

Call for tenders: Graphic design

The European Liberal Forum is a political foundation and think tank, producing several publications and promotional outputs. Our graphic design needs are broadly split into the three following categories.

Scope of work

- **Scenario 1**

Publications, brochures and promotional outputs (flyers, banners, brochures etc) following the established ELF branding guidelines. For this aspect, we require graphic designers who deeply understand the extensive ELF visual guidelines (colours, fonts, spacing and all other relevant requirements), have a strong eye for detail (especially as they will have to deal with longer publications), will diligently implement the guidelines and will flag pain points/necessary updates which arise from the implementation of the guidelines.

- **Scenario 2**

The second category is the development of bespoke concept designs for new ELF activities which are of strategic nature and will require dedicated design. For this category we need higher conceptual capacity, which will reference ELF overall look and feel and use it as a reference for the development of original design.

Provided the two different categories, please provide pricing indications for: Publication design (you can provide different estimations based on number of pages or other key indicators), brochures, infographics. Please note that we would like price indications for print and online outputs. All source files will be delivered to ELF together with the ready-to-publish materials upon ELF request and maximum at the end of the project.

Response times and methods of working

Please foresee several feedback rounds with a response of no more than 48 hours in the feedback phase. The initial implementation time will be determined at the beginning of each project based on the technical specifications of the brief.

Documents to be submitted for the tender

Suppliers interested in this tender should provide a portfolio with relevant work and clients. As mentioned, experience with long publications and thorough implementation of extensive branding guidelines will be highly appreciated. We would require a list of designers including CVs.

Terms of the contract

3-year framework contract alongside two other providers

Deadline for applications

6 January 2022

For information and questions, please send an email to info@liberalforum.eu.