

## **REQUEST FOR QUOTATIONS FOR DESIGN, PRINTING AND BRANDING FOR 5<sup>TH</sup> EPRN CONFERENCE MATERIALS**

### **1. Introduction**

The Economic Policy Network Rwanda(EPRN) is organizing its 5<sup>th</sup> annual economic policy research which will take place on March 12, 2019 at Kigali Convention Center(KCC) under the theme “*The African Continental Free Trade Area: Challenges and Opportunities*”. This high-level research conference is expected to bring together 200 participants including policy-makers, development partners, civil society, private sector and EPRN researchers.

To organize this conference successfully, EPRN seeks to hire reputable and qualified firms in the business of design, printing and branding to provide services and materials needed for the visibility of the conference. It is against this background I’m writing to you to request for proposals with regard to the above mentioned services.

### **2. Composition of the proposal (quotation)**

The quotation should clearly indicate the breakdown of the following costs: 1) One single cost of design for all the materials; 2) Unit price and total price of printing of each item including the labor cost for branding at the conference venue.

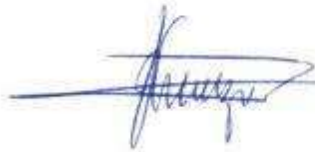
### **3. Technical Specifications of the Materials**

<b>No</b>	<b>Item</b>	<b>Quantity</b>
1	Printing of abstracts booklet (A4; Matt 150dsm( inside) Matt250 gsm cover with matt lamination	200
2	Folders (made in Rwanda) with EPRN logo printed	200
3	Printing certificates on A4 art paper	15
4	Supply of branded T-shirts( One logo and text)-La Coste short sleeve	100
5	Printing branded notebooks A5; 80gsm; grossy laminated hard covers & spirals	400
6	Supply of branded pens	400
7	Supply of branded flash disks(4GB)	400
8	Supply of participants and protocol team badge/name tags with Yellow lanyard	210
9	Design of all materials	1

#### 4. Application Process

Interested candidates are requested to submit the quotation at EPRN office located at UR-CBE Gikondo (ex SFB) by not later than 02/03/2019, 11am local time. Thereafter quotations will be evaluated by EPRN and the successful bidder will be notified in due time.

Kigali, 20/02/2019



**Seth Kwizera**  
**Coordinator**