

REQUEST FOR QUOTE



arctic development expo
northern realities • northern solutions

PROMOTIONAL ITEMS

The Town of Inuvik is currently seeking a provider of promotional items 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 an agency to provide a range of promotional 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 receipt of goods and after an invoice has been received. A request for partial payment to support purchase of supplies may be considered.

REQUIREMENTS

ITEM	AMOUNT	BUDGET
Water Tumblers w/Straw (full colour print)	300	7500
Conference Bag (canvas, zippered, logo print)	300	3000
Coffee Travel Mugs (full colour logo print)	300	7500
Volunteer T-Shirts (unisex, full colour 2 sided, logo & text imprint)	100	2000
SUB TOTAL BEFORE TAX		20,000

SELECTION CRITERIA

Each proposal will be reviewed by a committee of Town of Inuvik administration and personnel. Each proposal will be scored on a weighted scale based on the following:

- QUALITY/SELECTION OF ITEMS 40%
- PRICE 50%
- SUSTAINABILITY / LOCALITY 10%