

# VIRGIN ISLANDS OFFICE OF DISASTER RECOVERY

Virgin Islands Public Finance Authority  
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Virgin Islands Public Finance Authority  
5033 Kongens Gade, Government Hill  
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Phone (340)202-1221

## BID PROPOSAL SHEET

The undersigned contractor proposes to furnish all labor, tools, materials, equipment, misc. supplies and incur any other costs as may be required to perform the scope of work, subject to all the conditions as set forth in the project specifications. Submit proposals by September 10, 2025 at 3:00 pm AST for consideration.

The Virgin Islands Office of Disaster Recovery ("VIODR") is soliciting bids from marketing and graphic design companies ("Respondent") to develop a creative layout, infographics, and design for the Office of Disaster Recovery's 2025 Annual Recovery Progress Report. This eighth report for September 2025 will encompass approximately 30 size A3 (11x17) bright white, semi-gloss sheets stapled to a cardstock double sided cover printed in color, a high-resolution PDF version for online publication, and access to the InDesign or Canva file.

SPEC #	SCOPE/ DESCRIPTION OF WORK	Base Bid
1)	Design: Per Page Cost A3 (11x17) Cost to design one double-sided size A3 sheet	\$ _____

TOTAL BID AMOUNT (base bid x 30 sheets (11x17)) = \$ \_\_\_\_\_

COMPANY: \_\_\_\_\_

OWNER, PRESIDENT, CEO OR PRINCIPLE OF (Bidding) COMPANY:

(Please print or type your name and then sign below.)

_____	Name
_____	Title
_____	Signature