp 2C) | d) _____/per copy for every 5,000 copies run on |
| | | b) _____/per copy for 105,000 copies (of 4 pp 4C cover + 24 pp 4C + 108 pp 2C) | e) _____/per copy for reprint of 5,000 copies |
| | | c) _____/per copy for 110,000 copies (of 4 pp 4C cover + 24 pp 4C + 108 pp 2C) | |
| | | Production cost (HK\$) | |
| | | i) _____/ 12pp (一手紙) 2C | ii) _____/ 12pp (一手紙) 4C |
| 1B | The 34th HKIFF Programme and Booking Folder (Size B) | a) _____/per copy for 100,000 copies (of 4 pp 4C cover + 32 pp 4C + 96 pp 2C) | d) _____/per copy for every 5,000 copies run on |
| | | b) _____/per copy for 105,000 copies (of 4 pp 4C cover + 32 pp 4C + 96 pp 2C) | e) _____/per copy for reprint of 5,000 copies |
| | | c) _____/per copy for 110,000 copies (of 4 pp 4C cover + 32 pp 4C + 96 pp 2C) | |
| | | Production cost (HK\$) | |
| | | i) _____/ 16pp (一手紙) 2C | ii) _____/ 16pp (一手紙) 4C |
| 2A | The 34th HKIFF Main Catalogue (Size A) | a) _____/per copy for 2,000 copies (of 4 pp 4C cover + 16 pp 4C + 272 pp 1C) | |
| | | Production cost (HK\$) | |
| | | i) _____/ 16pp (一手紙) 1C | ii) _____/ 16pp (一手紙) 4C |

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| 2B | The 34th HKIFF Main Catalogue (Size B) | a) _____/per copy for 2,000 copies (of 4 pp 4C cover + 16 pp 4C + 272 pp 1C) | |
| | | Production cost (HK\$) | |
| | | i) _____/ 16pp (一手紙) 1C | ii) _____/ 16pp (一手紙) 4C |
| 3 | The 34th HKIFF – HK Filmmaker in Focus | a) _____/per copy for 1,000 copies (of 4 pp 4C cover + 96 pp 1C) | b) _____/per copy for 1,500 copies (of 4 pp 4C cover + 96 pp 1C) |
| | | Production cost (HK\$) | |
| | | i) _____/ 16pp (一手紙) 1C | ii) _____/ 16pp (一手紙) 4C |
| 4 | Tribute to a Local Film Organization | a) _____/per copy for 1,000 copies (of 4 pp 4C cover + 16 pp 4C + 176 pp 2C text) | b) _____/per copy for 1,500 copies (of 4 pp 4C cover + 16 pp 4C + 176 pp 2C text) |
| | | Production cost (HK\$) | |
| | | i) _____/ 16pp (一手紙) 2C | ii) _____/ 16pp (一手紙) 4C |
| 5 | The 34th HKIFF Newsletter (4 issues) | a) _____/per copy for 6,000 copies X 6 issues = 36,000 copies | c) _____/per copy for reprint of 500 copies |
| | | b) _____/per copy for 7,000 copies X 6 issues = 42,000 copies | |
| 6 | The 34th HKIFF Priority Ticket Booking Leaflet (Optional) | a) _____/per copy for 20,000 copies | c) _____/per copy for reprint of 5,000 copies |
| | | b) _____/per copy for 30,000 copies | |
| 7 | The 34th HKIFF Programme Leaflet (Optional) | a) _____/per copy for 5,000 copies | c) _____/per copy for reprint of 500 copies |
| | | b) _____/per copy for 7,000 copies | |

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| 8 | The 34th HKIFF Certificate of Participation <i>Distributors + Sponsors</i> | a) _____/per copy for 450 copies | b) _____/per copy for reprint of 50 copies |
| 9 | The 34th HKIFF Invitation Card | a) _____/per copy for 1,000 copies X 3 sets = 3,000 copies b) _____/per copy for 1,500 copies X 3 sets = 4,500 copies | c) _____/per copy for 2,000 copies X 3 sets = 6,000 copies |
| 10 | The 34th HKIFF Matching Envelope for Invitation Card | a) _____/per copy for 1,100 copies X 3 = 3,300 copies, 128gsm matte art paper b) _____/per copy for 1,600 copies X 3 = 4,800 copies, 128gsm matte art paper c) _____/per copy for 2,100 copies X 3 = 6,300 copies, 128gsm matte art paper | d) _____/per copy for 1,100 copies X 3 = 3,300 copies, Conqueror envelope e) _____/per copy for 1,600 copies X 3 = 4,800 copies, Conqueror envelope f) _____/per copy for 2,100 copies X 3 = 6,300 copies, Conqueror envelope |
| 11 | The 34th HKIFF Special Event Invitation Card (Optional) | a) _____/per copy for 500 copies, 250gsm art card, 5C +1C b) _____/per copy for 1,000 copies, 250gsm art card, 5C +1C | c) _____/per copy for 500 copies, 140 gsm tracing paper, 4C +2C d) _____/per copy for 1000 copies , 140 gsm tracing paper, 4C +2C |
| 12 | The 34th HKIFF Matching Envelope for Special Event Invitation Card (Optional) | a) _____/per copy for 600 copies | b) _____/per copy for 1100 copies |
| 13 | The 34th HKIFF Opening / Gala Premieres Reply Slip (Optional) | a) _____/per copy for 1,000 copies X 3 sets = 3,000 copies b) _____/per copy for 1,500 copies X 3 sets = 4,500 copies | c) _____/per copy for 2,000 copies X 3 sets = 6,000 copies |

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| 14 | The 34th HKIFF Venue Guide (Optional) | a) _____/per copy for 500 copies | b) _____/per copy for every 100 copies run on |
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| 15 | The 34th HKIFF Festival Pass (Optional) <i>Super Value Pass + VIP Pass</i> | a) _____/per copy for 300 copies | b) _____/per copy for every 50 copies run on |
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| 16 | The 34th HKIFF Ticket Jacket (Optional) | a) _____/per copy for 20,000 copies b) _____/per copy for 30,000 copies c) _____/per copy for 50,000 copies | d) _____/per copy for every 1,000 copies run on |
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Company Information

Tender for Provision of Layout & Printing
for the 34th Hong Kong International Film Festival (Tender Ref. HKIFF 34-01)

Name of Company : _____

Name of Contact Person : _____

Telephone : _____

Fax : _____

Address : _____

Team member(s) to be assigned for this project : _____

Authorized Signature : _____

Name in Block Letters : _____

Title : _____

Company Chop : _____

Date : _____