



**New Brunswick Sports Hall of Fame/
Temple de la renommée sportive du Nouveau-Brunswick**

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REQUEST FOR PROPOSAL

MATERIALS DESIGN/PRINTING

The New Brunswick Sports Hall of Fame (NBSHF) is seeking a proposal from qualified individuals or companies to provide design & printing services for the New Brunswick Sports Hall of Fame's signature event. The 47th Annual Induction Banquet & Ceremony will take place at the Centre des congrès de la Péninsule acadienne de Shippagan on June 4th, 2016.

The Induction Banquet & Ceremony brings together honoured members, sports enthusiasts, and distinguished guests to celebrate and honour the tradition of adding new members to the NBSHF.

This is a request for proposal (RFP) and not an invitation to tender. The reader is hereby advised that the NBSHF reserves the right to:

- a. Accept a proposal without negotiation
- b. Negotiate changes to the technical or financial content of the successful proposal
- c. Cancel or reissue this RFP at any time

The contact for the purposes of response to this request for proposal is:

Marieka Chaplin
Communications and Operations Officer
506-453-3747
Marieka.chaplin@gnb.ca

Proposals should be submitted in PDF format by email to marieka.chaplin@gnb.ca no later than 5:00PM on March 4th, 2016. We would prefer proposals to be in English.

Printing services are required as follows;

- Printing 400 Induction Tickets – Production Deadline March 31st, 2016 2.75" x 8.5" or similarly sized
- Printed on 12pt Tango
- One side – full color
- Perforated (75 – 25) & sequentially numbered on both parts

~ See over ~

- A. Printing 100 Induction Posters – Production Deadline March 31st, 2016
- 12” x 18”
 - Printed on 12pt card
 - One side – full color
- B. Printing 6 sets of 500 Induction Player Cards – Production Deadline May 15, 2016
- 2.5” x 3.5”
 - Printed on 12pt gloss cover
 - Coated one side
 - Printed both sides – full color
- C. Design of Souvenir Program – Deadline May 25, 2016
- Electronic copy of 2015 program will be provided by customer
 - Layout & production of approximately 38 pages
 - First draft must be completed by May 20
- D. Printing 500 Souvenir Programs – Production Deadline May 31, 2016
- 11” x 17” folded to 8.5” x 11”
 - Staples in center
 - 48 pages (inside and cover)
 - Cover printed on 12 pt Tango
 - Inside printed on 100lb gloss text, both sides
 - 16 pages in color
 - 32 pages in black ink

ITEMS TO INCLUDE IN YOUR PROPOSAL

- ✓ Detailed costing of all services broken down by item
- ✓ Confirmation that your business is capable of delivering the services as identified and by the posted deadlines
- ✓ Confirmation if your business would provide a price discount in exchange for recognition as an event sponsor (quantify the discount)
- ✓ References from at least **three** organizations or businesses that have used your company or business to deliver similar services during the last 18 months
- ✓ Any other items you feel would help demonstrate your company’s ability to provide very high quality & professional service.

PROPOSAL DEADLINE: Only proposals received by 5:00PM on March 4th, 2016 will be considered. Proposals should be submitted in PDF format to: Marieka.chaplin@gnb.ca.