



arctic development expo
northern realities • northern solutions

expression of interest gifts & signature items

june 10–12
inuvik, nt, canada



request

The Town of Inuvik is currently seeking an organization to provide gifts for the upcoming Arctic Development Expo taking place June 10-12, at the Midnight Sun Complex in Inuvik, NWT, Canada.

This is not a request for tenders or an offer. The Arctic Development Expo / Town of Inuvik are not bound to accept the proposal with the lowest quotes nor to accept any of the submitted proposals.

deadline

Proposals are due Friday 29 March by 5:00pm

contact

Jackie Challis, Director
Tourism & Economic Development
Town of Inuvik

Email: jchallis@inuvik.ca
Phone: 867.777.8632
Fax: 867.777.8601

services

The Arctic Development Expo and the Town of Inuvik are looking for a provider of locally made and/or inspired gifts and signature items.

payment terms

The Town of Inuvik will pay upon completion of services rendered and after an invoice has been received following the event.

details

You will find an outline of the deliverables and timelines for the event on the following pages.

gift requirements

client	description	amount	budget
Dignitaries & VIP's	Locally Made/Created Gift	5	\$500.00
Speakers, Presenters, Headline Entertainment	Locally Made/Created Gift	25	\$1500.00
Attendees (limited edition purchases)	Locally Made/Created Gift Selection of 2 items @25 ea	50	\$1250.00

selection criteria

Each proposal will be reviewed by a committee of Town of Inuvik administration and personnel. The committee reserves the right to select any proponent as they see fit. Consideration will be given to those organizations that can demonstrate the following:

- A competitive price
- Quality & uniqueness of product
- Assurance of completion by Friday, May 24th
- A product that is designed/made/produced by local/regional resident
- Ability to wrap & prepare each item to be presented as gift
- Flexibility and preparedness to collaborate with the Director of Economic Development & Tourism

terms

Proposals are due no later than Friday 29 March by 5:00pm

All bidders will be notified by Wednesday 3 April by 5:00pm

All contracts must be finalized by Friday 5 April by 5:00pm

Gift order must be finalized by Monday 8 April by 5:00pm

Gift order must be received by Friday 24 May by 5:00pm

Please submit all quotes in writing to jchallis@inuvik.ca

thank you

Thank you, we appreciate your consideration.

contact

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