



## REQUEST FOR QUOTATION

### Style Guide Development

August 20, 2020

The Equal Opportunity Tribunal is an anti-discrimination court established under Section 41(1) of the Equal Opportunity Act. We are the only such court in the English-speaking Caribbean. Our vision is to emerge as a court that members of the society can rely on to resolve complaints of discrimination that fall within our remit, fairly and expeditiously, and by so doing zealously guard and enforce their social rights.

The Equal Opportunity Tribunal is in the process of developing a brand identity and is seeking a creative, qualified, freelance graphic designer or firm to provide graphic design service for this specific task.

As such, the Tribunal kindly requests the submission of a quotation for **Graphic Design Service** for the creation of a style guide that is consistent with the rules and regulations governing our national symbols and emblems.

### Style Guide

The Tribunal is in the process of recreating the design of documents, other key public service communications and identification. The style guide will be used to ensure complete uniformity in style and formatting wherever the Tribunal's logo is used. Also, as a government agency, these designs must maintain the quality and integrity of our national emblems.

The design scope includes the following:

- **The Tribunal's Letterhead and**
- **Identification badges**

The EOT will retain copyrights to all images, logos, style guides, designs, fonts and templates created by the designer.

## **REQUIREMENTS**

- Produce a portfolio of past work completed for public service agencies.
- The graphic designer must have knowledge of the proper usage of Trinidad and Tobago's national insignia.

## **SUBMISSION**

Designer is to respond to the RFQ within seven (7) business days that includes:

- Accepting receipt of the request.
- Providing a timeline for when completed artwork can be expected.

Quotations are to be sealed and addressed to:

**Mrs. Jannel Naimool- Graham**  
**The Procurement Officer Ag.**  
**Equal Opportunity Tribunal**  
**#55-57 Manic Street**  
**Chaguanas**  
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