

## REQUEST FOR QUOTATION

To: Suppliers of **Graphic Design**

From: Conservation International – **Moore Center for Science**

Date: **04/20/2020**

Subject: **Request for Quotation - RFQ #: 10017800-002-GD**

Dear Offerors:

Conservation International- **Moore Center for Science** is implementing the **Tools4LDN Project**.

Within this context, CI-**Moore Center for Science** is procuring **graphic design for four (4) reports**. CI- **Moore Center for Science** invites all eligible suppliers to provide your best offer for this solicitation by the due date stated in part II. ***(Please include all cost related, terms of warranty, Post services in your price quotation)***

I. Type of Contract

The anticipated type of award resulting from this RFQ is a Fixed Price Service Agreement. The chosen vendor will agree to comply with all terms.

II. Submission of Quotations

All quotations are due on **May 8, 2020** by no later than **5:00pm (EDT)** Quotations should be sent by email, in PDF format, to [trends.earth@conservation.org](mailto:trends.earth@conservation.org) with the subject line **“Request for Quotation – 10017800-002-GD**

Hard copies in a sealed envelope can be delivered to CI- **Moore Center for Science** at the following address:

**Moore Center for Science**  
**2011 Crystal Drive, Ste 600**  
**Arlington, VA 22202**

Quotations submitted after the deadline will be considered “Late” and will be disqualified from further evaluation process.

III. Questions

Technical inquiries and/or requests for clarification to this RFQ must be made in writing via e-mail to: [trends.earth@conservation](mailto:trends.earth@conservation.org) no later than **5:00pm (EDT), May 1, 2020**. All questions received may be forwarded by CI – **Moore Center for Science** to all participating bidders.

**IV. Evaluation of Quotations**

CI- **Moore Center for Science** will evaluate each quotation on the merit of price and technical specification (**Best Value Determination**) and evaluation scoring will be considered. Please include at least two samples of work.

Points Criteria \_\_\_\_\_ -100 points maximum:

	Scoring Criteria
20	Quality of design samples and ability to align with CI branding
30	Competitive Pricing
20	Timeline for turn around
10	Flexibility on report timing
20	Experience designing scientific reports/quality of references

**V. Specifications of Graphic Design**

CI- **Moore Center for Science** would like to purchase **graphic design for four (4) reports** similar or equivalent to what is described below:

- Graphic design for four (4) scientific reports
- Each report will average 60-pages
- The reports will be designed in color with color images
- Each report will be prepared with text in English and Spanish
- The reports will be prepared in accordance with the following timeline:
  - After draft text and images submitted to designer, a draft design will be returned to CI- **Moore Center for Science** in 2 weeks
  - CI - **Moore Center for Science** will revise and submit final text and images
  - Design will be finalized in English within 2 weeks
  - The final translated text and images will be delivered upon successful completion of English version and design for Spanish version will be delivered within 2 weeks from receipt of Spanish translations.
- The reports four (4) report timelines:
  - Report 1: Draft text and images submitted 18 May 2020
  - Report 2: Draft text and images submitted 21 September 2020\*
  - Report 3: Draft text and images submitted 5 October 2020\*
  - Report 4: Draft text and images submitted 23 August 2021\*

\*Exact timing of reports possibly delayed due to delays associated with COVID-19 outbreak

**VI. Price for **Graphic Design****

Price must be quoted in **USD** with taxes/duty shown separately. CI reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.

**VII. Price for shipping**

Please provide prices and additional expenses for shipping (If any). CI- **Moore Center for Science** reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.

**VIII. Past performance:**

Please list two recent references that your company provided similar **Graphic Design:**

- Name \_\_\_\_\_
- Address \_\_\_\_\_
- Phone number \_\_\_\_\_
  
- Name \_\_\_\_\_
- Address \_\_\_\_\_
- Phone number \_\_\_\_\_

**IX. Warranty & Replacement:**

Explain in detail the terms and conditions of the warranty provided by the company, and to what extent they apply.

**X. Post-Performance:**

Explain any post-performance your company may offer such as: **Will provide reference upon successful completion of contract**

**XI. Reserve the Right**

CI-**Moore Center for Science** reserves the right to issue an award with no further discussion, or to modify the award type. Issuance of this RFQ in no way obligates CI to award a fixed price service agreement, nor does it commit CI to pay any costs incurred by the Offeror in preparing and submitting the quotation. CI reserves the right to enter negotiations about price and terms as required.

Bidders must be willing and capable of providing both final (.jpg, .eps, etc.) and working (.ind, .psd, etc.) files upon request.

**Exhibit A**  
Company Profile

Name of the Company

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Address

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City/State/Zip Code

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Telephone Number

Email Address

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Printed Name/Title

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Authorized Signature

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