



# REQUEST FOR QUOTE

Reference No. 2021-SAO-001

## HANDCRAFTED ITEMS

The Town of Inuvik is seeking quotes for the following handcrafted items:

**One (1) pair of handcrafted gauntlet style mitts with the following specifications:**

- Exterior: Fur or Hide or Combination
- Interior: Sheared Beaver
- Specialized beaded design on both

**One (1) handcrafted broach/pin with the same specialized beaded design**

Quotes must include:

- Total price for both pieces including materials, time, and other costs

Proponents may submit photos of other completed work, but these are not required.

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, Town Administration will make time available prior to the deadline to meet in person with interested parties. 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 January 29, 2021**

**CONTACT** **Grant Hood, Senior Administrative Officer**  
Phone: 867.777.8608  
Fax: 867.777.8601  
E-mail: [sao@inuvik.ca](mailto:sao@inuvik.ca)

## SCOPE AND TERMS OF REQUEST

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### Services Required

**1) One (1) pair of handcrafted gauntlet style mitts with the following specifications:**

- Exterior: Fur or Hide or Combination
- Interior: Sheared Beaver
- Specialized beaded design on both

**2) One (1) handcrafted broach/pin with the same specialized beaded design**

The Town of Inuvik will provide the design for both items.

Proponents may submit photos of other completed work, but these are not required.

### Proposal Timeline

| Date             | Deadline  | Deliverable            | AGENT RESPONSIBLE |
|------------------|-----------|------------------------|-------------------|
| January 29, 2021 | 5:00 P.M. | Proposals submitted    | Proponent         |
| February 2, 2021 | 5:00 P.M. | Selection of Proponent | TOI               |
| February 4, 2021 | 5:00 P.M. | Contract Finalized     | TOI / Proponent   |
| March 10, 2021   | 5:00 P.M. | Project check-in       | TOI/Proponent     |
| March 31, 2021   | 5:00 P.M. | Items Received         | Proponent         |

### Payment Terms

The Town of Inuvik will provide up to 50% of the anticipated costs upon signing of the contract to allow for purchase of materials. The remaining balance will be paid to the proponent upon receiving the completed items.

## 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
- Quality of product
- Assurance of completion by March 31, 2021
- A product that is designed/made/produced by local/regional resident
- Flexibility and willingness to collaborate with the Town of Inuvik on design and materials