

**021106T4GPH**

**GRAPHIC DESIGN LEVEL 6**

**VA/OS/GD/CR/14/6**

**GENERATE GRAPHIC DESIGN BUDGET**

**July/August 2025**



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION  
COUNCIL (TVET CDACC)**

**PRACTICAL ASSESSMENT**

**Time: 2 HOURS**

**INSTRUCTIONS TO CANDIDATE:**

1. You are required to perform the following tasks
  - a) Develop a Graphic Design Quotation
  - b) Present the Quotation

**Task 1: Develop a Graphic Design Quotation**

Quotation for Elgon Dairies Ltd

Contact Information

Elgon Dairies Ltd

P.O. Box 12345 – 00100

Kaptama, Kenya

**Email:** info@elgondairies.co.ke

**Phone:** +254 712 345 678

**Website:** [www.elgondairies.co.ke](http://www.elgondairies.co.ke)

### **Social media**

- Facebook: @ElgonDairiesLtd
- Instagram: @elgondairies
- Twitter/X: @elgondairies

The company need needs a brand identity package in a good quality print material.

- i. A logo,
- ii. 200 business cards,
- iii. Two unique social media graphics
- iv. T-shirts (100 items)
- v. Caps/Hats (200 items)
- vi. Wristbands (250 items)
- vii. Pens (200 items)
- viii. Notebooks (100 items)
- ix. Mugs (250 items)
- x. Water bottles (250 items)
- xi. USB flash drives (250 items)
- xii. Mouse pads (250 items)
- xiii. Tote bags (50 items)
- xiv. Umbrellas (50 items)

### **Task 1: Develop the Quotation**

- a) Make a rough draft of the budget.
- b) Using spreadsheet software (Excel, Google Sheets, etc.), create a detailed quotation for the company on A4 size paper.

## **Task 2: Present the Quotation**

- a) Present the rough draft quotation
- b) Submit the excel sheet quotation in raw and pdf digital file
- c) With the aid of a presentation software, present orally your prepared quotation to a simulated client (assessor) and justify your pricing.

2. You have been provided with the following resources for the practical tasks:

- Spreadsheet software e.g. Ms. excel, google sheets, LibreOffice Calc, WPS Spreadsheets, Apple Numbers
- Presentation software, e.g. - Microsoft PowerPoint, Apple Keynote, Google Slides, WPS Presentation, LibreOffice Impress
- Internet Connection

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