

**Meridian International Center  
Request for Quotation (RFQ)  
Preferred Printing Services  
February 9, 2026**

## **1. Product Specifications**

Meridian International Center is requesting quotations from qualified vendors for **printing services** to support recurring institutional needs across Communications, Development, Programs, and Events.

Specifications below describe **typical use cases and functional requirements**. Vendors may propose **functionally equivalent alternatives** that meet Meridian's quality, durability, and performance expectations. No specific brand names are required.

### **Estimated Annual Print Volume**

To support accurate pricing and capacity planning, Meridian provides the following **historical estimates and forward-looking projections**. These figures are illustrative and **do not constitute a guaranteed minimum volume**.

- **Estimated annual print volume by category (typical year):**
  - Campaign & fundraising materials: multiple runs per year, generally 250–500 units per run
  - Reports & institutional publications: approximately 8–10 publications annually, 12-20 pages, typically 250–1,000 units per title
  - Event & program materials: 4-6 events throughout the year (small to medium batch), typically 250-500 units per event
  - Toolkits & educational materials: 1 - 2 multi-piece booklets and flyers tied to program cycles, typically 20-50 pages, 250 unites on average
  - Business cards & stationery: ongoing small-batch reorders
- **12-month forecast (next fiscal year):**

Meridian anticipates **steady to modestly increased printing demand**, driven by institutional reporting, fundraising initiatives, and an active convening calendar.

Vendors are encouraged to use these estimates to propose competitive pricing tiers, volume efficiencies, and service models suitable for recurring institutional needs.

## **A. Categories of Printed Products**

### **i. Campaign & Fundraising Materials**

Typical products include:

- Letter packages (letters, envelopes, inserts)
- Brochures (bi-fold, tri-fold)
- Reply cards

Vendors should provide:

- **Unit price per item** by quantity tier (250 / 500 / 1,000 / 2,500)
- Identification of **acceptable alternatives**, if proposed
- Shipping and delivery costs
- Standard and expedited turnaround options
- Policy for modifications and/or reprints
- Length of time pricing is valid

### **ii. Reports & Institutional Publications**

Typical products include:

- Annual and thematic reports
- Toolkits and board-facing publications

Typical characteristics:

- Multi-page publications (approximately 16–80 pages)
- Bound formats (e.g., saddle stitch, perfect bind, or equivalent)

Vendors should provide:

- Unit pricing by quantity tier (250 / 500 / 1,000)
- Paper stock options or equivalents
- Identification of alternative formats, if proposed
- Shipping and delivery costs
- Standard and expedited turnaround options
- Policy for modifications and/or reprints
- Length of time pricing is valid

### **iii. Event & Program Materials**

Typical products include:

- Programs and agendas
- Name cards, table tents
- Menu Cards
- Tickets
- Signage (foam board or equivalent)
- Badges or inserts

Vendors should provide:

- Unit pricing by quantity tier
- Identification of alternative materials or formats
- Standard and expedited turnaround options
- Shipping and delivery costs
- Policy for modifications and/or reprints
- Length of time pricing is valid

### **iv. Toolkits & Educational Materials**

Typical products include:

- Multi-piece kits
- Branded folders
- Handbooks or inserts

Vendors should provide:

- Unit pricing by quantity tier
- Collation or kitting costs, if applicable
- Identification of equivalent alternatives
- Shipping and delivery costs
- Standard and expedited turnaround options
- Policy for modifications and/or reprints
- Length of time pricing is valid

### **v. Business Cards & Stationary**

Typical products include:

- Business cards
- Letterhead and envelopes

Vendors should provide:

- Unit pricing for small-batch and reorders
- Identification of alternative paper stocks or finishes
- Shipping and delivery costs
- Standard and expedited turnaround options
- Policy for modifications and/or reprints

- Length of time pricing is valid

## B. Delivery Requirements

- Delivery to Meridian International Center (Washington, DC) or to local event venues
- Vendors must clearly identify **all shipping, delivery, or handling costs** as separate line items
- Vendors should indicate standard and expedited delivery timelines

## C. Federal Program Considerations

For procurements charged directly to federal programs:

- Specifications are **functional and illustrative**, not restrictive
- Vendors may propose **“equal” or equivalent products**
- Detailed or brand-specific specifications are intentionally avoided

## 2. Awarding the Quote

Meridian will evaluate quotes based on:

- Price and overall value
- Ability to meet functional requirements and delivery timelines
- Quality and reliability of products and services
- Vendor capacity to support recurring institutional needs

a. Contract fee structure: Meridian anticipates to issue to the winning bidder(s) a fixed fee contract based on fixed prices offered by bidders for ea. volume or category of printing jobs with a defined annual not to exceed ceiling amount.

b. Contract type with period of performance: Meridian may issue one-year base contract starting (date) until (date) with 2 or 3 optional extension years.

c. Meridian will issue a non-exclusive contract for the same service for more than one winner (referred to as preferred printing contractor).

The RFQ process will include:

- An open period for vendor questions (if applicable)
- Comparative evaluation of submitted quotes
- Anticipated award notification by April 15, 2026

Meridian anticipates selecting **two to three vendors**, if warranted by pricing and capabilities. No minimum volume is guaranteed.

**Deadline to receive all final responses to this RFQ is by March 15.**

## 3. General Terms

a) Quotes must remain valid for a period of **not less than ninety (90) days** after the submission deadline.

b) Meridian International Center reserves the right to **accept or reject any or all quotations**, to cancel the bidding process, and to reject all quotations at any time prior to the award of a contract, without obligation or liability to any vendor.

c) Selected contractors will adhere to:

- Meridian’s Data Processing Agreement terms, and
- This RFQ with response from bidders along with Meridian's terms and conditions (pls. include these terms [Terms and Conditions : Knowledge Base](#) are automatically incorporated by reference in our contracts with the winning bidders.

d) Vendor selection under this RFQ does not constitute a guarantee of work. Meridian will issue one-year fixed fee contracts to the winning contractor(s). All future work will be issued via task requests in accordance with Meridian procurement policies.

