

REQUEST FOR QUOTATIONS FOR DESIGN, PRINTING AND BRANDING FOR 9TH EPRN CONFERENCE MATERIALS

1. Introduction

The Economic Policy Network Rwanda(EPRN) is organizing its 9th annual economic policy research which will take place on June 08th-09th 2023 at Lemigo Hotel under the theme “*Boosting Economic resilience to economic shocks*”. This high-level research conference is expected to bring together 120 participants including policy-makers, development partners, civil society, private sector and EPRN researchers.

To organize this conference successfully, EPRN is looking for a reputable service provider to provide the materials here below.

2. Technical Specifications of the Materials

Item	Specifications	Quantity
Back drop banner to be fixed as background of the conference stage	One Coloured, laminated big banner (5*4m)	1
Design and printing of pull-up banners	Four pull up banners. Laminated (water proof), embedded with EPRN logo	4
Small banners on Pulpit and tables	Four pull up banners. Laminated, embedded with all conference partners logo and Theme	4
Design and production of Paper Abstracts Booklets	One hundred and Twenty A5 booklets, hard cover coloured inside laminated papers and coloured	120
Conference Folders	One hundred and Twenty KITENGE Branded Folders (with logos of EPRN and conference)	120
Conference Branded Flash Disk	One hundred 4GB flash disks	120
Branded Note books (A5 80 gsm)	One hundred notebooks (A5 80 gsm)	100
Design and printing of paper series (Presented in the conference)	Design, print and bind 150 booklets containing paper series presented from EPRN Network	150
Branded Pens	One hundred and Twenty branded pens	120
T-shirts La Coste (for members, presenters and EPRN team)	One hundred thirty <i>La Coste</i> with logo, 4c	130
Branded badges/name tags with yellow lanyard	One hundred name tags with yellow lanyard	100
Conference documentation (video coverage +Photos)	One full HD Video (showing all four angles)+ conference photos	ff

3. Application Process

Interested candidates are requested to submit their quotations at EPRN office located at UR-CBE Gikondo (ex SFB) by not later than 05/06/2023, 11am local time. Thereafter quotations will be evaluated by EPRN and the successful bidder will be notified in due time.

Kigali, 20/05/2023



Seth Kwizera
Executive Director