
Annex A: Scope of service
RFP # PL/2025/02

1. Service description

S/N	Item Description	Approximate quantities per year
1	Flyers A5, color, two side, 130-135g	5000
2	Posters A3, color, one side, 130-135g	500
3	Posters A1, color, one side, 130-135g	500
4	A4 report, 60 pages, sewn binding, double-sided printing, color, inside 120g, cover 300g	200
5	Banner 1x2m IRC logo, color,	5
6	Business cards	600
7	Book A4, 120 pages, color, A4, simple graphics, glued book	500
8	A4 leaflets folded to A5, colored, matte coated paper 120g	200
9	Emotion Cards - set of 17 cards, rectangular, rounded corners, matte foil, size 8.7x13.3 cm (or similar), silver spiral on the side	5000
10	Manual Printing, Print Specifications: Inside: Printing: Color (CMYK, 4+4), Binding: Thread-stitched and glued catalogs (softcover, sewn-glued), Format: A4 (210x297), Paper: Munken Lynx (natural) 120g - PREMIUM offset paper, Pages: 76 Cover: Printing: Double-sided color (CMYK, 4+4), Cover Paper: Munken Lynx (natural) 300g - offset paper PREMIUM, Cover finishing: One-sided matte foil	2000
11	A4 brochure, 20 pages (double-sided printing), sewn binding, 120g paper inside, 300g binding	1000

12	A4 report (double-sided print), color, 20 pages, sewn binding, 120g core, 300g cover	100
13	A4 brochure, 10 pages, binding, 120g	20
14	Poster print on 2cm PVC foam, dimensions 40x30cm	5
15	Poster print on 2cm PVC foam, dimensions 60x80cm	5
16	Transport and delivery to offices located in Warsaw or sub-offices in Wroclaw.	1

Bidders can submit an offer for one, several, or all lots.