



PROPOSAL REQUIREMENTS

Your proposal should include:

A. Brief written answers to the following questions (Two pages maximum in total)

- Why would you like to be associated with Wordworks?
- What relevant expertise, experience and capacity would you bring to this work?
- Which aspects of the work will you be able to undertake in-house, and which will you outsource?
- What project management capacity will you have to ensure high quality work as well as effective communication and accountability to Wordworks?
- What is the advantage of Wordworks giving all our business to one service provider for this period?
- Why should we choose you to take on this work?

B. Itemised quotations for the exemplar specifications attached for:

- Every Word Counts Tent Stand A5 booklets
- Every Word Counts Tent Stand A3 charts
- Every Word Counts Trainers Guide
- Ready, steady ... read and write Volunteer packs
- STELLAR puppets

(The specs must include the following services: print, pack, storage and delivery).

C. References for similar work done (Maximum of 3)