



Request for Quote

To ensure all current members have equal access to KW Chamber contracts, the Greater KW Chamber of Commerce is issuing the following:

Request for Quote for Membership Directory / Advocate Printing

January 18, 2025

The purpose of this Request for Quote (RFQ) is to invite prospective vendors to submit a quote for the supply of the printing and delivery preparation for the 2025/2026 Membership directory delivered in July and/or 5 publications of the Advocate commencing September 2025.

Please be aware that we are working in a hybrid working environment, so all communication needs to be electronic.

Schedule of Deadlines:

The following is a tentative schedule that will apply to this RFQ, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by e-mail to all invited vendors.

Issuance of RFQ	Feb 3, 2025
RFQ Closes	Feb 14, 2025 4:00pm
Final Award Notification	Feb 21, 2025
Electronic file to printer	May 2, 2025
Layout and proof to Chamber	May 9, 2025
Final proof sign off	June 13, 2025
Delivery to Canada Post	July 4, 2025

Criteria for Selection:

The evaluation of each response to this RFQ will be based on its demonstrated competence, compliance, format, and strength of organization. The purpose of this RFQ is to identify those suppliers that have the interest, capability, and financial strength to complete the project identified in the Scope of Work.

Evaluation Criteria:

1. The vendor must be a member of the Greater KW Chamber of Commerce.
2. The vendor must demonstrate the capacity to meet the volume of work at a level of customer service expected from the Chamber.
3. The vendor must show the ability to produce 4 colour processing with bleeds on 2 sides.



4. All printing and production must be completed by a member of the Greater KW Chamber of Commerce.

Scope of Work:

Please provide separate and combined quotes for the Directory and Advocate.

1. 2025 / 2026 Membership & Business Directory Specifications:

The Greater Kitchener Waterloo Chamber of Commerce produces a Members' Directory & Buyer's Guide each year, to be distributed to our Members, local businesses, industry and tourism operators. This is a year-round reference tool, which generates referrals for our members.

Please provide separate quotes for the following.

Printing Quote:

- Quantity – 8,000
- Finished Size: 8 ½ x 11
- Stock: Cover - 8 pt Cover stock
Text – 70 lb Gloss text
- 4 colours ; 2 sides
- Binding – Perfect bound
- Artwork – Files supplied
- Production of PDF files for presentation on website including click tracking links

Quote two options:

- 130 pages ; Does not include cover
- 140 pages ; Does not include cover
- Please price per unit, based on quantity.
- Delivery to mailing service.
- 2024 / 2025 sample available for reference.

Artwork Quote:

- Flow Text - The Chamber will supply an excel or word file and advertisements. The printer will flow text, provide lasers and proofread. The layout to include 5+ rounds of edits. The printer to show a low resolution imposition proof and a high resolution colour proof.
- Place Ads
- Build Document
- Provide Proofs (up to five)



Mailing Service Quote:

- Polybag with 2 to 5 inserts
- Deliver to Canada Post

2. 2025 / 2026 Advocate Magazine Specifications:

- The Greater Kitchener Waterloo Chamber of Commerce produces five Advocate Magazines each year, to be distributed to our Members as follows:

Sept/Oct 2025-to be delivered for distribution by August 22, 2025

Nov/Dec 2025- to be delivered for distribution by October 24, 2025

Jan/Feb 2026- to be delivered for distribution by December 19, 2025

Mar/April 2026- to be delivered for distribution by February 20, 2026

May/June 2026- to be delivered for distribution by April 24, 2026

Please provide separate quotes for the following.

Printing Quote:

- Quantity – 2,500
- Finished Size: 8 ½ x 11
- Stock: All pages including cover - 60 lb Gloss text
- 4 colours ; 2 sides
- Binding – Magazine style
- 40 pages
- Please price per unit, based on quantity.
- Production of PDF files for presentation on website including click tracking links
- Delivery to mailing service.
- 2024 / 2025 sample available for reference:
<https://greaterkwchamber.com/about/advocate-publication-2/>

Artwork Quote:

- Flow Text - The Chamber will supply an excel or word file and advertisements. The printer will flow text, provide lasers and proofread. The layout to include 4 rounds of edits. The printer to show a low resolution imposition proof and a high resolution colour proof.
- Place Ads
- Build Document
- Provide Proofs (Four)



Mailing Service Quote:

- Polybag including address label with 2 to 5 inserts
- Deliver to Canada Post

Please contact Heather Hutchings regarding any questions. 519-749-6036

Vendor Qualifications & References:

All vendors must provide the following information in order for their quote to be considered:

1. A brief outline of the vendor company and services offered, including:
 - Full legal name of the company
 - Year business was established
 - Number of people currently employed
2. Evidence of successful completion of a project of a similar size and complexity.
3. References: Contact information for five references (if possible) from similar projects.

Please contact the undersigned for the complete RFQ document.

The Greater KW Chamber of Commerce
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