



## Contact Information

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## Request for Quotes: Trophy and Engraving Services For the Medicine Hat & District Chamber of Commerce

### Background

The Medicine Hat & District Chamber of Commerce is a member driven, volunteer led organization working to stimulate a strengthened and vibrant economy in our region through our connections, support and influence. Our vision is to be the most unified, valued and influential business network in our community.

The Medicine Hat & District Chamber of Commerce is inviting quotes from interested parties who are qualified to provide Trophy and Engraving services in accordance with the terms of this proposal.

The Chamber of Commerce may award the trophy and engraving services contract to one or more bidders who are members in good standing with the Medicine Hat & District Chamber of Commerce.

### Trophy and Engraving Requirements

The Medicine Hat & District Chamber of Commerce requires the following Trophy and Engraving services for the Business Awards:

- 15 award trophies with clear base/stand
- Engraving of sponsor, winner and category on award
- Pick up date no later than September 30, 2020

The Medicine Hat & District Chamber of Commerce requires the following Trophy and Engraving services for Membership and Board Plaques

- One piano black gavel plaque for the outgoing President with engraving
- 3-4 piano black and glass plaques board recognition plaques with engraving on glass
- 12 membership plaques

### Samples Below:



### Other Proposal Requirements

Please provide any requirements and the turnaround time for production.

Please provide a portfolio link for the above mentioned products and services.

Please provide a per item fee for the above services

Please provide any proposal for in-kind or contra service arrangements and the value of the services offered in kind.

### **Acceptance, Rejection or Selection of Quotation**

The Chamber expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the Chamber.

The following criteria will be considered in the selection of the successful proposal:

1. Member in good standing with the Medicine Hat & District Chamber of Commerce
2. Evidence in proposal that the candidate understands the scope of the services to be performed.
3. Experience of the firm.
4. Pictures of award and plaques
5. Costs quoted to perform the specified services, including in-kind opportunities.

### **Duration**

The contract will be for the duration of the September 1, 2020 – December 31, 2020

### **Incurred Quotation Costs**

The Chamber is not liable for any cost incurred by bidding companies prior to the issuance of an agreement or contract.

### **Unacceptable Work**

If the bidder fails to comply with any of the terms of this proposal, the Chamber may terminate the contract.

### **Response Date for Proposals: Friday, March 6, 2020 at 4:00 pm**

In order to be considered for selection, proposals for services must be received in a sealed envelope clearly marked "Trophy and Engraving Services" at the Chamber of Commerce office, 413 6th Avenue SE, Medicine Hat or emailed to [accounts@medicinehatchamber.com](mailto:accounts@medicinehatchamber.com) no later than 4:00 PM on Friday, March 6, 2020.

Questions and communications regarding this Request for Quotes may be submitted in writing by email up to seventy-two (72) hours prior to the closing time and date to: Katherine Tingley, Administrative Coordinator, Medicine Hat & District Chamber of Commerce [accounts@medicinehatchamber.com](mailto:accounts@medicinehatchamber.com).

No other representative of the Chamber is to be contacted regarding this Request for Quotes. The Chamber accepts no responsibility for, and the Bidder agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the Chamber.