REQUEST FOR QUOTATION

Tourism Toronto requests quotations for
Printing of the 2012 Annual Publications – Toronto Magazine and Toronto Visitor Guide

September 2011 – Jan 15, 2012

Date of RFQ Release: September 22, 2011

Deadline for Submissions: October 5, 2011, 5PM EST

Company Profile

Tourism Toronto is the official destination marketing organization for Toronto's tourism industry, operating in partnership with the Ontario Ministry of Tourism and Culture. Tourism Toronto (a.k.a. Toronto Convention and Visitors Association) focuses on promoting and selling the greater Toronto region as a remarkable destination for tourists, convention delegates, and business travellers. Officially operating as a not-for-profit agency, Tourism Toronto has over 1,200 members and is a partnership of public and private sectors.

Executive Summary

Tourism Toronto is seeking a printer to provide superior publications printing, incorporating environmentally responsible stocks and manufacturing processes, competitive costing, together with assured on-time and on-budget delivery in order to

satisfy our print production of our publications. The execution of the contract is expected begin in October 15, 2011 (or thereabouts)

Objective

The purpose of this RFQ is to:

- Get competitive print costs of producing Toronto Magazine, and Toronto Visitor Guide, 2012.

Candidate Requirements

Candidates considered for this project/initiative will be able to demonstrate the following credentials/expertise:

- Experience in print production of publications
- Proven quality of print
- Responsible production methods

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Competitive pricing
- Commitment to on-time, on budget delivery

Specifications for Quotation

Tourism Toronto: Toronto Magazine

Quantity: **Version A**: 250,000 - (no listings, consumer version)

Version B : 90,000 (in-room version **with** listings)

Total quantity: 340,000

Size:	8″ x 10.875″ final trim
Pages:	Version A: 92 pages + 4 page cover
	Version B, 128 pages + 4 page cover + 4 page cover.
Stock:	Cover: Version A: 100 lb. Utopia II Matte FSC
	Text: Versions A: 50 lb. Utopia Matte FSC
	Cover: Version B: 12 pt. C2S
	Text: Version B: 70 lb. Utopia Gloss FSC
Colours:	Cover: Version A: 5/4 plus AQ
	Cover: Version B 5/4 with an overall UV coating on the outside front and back cover.
	Covers: There will be a 4 colour change per hotel split on the outside back cover of Version B. (approximately 5-7 back cover changes) Cannot confirm accurately at this time, so please quote – per cover change.
	Text: Versions A + B: 4/4
Press:	Version A, Front Cover: 5/4
	Version B, OBC will have a 4 colour change with hotel advertising purchase: Quote to reflect "**per OBC change cost/ 4 colour change per version"**
Finishing:	Score cover, perfect bind, pack in cartons

Tourism Toronto: Toronto Visitor Guide

Quantity:	650,000
Size:	5 ¼″ x 8 ½″ final trim
Pages:	112 pages + 4 page cover (note OBC is roll-fold)
	Pages include 1 page for coupon. Vertical perf on spine and to be perforated horizontally between coupons – 5 horizontal, in total.
Stock:	Cover: 100 lb Utopia II Matte FSC
	Text: 50 lb Utopia II Matte FSC
Colours:	Cover: 5/4 plus AQ
	Text: 4/4
Finishing:	Score cover, perfect bind on 8 ½″ way, perf coupon spread, trim, fold, pack in cartons
Additional:	Please quote UV coating on Front cover only.

Tourism Toronto, through Spafax, will provide digital application files with digital proofs of each page on or about December 15, 2011. Pre-press and proofs to be completed by December 19, 2011. Printing will **commence** on January 3, 2012 and **not before**. Printer to provide expected workback schedule and delivery dates. Delivery to several in-town locations to be determined.

Please include costs for all prep, digital proofs, (colour and backed up dyluxes) minor standard colour correction.

All publications to be delivered in cartons, to approximately 8 in-town locations. Minor quantities of Hotel version mag to hotels involved.

Bulk quantities directly to warehouse, on skids as per warehouse instructions, to be provided.

Submission Details

Quotations may be sent via e-mail and should be addressed to:

Tourism Toronto
207 Queens Quay West
Suite 405
Toronto, ON M5J 1A7

Attention: Bridget LeGrow, blegrow@torcvb.com
RFQ SUBMISSIONS – 2012 PRINT PUBLICATIONS

Once a quotation has been submitted, changes to it cannot be accepted. However, respondents may submit a new proposal to replace the original, provided the new one is received before the deadline.

Questions

Questions may be directed to Bridget LeGrow, blegrow@torcvb.com

The deadline for questions is Sept. 28, 2011

Selection of Winning Vendor

It is expected that the winning vendor will be selected by October 7, 2011. The winning vendor will be notified by e-mail

Summary of Key Dates

- Deadline for questions: Sept. 26, 2011
- Proposal submission deadline: October 5, 2011
- Notice of intent to award contract: October 7, 2011
- Expected start of contract/engagement: October 15, 2011

Rules/Rights

A contract with the winning vendor is conditional on internal Tourism Toronto approval.

Under no circumstances may a family member of a Tourism Toronto employee submit a response to this RFP. Any personal relationship that may exist between senior individuals of your organization and members of Tourism Toronto staff should be identified by separate letter or e-mail to the lead Tourism Toronto contact for this project.

Aside from the designated contact person listed above, we ask you not to contact any Tourism Toronto employees, Board Members or Committee Members. Such contact may result in immediate disqualification.