



Call for Expressions of Interest

SPEAKER GIFTS

ARCTIC ENERGY AND EMERGING TECHNOLOGIES
CONFERENCE & TRADESHOW
INUVIK NWT CANADA | JUNE 11 - 13
2018

The Town of Inuvik is currently seeking a provider of speaker gifts for the upcoming Inuvik Arctic Energy and Emerging Technologies (AEEET) 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 a provider of locally produced speaker gifts.

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 the event.

DELIVERABLES & BUDGET

CLIENT	DESCRIPTION	AMOUNT	BUDGET
Dignitaries & VIP's	Locally Made/Created Gift	5	\$500.00
Speakers, Presenters, Headline Entertainment	Locally Made/Created Gift	25	\$1500.00

Selection Criteria

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 organizations that can demonstrate the following:

- A competitive price
- Quality & uniqueness of product
- Assurance of completion by Monday, June 4th
- A product that is designed/made/produced by local/regional resident
- Ability to wrap & prepare each item to be presented as gift
- Flexibility and preparedness to collaborate with the Director of Economic Development & Tourism

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