



REQUEST FOR SUPPLIER QUALIFICATIONS (RFSQ)

#24-44-TOR Graphic Design Services

Date: July 18, 2024

Invitation:

This Request for Supplier Qualifications (“RFSQ”) is an invitation by The Corporation of the City of Vernon the (“City”) to prospective respondents to qualify in accordance with Evaluation of Responses (Part 2) for eligibility to provide **Graphic Design Services** as further described in the RFSQ Particulars (**Appendix C**) (the “Deliverables”).

Selected respondents will be invited to enter into an agreement in the form set out in **Appendix D** (the “Master Agreement”), which will govern the potential subsequent provision of the Deliverables pursuant to invitational second stage competitive processes.

Tourism Vernon is seeking to create a roster of 2-3 professional graphic designer to assist on marketing projects and follow their new brand guidelines. The amount of work may vary during seasonally as will the number of hours per week or per month and emergent work may be required with 24-48 hours’ notice. Additional requests for Graphic design may also come from other City departments on an as needed basis.

The RFQ documents have been posted and are available for download at:

URL: <https://vernon.bonfirehub.ca/portal>

Click the link above or type the address into your browser to go to the portal; register as Vendor and the documents will be accessible. It is recommended to download from a PC and ensure your firewall and virus security allows downloads.

RFQ Timetable:

Issue Date of RFSQ	Thursday, July 18, 2024
Deadline for Questions	Thursday, August 8, 2024; 2:00 pm PT
Deadline for Issuing Addenda	Tuesday, August 13, 2024; 2:00 pm PT
Submission Deadline	Tuesday, August 20th, 2024; 2:00:00 pm PT
Rectification Period	August 20 – 29 th , 2024
Anticipated Execution of Master Agreement	August 30, 2024

The RFSQ timetable is tentative only, and may be changed by the City at any time.

Bids received after the Submission Deadline will be not be accepted.

Contact:

Romona Marshall, Manager, Procurement Services

rmarshall@vernon.ca

Any questions regarding the project are to be directed through the Procurement Portal – Bonfire in the Messages section: Opportunity Q & A. Note that any questions being submitted are only available for viewing by the City of Vernon. Should questions arise that result in answers that have a material value to the project, they will be issued via an addendum for all proponents to view.

Bid Submission:

Quote together with all other attachments as identified in the RFQ “*Submission of Quotations*”, to be uploaded to the City of Vernon procurement portal (Bonfire).

The City of Vernon reserves the right to accept or reject all or part of any quote, and to accept the quote in total or in part, or to accept the quote which it deems most favourable in the interest of the City of Vernon.