

Print Services

Supplier Registration Form

2021

Email completed reference package to commtenders@gov.sk.ca.
Please be sure to attach completed reference check forms and any additional pages as needed.

Company Name:

Division of:

Other names your company operates under:

Affiliated Associations/Firms:

Address:

City: Province: Postal Code:

Phone: Email Address

Website:

Date your company was established: Branch office(s) location(s):

Primary Contact Name:

Number of Employees (owners/partners/contractors are not to be included):

Administrative: Production: Manufacturing: Warehousing:

Number of full-time staff: Number of part-time staff:

Please provide the names and specific responsibilities of all owners/partners.

Names of Owners/Partners	Title	Responsibilities	Location

Please disclose any relationships between partners and client list.

Partner	Client	Relationship

Please identify any partners (or immediate family) employed by the Government of Saskatchewan in the past two years and where they were employed:

Partners Employed by Government of Saskatchewan	Ministry/Branch

Financial Interest

Do any officers or employees of the Government of Saskatchewan have any financial interest either directly or indirectly in the company?

- Yes, please list details below
- No

Security Certification

Does your company have any industry recognized security assurance/control?

- Yes, please list details below and attach any pertinent documentation
- No

Appointed individual who will have authorized access to the Oracle tendering system and online responsibilities:
(This person will be authorized to sign & submit bids)

Name:

Phone number:

Email:

Client References:

In order to be registered in the business classification(s) checked above, please provide three client references you have worked with in the past two years. A reference may speak to multiple classifications. Do not include Government of Saskatchewan clients. Please attach the completed reference forms along with the completed registration form.

Authorization of data:

I/We wish to register my/our company as a potential supplier of goods and/or services to the Government of Saskatchewan.

I/We certify that the information contained in this registration form is correct and current.

I/We further certify that my/our company shall comply with the provisions of the Purchasing Act of Saskatchewan, and its attendant Purchasing Agency Operating Regulations.

I/We certify that my/our company will comply with the policies required by Communications Services.

I/We certify that neither the applicant nor any persons (or concerns) have any connection with the applicant as a principal or officer, so far as known, and is not deterred or otherwise declared ineligible by any public agency from bidding or furnishing materials, supplies or services to a public sector agency thereof.

I confirm that the information provided in this registration is accurate to the best of my knowledge.

I confirm that the above form is complete, including references

I confirm that all references have completed the below reference check form and all references check forms are attached.

Submitted/Prepared by:

Name of Authorized Principal:

Date:

Operational: In-house Equipment Listing

Section 1

Pre Press Services (In house only)

1. Applications/Programs: capable of processing printing requirements (ie. PDF hardcopies, digital files, Mac, PC)

Section 2

Large Format

Make/Model:

Image size max:

List of materials that can be run:

Section 3

a) Pressroom Equipment – Offset (sheet fed)

1. Model of Press:

Image Size:	Min.		Max.	Digital:	Yes	No
Perfector:	Yes	No	Number of Colour Stations:			

2. Model of Press:

Image Size:	Min.		Max.	Digital:	Yes	No
Perfector:	Yes	No	Number of Colour Stations:			

3. Model of Press:

Image Size:	Min.		Max.	Digital:	Yes	No
Perfector:	Yes	No	Number of Colour Stations:			

4. Model of Press:

Image Size:	Min.		Max.	Digital:	Yes	No
Perfector:	Yes	No		Number of Colour Stations:		

5. Coating

Type:

Max. Size:

Max Image Size:

b) Pressroom Equipment – Offset Web (not business forms)

1. Model of Press:

Image Size:	Min.		Max.		
Heat Seat:	Yes	No	UV Dryer:	Yes	No
Roll to Roll:	Yes	No	Roll to Sheet:	Yes	No
Perfector:	Yes	No	Number of Colour Stations:		

2. Model of Press:

Image Size:	Min.		Max.		
Heat Seat:	Yes	No	UV Dryer:	Yes	No
Roll to Roll:	Yes	No	Roll to Sheet:	Yes	No
Perfector:	Yes	No	Number of Colour Stations:		

