



Request for Proposal – Graphic Design Services

Closing date: May 18, 2020 – 5:00 p.m. EDT

The Board of Management of the Port Elgin BIA is seeking qualified graphic design services for an upcoming promotional campaign.

The Port Elgin BIA requires the design of a logo and slogan to be used in marketing materials promoting a return of business in Downtown Port Elgin post-COVID-19 pandemic.

The designs may be used for, but not necessarily limited to, banners, social media and print marketing materials.

It is encouraged that designs adhere to the Port Elgin Community Toolkit [<https://brucecounty.on.ca/sites/default/files/Port%20Elgin%20Community%20Toolkit.pdf>] where possible.

Interested suppliers shall provide the following:

- No fewer than three (3) prior work samples
- Quotation for services

Unless special circumstances arise, the final designs shall be presented to the Board of Management within thirty (30) days of award of services.

Bids will be opened at noon EDT on May 19, 2020. The lowest or any tender not necessarily accepted.

Submissions and inquiries shall be directed to:

Jordan MacKinnon, Coordinator
portelginbia@gmail.com