



RFQ

PROMOTIONAL ITEMS

ARCTIC ENERGY AND EMERGING TECHNOLOGIES CONFERENCE & TRADESHOW INUVIK NWT CANADA

JUNE 11 - 13
2018

The Town of Inuvik is currently seeking a provider of promotional items for the upcoming Inuvik Arctic Energy and Emerging Technologies (AEET) Conference & Tradeshow taking place June 11-13, at the Midnight Sun Complex in Inuvik, Northwest Territories, Canada.

This is not a request for tenders or an offer. The Arctic Energy and Emerging Technologies Show / 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 30

CONTACT Jackie Challis, Director
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SCOPE & TERMS OF REQUEST

Services Required:

The Arctic Energy and Emerging Technologies Show (AEET) 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 30, 2018	5:00 pm	Proposals Received	Proponent
Wednesday, May 2, 2018	5:00 pm	Selection of Proponent	Town of Inuvik (TOI)
Friday, May 4, 2018	5:00 pm	Contract Finalized	Proponent & TOI
Friday, May 11 2018	5:00 pm	Finalize Order	Proponent & TOI
Monday, June 4 2018	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 receipt of the order.

REQUIREMENTS

ITEM	AMOUNT	BUDGET
Conference Badge / ID Holder	300	2400
Lanyards w/Key Ring	100	200
Water Bottles	300	3000
Conference Bag	300	1200
Notebooks	300	900
Volunteer T-Shirts	50	500
Pens	300	1200
Jackets	300	10500

BUDGET

- The total budget for 2018 is not to exceed \$20,000 for the promotional merchandise, including shipping/handling and all applicable fees.

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 OF PRODUCTS SUGGESTED 10%