



Request for Proposal – 500 Membership Kits

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| Beginning Date | Wednesday, December 7, 2022 |
| Closing Date | Friday, December 16, 2022 |
| RFP # | LDOCH013 |

About

Founded in 1915, the Laredo Chamber of Commerce is Laredo’s and Webb County’s longest running business organization. Headquartered at 5702 McPherson Rd Ste#8B, the Laredo Chamber has been an advocate for the local business community for over a century. With over 700 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 500 Membership Kits** with the following specifications:

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| Quantity: | 500 |
| Type: | Membership Kits |
| Size: | 8.5 x 11 |
| Material: | Standard Paper – Matte - Saddle Stich |
| Printed Areas: | Front and Back – Full Color |
| Material Thickness: | #100 |



Additional Details:

- Must adhere to our brand guidelines
 - Color palette
 - Logo Usage

Cost

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

Timeline and schedule

12/07/21 RFP distribution begins
12/16/22 RFP due to Laredo Chamber of Commerce
12/19/22 Vendor selection and notification

Additional considerations

For any product or service in excess of \$500.00 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

Please submit your application online to: chamber@laredochamber.com 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 Friday, December 16th, 2022 at 5:00 pm.