



LaredoChamber
of Commerce



Request for Proposal – 200 Spiral Notebooks

Beginning Date	Thursday, June 23, 2022
Closing Date	Thursday, July 21, 2022
RFP #	LDOCH-006

About

Founded in 1915, the Laredo Chamber of Commerce is Laredo’s and Webb County’s longest running business organization. Headquartered at 2310 San Bernardo Ave. since 1974, the Laredo Chamber has been an advocate for the local business community for over a century. With 650 members representative of every industry in the community, the Laredo Chamber is accredited with 5 stars by the U.S. Chamber of Commerce. Only 200 chambers out of 7000 across the country are accredited by this organization.

Project Overview

The Laredo Chamber of Commerce is seeking bids for **PRINTING OF 200 Spiral Notebooks** with the following specifications:

Quantity:	200
Type:	Spiral Notebook
Size:	5.5 x 8.5 Cover/Back, Full Color 5.5 x 8.5 Pages, B/W
Material:	4:4, Duplex, 12pt Coated Cover - Print Logo Approved by Chamber 1:1, Duplex, 70lb Opaque Smooth - Print Logo Approved by Chamber Coil Binding - White
Printed Areas:	Covers Front and Back – Full Color; Pages – Black and white

Additional Details:

- Must adhere to our brand guidelines
 - Color palette
 - Logo Usage
- Must provide 1 sample of final product

Cost

Proposals must include estimated cost for all work related to this project.

Timeline and schedule

- 06/23/22 RFP distribution begins
- 07/14/22 Vendor Questions deadline

07/21/22 RFP due to Laredo Chamber of Commerce
07/30/22 Vendor selection and notification

Additional considerations

For any product or service in excess of \$500, the Laredo Chamber of Commerce will open an RFP and select a vendor who is a Chamber member in good standing. Firms may submit a proposal; however, the selected vendor must be a Chamber member prior to the start of the project.

The Laredo Chamber reserves the right to cancel this request for services at any time, to elect not to award the work listed, and to reject any or all of the responses.

How to Apply

[Click here to submit an online application](#) and include an official estimate along with any supporting materials. Applications should consist of **no more than four pages** (including supporting materials) containing the criteria listed below. Applications must be submitted by Thursday, July 21st 2022 at 5:00 pm.