3. Model of Press:

Image Size:	Min.		Max.		
Heat Seat:	Yes	No	UV Dryer:	Yes	No
Roll to Roll:	Yes	No	Roll to Sheet:	Yes	No
Perfector:	Yes	No	Number of Colour Stations:		

c) Business Forms – Web (Business Forms Manufacturers Only)

1. Model of Press:

Image Size:	Min.	Max.	Number of Colour Stations:		
Number of Numbering Positions:			Roll to Roll:	Yes	No
Roll to Sheet:	Yes	No	Punching:	Yes	No
Horizontal Perforating:	Yes	No	Vertical Perforating:	Yes	No

2. Model of Press:

Image Size:	Min.	Max.	Number of Colour Stations:		
Number of Numbering Positions:			Roll to Roll:	Yes	No
Roll to Sheet:	Yes	No	Punching:	Yes	No
Horizontal Perforating:	Yes	No	Vertical Perforating:	Yes	No
Remoistenable Glue:	Yes	No	Consecutive MICR:	Yes	No
Numbering (crashed):	Yes	No	Tagbound Sets:	Yes	No
Online Diecutting:	Yes	No	Collator:	Yes	No
Perforating Off Line:	Yes	No	Crimping:	Left	Right
Gluing:	Left	Right			

d) Envelope Printing

1. Model of Press:

Envelope Size:	Min.	Max.	Number of Colour Stations:		
Envelope Attachment:	Yes	No	Not Required	Envelopes/Hour:	

e) Miscellaneous

Letterpress:	Yes	No	Diecutting:	Yes	No
Sheet Size:	Min.			Max.	

Embossing:	Yes	No	Thermal Engraving:	Yes	No
Foil Stamping:	Yes	No	MICR	Yes	No
Lamination:	Yes	No			
Sheet Size:	Min.				
	Max.				

Section 4 Digital

1. Model:

Sheet Size:	Min.	Max.	Colour:	Yes	No
Monthly Volume Rating:			Digital:	Yes	No
Impressions Per Hour in Black:			Networked:	Yes	No
Maximum Sheet Thickness:			Duplexing:	Yes	No
In Line Finishing Capabilities:					

2. Model:

Sheet Size:	Min.	Max.	Colour:	Yes	No
Monthly Volume Rating:			Digital:	Yes	No
Impressions Per Hour in Black:			Networked:	Yes	No
Maximum Sheet Thickness:			Duplexing:	Yes	No
In Line Finishing Capabilities:					

3. Model:

Sheet Size:	Min.	Max.	Colour:	Yes	No
Monthly Volume Rating:			Digital:	Yes	No
Impressions Per Hour in Black:			Networked:	Yes	No
Maximum Sheet Thickness:			Duplexing:	Yes	No
In Line Finishing Capabilities:					

4. Model:

Sheet Size:	Min.	Max.	Colour:	Yes	No
Monthly Volume Rating:			Digital:	Yes	No
Impressions Per Hour in Black:			Networked:	Yes	No
Maximum Sheet Thickness:			Duplexing:	Yes	No
In Line Finishing Capabilities:					

Section 5

a) Direct Mail Services

List your in house capability for:

1. Mail preparation

2. Insertion:

3. Variable Data:

b) On Demand Printing

List your in house capabilities for:

1. On Demand Printing:

2. Inventory contract and management

Section 6

Post Press Equipment

Perfect Binding:	Yes	No	Saddle Stitching:	Yes	No
Number of Stations:			Number of Stations:		
Max. Spine Width:			Three Way Trim:		

Coil Binding:	Yes	No	Cerlox Binding:	Yes	No
Laminating:	Size:		Hard Cover/Case Binding/Sewing	Yes	No
Folding:	Yes	No			
Number of Fold:					
Max. Sheet Size:					
Number of Parallel:					
Number of Right Angles:					

**Section 7
Subcontracting**

If a subcontractor is used by your firm, please specify the firm(s) used and for what item(s).

**Section 8
Additional Comments**

Types of specialty printing and bindery/finishing your shop specializes in or prefers doing?