



# REQUEST FOR QUOTE

Reference No. 2021-Ec.Dev.Tourism-001

## PHOTO/VIDEO PROJECT

The Town of Inuvik is seeking quotes for the following photo/video project:

### CELEBRATE THE LIGHT – COMMUNITY ART MOSAIC PROJECT – PHOTO/VIDEO PROJECT

1. Taking & archiving photos of each individual canvas tile
2. Creating a digital display & video that showcases each tile into a digital mosaic

#### Quotes should include:

- Total price for each component, hourly fees, & rentals if required.
- Timeline for completion

Proponents may submit a resume of their previous works & projects including digital links but this is not required.

Proponents must hold a valid Town of Inuvik Business Licence to be considered.

This is not a request for tenders or an offer. The Town of Inuvik is not bound to accept the lowest quote nor to accept any of the submitted quotes.

To assist with the process, the Director of Economic Development & Tourism will make time available prior to the deadline to meet in person with interested parties by request. The Town of Inuvik has protocols in place to ensure the safety of patrons and staff, and COVID-19 restrictions will be strictly adhered to. To arrange an in-person meeting, please refer to the contact information below.

#### **DEADLINE**

All quotes must be received no later than 5:00 p.m. on February 5, 2021

#### **EXTENDED**

The deadline has been extended until **5:00 pm on February 19, 2021**

#### **CONTACT**

**Jackie Challis, Director of Economic Development & Tourism**

Phone: 867.777.8632

Cell: 867.678.5398

E-mail: [jchallis@inuvik.ca](mailto:jchallis@inuvik.ca)



## SCOPE AND TERMS OF REQUEST

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### SERVICES REQUIRED

- 1) Photograph and catalogue each individual canvas tile & create a digital archive
- 2) Create an animated video using each individual canvas tile that showcases and embodies the spirit of the project, is on brand, and reflects the community through digital means while supporting the project theme of “Celebrate the Light”

The proponents should be prepared to receive and respond to project guidance, vision, & direction from the Town of Inuvik. Specific details will be discussed and agreed upon with the selected proponent prior to production.

While we welcome the Proponent to reference works provided (for example showcase in their own private business, on future resumes or within their own social media presence), all project materials, publications, photos, original artwork, and final video productions remain the property of the Town of Inuvik and cannot be broadcast or duplicated without prior written consent.

Quotes should include:

- Total price for each component, hourly fees, & rentals if required.
- Timeline for completion

### PROJECT TIMELINE

Date	Deadline	Deliverable	Agent Responsible
February 19, 2021	5:00 P.M.	Proposals Submitted	Proponent
February 24, 2021	5:00 P.M.	Selection of Proponent	TOI
February 26, 2021	5:00 P.M.	Contract Finalized	TOI / Proponent
April 5, 2021	5:00 P.M.	Project Check-In	TOI/Proponent
April 30, 2021	5:00 P.M.	Deliverables Received	Proponent

### PAYMENT TERMS

The Town of Inuvik will provide payment upon receipt of an invoice and final project deliverables.



## DELIVERABLES AND FORMAT

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Description	Format
Photo Catalogue & Archive	Hard Copy (USB) and/or link to allow for digital download
Digital Presentation / Video	Hard Copy (USB) and/or link to allow for digital download

## SELECTION CRITERIA

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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 proponents who can demonstrate the following:

- A competitive price
- A proposal of substantial quality
- Assurance of completion by April 30, 2021
- A valid Town of Inuvik Business Licence
- Flexibility and willingness to collaborate with the Town of Inuvik on design and vision
- Demonstrated capacity, previous experience, and applicable skills, knowledge, & resources to complete project on time, on scope and on budget.

