



RFQ

BANNERS, SIGNAGE, & PRINTING

ARCTIC ENERGY AND EMERGING TECHNOLOGIES
CONFERENCE & TRADESHOW
INUVIK NWT CANADA

JUNE 11 - 13
2018

The Town of Inuvik is currently seeking a provider of banners, signage, & printing 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
jchallis@inuvik.ca
phone: 867.777.8632
fax: 867.777.8601

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 banners, signage, & printing services.

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	DESCRIPTION	BUDGET
Foamcore Signs (3/16")	24	Vertical 22" x 28"	700
Vinyl w/ Grommets	6	Horizontal 96" x 25"	350
Pop-Up Banners	6	Vertical 33" x 80"	1200
Vinyl w/ Grommets	4	75" x 15"	125
Vinyl w/ Grommets	8	94" x 38"	700
Vinyl w / Grommets	6	75" x 38"	450
Conference Program	300	Folded 11" x 17" double sided	1200

BUDGET

- The total budget for 2018 is not to exceed \$5,000 for all banners, signage, & printing, 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 50%
- PRICE 50%