

# CALL FOR EXPRESSIONS OF INTEREST



arctic development expo  
northern realities • northern solutions

## GIFTS & SIGNATURE ITEMS

The Town of Inuvik is currently seeking an organization to provide gifts for the upcoming Arctic Development Expo taking place June 13-15, 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:** All quotes must be received no later than 5:00 pm Monday, April 18

### CONTACT

Jackie Challis, Director  
Economic Development & Tourism  
Town of Inuvik  
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867.777.8632

# SCOPE & TERMS OF REQUEST

## Services Required:

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

## Proposal Timeline:

DATE	DEADLINE	DELIVERABLE	AGENT RESPONSIBLE
Monday, April 18, 2022	5:00 pm	Proposals Received	Proponent
Wednesday, April 20, 2022	5:00 pm	Selection of Proponent	Town of Inuvik (TOI)
Friday, April 22, 2022	5:00 pm	Contract Finalized	Proponent & TOI
Friday, April 29, 2022	5:00 pm	Finalize Order	Proponent & TOI
Friday, May 27, 2022	5:00 pm	Order Received	Proponent

## Payment Terms:

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

# DELIVERABLES & BUDGET

CLIENT	DESCRIPTION	AMOUNT	BUDGET
Dignitaries & VIP's	Locally Made/Created Gift	5	\$500.00
Speakers, Presenters, Headline Entertainment	Locally Made/Created Gift	50	\$3000.00
Attendees (limited edition purchases)	Locally Made/Created Gift	20	\$500.00

# 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 27th
- 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