



Request for Quotations
2018 Headwaters Four-Season Visitors' Guide – print services
RFQ release date: 18 October 2017
RFQ submission deadline: 13 November 2017

Headwaters Tourism (a registered not-for-profit) is the recognized destination marketing organization for the Headwaters region, providing tourism services on behalf of the regional tourism industry and on behalf of our municipal partners in Dufferin County and the Towns of Mono, Shelburne, Caledon & Erin.

Vision: To position Headwaters as Ontario's premier rural tourism destination.

Mission: To integrate tourism into the regional economic development strategies of our partner municipalities, helping to build a robust and thriving tourism industry by working directly with tourism stakeholders across the region. Key areas of focus include:

- Marketing & communications
- Product development & industry capacity development
- Advocacy & partnership development
- Industry engagement & communications
- Municipal economic development integration
- Provincial tourism integration & liaison

Required services:

Headwaters Tourism is requesting quotations for printing the 2018 edition of our annual, award-winning Headwaters Four-Season Visitors' Guide that will be distributed into the marketplace in May 2018.

Specifications:

Total copies: 80,000

Option #1 - 68 pages (64 pgs + cover)

Option #2 – 52 pages (48 pgs + cover)

Finished size: 8.375" x 10.875"

Flat size: 16.75" x 10.875"

Colour: 4/4

Finishing: stitch, trim, fold to finished size and carton bulk

Stock: 100lb matte (cover); 70lb matte (interior pages)

Delivery: 1 GTA location & 1 Headwaters location to be included

Quotations should also include recommendations for paper stock and printing options that are reflective of the Headwaters brand and supports our commitment to the environment.

Sample stock recommendations and paper dummy of size format/paper stock/weight must be sent to the Headwaters Tourism office at 236272 Hockley Road, Mono L9W 6K4 in order to support your pricing quotation. Proponents are encouraged to review the quality of stock used in the 2015, 2016 & 2017 editions of the Headwaters Four-Season Visitors' Guide for an understanding of the calibre of product we intend to produce.



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Communication and clarification:

It is the responsibility of the proponent to seek clarification of any matter that it considers unclear before submitting a quotation. Headwaters Tourism is not responsible for any misunderstanding of the RFQ on the part of the proponent. Inquiries regarding this RFQ should be directed, in writing via email to: Michele Harris, Executive Director (Michele@headwaters.ca). It is understood that all questions and answers will be made available to all proponents who acknowledge they are submitting a proposal.

Acceptance of terms:

Each proponent, by submitting a quotation, represents that the proponent has read, completely understands and accepts the terms and conditions of the RFQ in full.

Errors & omissions:

Headwaters Tourism will not be held liable for any errors or omissions in any part of this RFQ. While considerable effort to ensure an accurate representation in this RFQ, the information contained herewith is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate, nor is it necessarily comprehensive or exhaustive. Nothing in the RFQ is intended to relieve the proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFQ.

Submission deadline:

Interested parties are requested **to provide two pricing quotations (68-page publication & 52-page publication)**. All quotations must be received either electronically or in hard copy by **4pm on Monday, November 13th, 2017**.

Samples and paper dummies should be submitted in hard copy to the attention of: Michele Harris, Executive Director, Headwaters Tourism (Michele@headwaters.ca), 246372 Hockley Road, Mono, Ontario L9W 6K4 no later than 4pm on Monday, November 13th, 2017 and must indicate the quotation submission they reference.

Headwaters Tourism reserves the right to:

- Maintain the confidentiality of the competing proponents and the evaluation team;
- Reject any or all submissions and re-issue the RFQ call if deemed necessary;
- Cancel the RFQ call at any time; no financial compensation will be provided to any of the respondents to the RFQ call.

Special note:

While quality of print stock is critical to supporting the integrity of our Headwaters Tourism brand, Headwaters Tourism (as a not-for-profit organization) must be particularly cognizant of pricing in making the decision on a print supplier for this project and as such, pricing will be an important factor for consideration when awarding this contract.