

REQUEST FOR QUOTATION

SPECIFICATION: DESIGN AGENCY FOR NEXUS CONFERENCE

Reason for RFQ : Design Agency Nexus Conference

Request from : MarComms

A | SPECIFICATION FOR SKIRTING:

Description: We are hosting a 3 day (30 July – 01 August)Nexus Conference and we require designs for branding and marketing purposes. Some of the content will be created over a period of 4 months therefore delivery will be spread from April to July 2024. The supplier will be given ample time to deliver efficiently. Some designs are once off.

REQUIREMENT	QUANTITY
Invitation design: We will provide text only; the supplier will source images and design the invitation.	1
Programme design: Create a A5 booklet, back to back with 20 pages. We will provide text only; the supplier will source images.	1
Banner design 1: design print-ready stage banners. We will provide text only; the supplier will source images.	2
Banner design 2: Design print-ready pull up banners. We will provide text only; the supplier will source images.	5
Twitter campaign design: jpeg designs for Twitter. We will provide text only; the supplier will source images.	5
Corporate gift design: A singular design that will be applied on mugs, t-shirts, conference bags and caps. We will provide logos, name of Summit and slogan.	1
Speaker profile designs: speaker profiles We will provide text and photographs.	15
Facebook campaign designs: jpeg designs for Facebook. We will provide text only; the supplier will source images.	10



Web slides: to market the Summit. We will provide text only; the supplier will source images.
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Mandatory requirements:

- The supplier must provide 3 X reference letters.
- The supplier must provide a link with a portfolio showing samples of web design, graphic design and public relations. The portfolio may contain any number of work sufficient to show their maximum capability

