

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 Friday, April 7

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
Friday, April 7, 2023	5:00 pm	Proposals Received	Proponent
Wednesday April 12, 2023	5:00 pm	Selection of Proponent	Town of Inuvik (TOI)
Friday, April 14, 2023	5:00 pm	Contract Finalized	Proponent & TOI
Friday, April 21, 2023	5:00 pm	Finalize Order	Proponent & TOI
Friday, June 2, 2023	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
Stainless Steel Water Bottle (full colour print)	200	5000
Conference Bag (canvas, document holder style, zippered, logo print)	200	2000
Soft Shell Jackets (unisex preferred) (full colour logo & text imprint)	200	13,000
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%