

BID FORMAT
QUOTATION TO DESIGN ARTWORK FOR NEWSPAPER ADVERTISEMENT ON
ELECTRICAL SAFETY

Basic Information

Name of the supplier	
Address of the supplier	
Name, contact number and email of responsible person	

Sample Information

Sample	Client	Contact Person	Contact Number
Sample 1			
Sample 2			
Sample 3			
Sample 4			
Sample 5			

Financial information

Item	Cost/LKR
Cost for the work	
Taxes : NBT	
: VAT	
Total cost with taxes	
Quotation validity period(minimum 30 days)	
Other terms and conditions	

Specifications required for artwork design

	Specifications	Supplier's agreement to conditions
1	Dimension – standard (27cmx32cm)	
2	Minimum resolution – 300dpi full colour	
3	Design compatible with weekend newspapers	
4	100% black for wording	
5	Supplier's creative ideas based on Electrical safety tips above	
6	Attractive to public with strong, clear ideas	
7	Two artwork files (in Sinhala and Tamil) in DVD with identical graphical content	
8	Separate editable version of both artworks for future use	
9	Appropriate use of PUCSL name and logo	
10	Time frame for provision of artwork for PUCSL comments – one week	
11	Five different previous newspaper ads with all details (hard copies only)	
12	Designs cannot be reused without PUCSL permission	
13	20% of bid amount could be paid as advance if bank guarantee valid till Feb 2014 end is provided	
14	Performance guarantee (10% of total bid) valid till 31.03.2014 from local bank with PUCSL as beneficiary	

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Signature

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Date

With this submission it is considered that the supplier is agreed for the **specification and conditions** mentioned in Annexure 1.