



Request for Quotation: Graphic Design Services – Oliver Parks and Recreation Society

1.0 SCOPE OF THE PROPOSAL

1.1 Introduction

The Society is seeking proposals from qualified graphic designers to provide graphic design services on a contractual basis.

1.2 Objectives

Work will include graphic design and layout of two Oliver Parks and Recreation Guides, Spring/Summer 2017 and Fall/Winter 2017/2018.

1.3 Scope of Work

Full layout and design of the two 32-page recreation guide. This will include formatting of the text, as well as basic photo editing as required for print publication.

Presenting drafts as outlined in the production schedule and completion of two revisions.

Upon final approval and direction by Parks and Recreation, delivery of a high-resolution, print-ready publication directly to printer, meeting the established print deadlines.

2.0 SUBMISSION REQUIREMENTS

Please prepare your proposal in accordance with the following requirements:

- a. The rate for design services (not including taxes)
- b. The complete company name and the name and telephone number of the primary contact person
- c. Names of, and contact persons for at least two (2) other organizations for which the Contractor has provided similar services
- d. Samples of previous graphic design work

E. Submission of Quotations

All submissions must be received by the Society by 12:00 pm PST, Wednesday, November 16th, 2016. Late submittals will not be accepted.

Electronic proposals will be accepted and must be confirmed received prior to the above noted deadline at natalie@oliverrecreation.ca

Faxed proposals will be accepted at 250-498-0097

Hard copies of the proposal must not be hand written and shall be in a clearly marked envelope marked as "Request for Quotations: GRAPHIC DESIGN SERVICES" and be addressed to the Society, Box 627 6359 Park Dr., Oliver, BC. V0H 1T0, ATTN: Natalie Korsovetski, Recreation Manager