



REQUEST FOR PROPOSALS

Event/Program: Mandela Washington Fellowship

Issue Date: Monday, April 3, 2023

Proposal Due Date: Sunday, April 16, 2023

IREX (International Research & Exchanges Board) is seeking quotes from qualified vendors to produce promotional/marketing items for the 2023 Mandela Washington Fellowship cohort.

Proposal Requirements

Interested parties must submit a proposal, including a breakdown of costs that demonstrates their capacity to provide partially or all the following items:

- 850 tote bags
 - Approximately 14-1/2" x 16-1/2" x 3-1/2" in size (roughly 36 x 40 x 9 cm)
 - Durable material
- 850 hats (combination of ball caps and visors)
 - Can accommodate logo/branding requirements requested attached style guide.
- 850 lanyards
- 850 Water bottles
- Ability to ship/deliver items to 1275 K St NW, Suite 600 Washington, DC 20005 by July 3, 2023.

Proposal Submission

If you are interested in rendering these services, please e-mail a proposal to Ronny Soares (rsoares@irex.org). Please submit a proposal no later than 5:00 p.m. Eastern Standard Time on Sunday, April 16, 2023. Please include examples of similar work that you have produced in the past. If you are based outside of the United States, please include the estimated shipping costs in your proposal.

Proposal Evaluation

The criteria are listed in descending order starting with the most important factors to be evaluated.

- Overall Price Competitiveness
- Flexibility & Customer Service
- Quality of product example
- Ability to deliver products by July 3, 2023

Evaluation and ranking of proposals will be done by IREX in Washington, DC. IREX may at its discretion ask for additional information. IREX will accept multiple bidders and partial bids for the services requested. IREX reserves the right, based on the availability of funding and vendor performance, to enter subsequent contractual agreements with the winning vendor for a period of up to five years without issuing a new RFP.

Contact Information

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