

May 16, 2011

To: Attached Distribution List and All Interested Parties

Subject: Request for Proposal to provide Pins and Pin Program Services.

This letter invites interested parties to submit responses to this request for proposal relating to providing Pins and Pin Program Services to the 2011 Arctic Winter Games Host Society (the Host Society).

Respondents are encouraged to provide detailed information regarding their capabilities, experience and pricing. This contract will commence upon signing of the contract and terminate on March 31, 2012. Interested parties are asked to provide a detailed response to this RFP by June 9, 2011.

Instructions for responding to this request are outlined at the front of the enclosed document.

Thank you for your interest and we look forward to your response.

Sincerely,

D. Kobayashi

Denny Kobayashi
Vice-President
Marketing and Sales Division
2011 Arctic Winter Games Host Society

Enclosure



2012 Arctic Winter Games Host Society

REQUEST FOR PROPOSALS

Value-driven Contract

Provision of Pins and Pin Program Services

Issue date: May 16, 2011

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SECTION 1: INSTRUCTIONS TO PROPONENTS

Proponents are cautioned to carefully read and follow the instructions set out in this Request for Proposal (RFP), as any variation from them may result in a proposal being rejected.

1. Proposals must be submitted including the Proposal Form provided with this document and:

Mailed to:	OR	Hand Delivered to:
2012 Arctic Winter Games Host Society 2121 Second Avenue Whitehorse, Yukon Y1A 1C2		2012 Arctic Winter Games Host Society 4103 – 4th Avenue Whitehorse, Yukon Phone: (867) 393-2012

2. The proponent shall identify, on the envelope or package containing the proposal, their business name and address and the name of the proposal enclosed.
3. Proposals must be received at the location specified above, before the specified closing time. Proposals received after this time will not be considered regardless of the reason for their being late and will be returned to the proponent unopened.
4. If a proponent wishes to verify that a proposal has been received prior to proposal closing time, telephone the 2011 Arctic Winter Games Administrative Office at (867) 393-2007. The proponent must identify the business name before this information will be released. No other information concerning the proposals will be released under any circumstances prior to proposal opening.
5. Questions regarding the submission of proposals may be directed to the 2012 Arctic Winter Games Administrative Office at (867) 393-2012 prior to the closing time of

**4:00 p.m., Local Time
June 9, 2011**

6. Proposals may be withdrawn by submitting a written withdrawal request to the same address to which the proposal was submitted prior to the Proposal Closing time. The proposal will be returned to the proponent unopened.
7. If discrepancies or omissions are found in the specifications or other documents in this package, or if any clarification is required, contact the Project Manager (identified in Section 2, Supplementary Instructions).
8. Proposals submitted by individuals shall be signed by those individuals. Proposals submitted by partnerships shall be signed by at least one partner. Proposals submitted by corporations shall be signed by properly authorized signing officers.
9. Proposals may be emailed to Kelly Proudfoot, Manager of Marketing and Sponsorship kelly.proudfoot@awg2012.org prior to the closing date. Proposals that are mailed or sent by courier must be postmarked or received by the courier company no later than the closing date.

Samples required by this RFP must be mailed or sent by courier on or before the closing date and received no later than 7 days after the closing date.

NOTE: Proponents are reminded that most courier services to Whitehorse offer a minimum service time of two full business days or more. Delivery of proposals prior to the proposal closing time is the sole responsibility of the Proponent.

10. Erasures and/or corrections shall be initialled by the person(s) authorized to sign the proposal.
11. The Host Society need not accept the lowest priced, the highest ranked or any proposal, and reserves the right to reject or accept any or all proposals.
12. The proposal shall be unconditional, irrevocable and open to acceptance by the Host Society at any time within thirty (30) days after the date on which tenders close.
13. This Request for Proposals does not commit the Host Society to award a contract.
14. Failure to comply with any instruction contained in this Request for Proposals may be deemed sufficient cause for the rejection of all or part of any Proposal. Any items omitted or any special conditions or qualifications added to the proposal may cause the proposal to be rejected, or affect the evaluation of the proposal.
15. Submission of a proposal shall be deemed to be confirmation that the proponent acknowledges and agrees to the General Conditions of the contract, set out in Section 5.
16. Proponents are solely responsible for their own expenses of preparing and delivering their proposals.
17. If, in the opinion of the Host Society, any Proposal contains a minor defect, or fails in some way to comply with any requirement of this Request for Proposals that, in the opinion of the Host Society can be remedied without providing an unfair advantage with respect to the other Proponents, the Host Society may request clarification from the Proponent, and the Host Society, upon receipt of the appropriate clarification, may waive the minor defect or any irregularity, and accept the Proposal. Any failure by the Proponent to provide a written response that, in the opinion of the Host Society, properly clarifies its Proposal within the specified time of receiving a request for clarification from the Host Society may result in rejection of the Proposal.

18. Once proposals are opened, they become the property of the Host Society, and will not be returned.
19. Proponents are entitled to receive information about their own proposals, and how they were evaluated but will not be provided with information that was contained in any other proposal.
20. After final evaluation, the Host Society may negotiate with the highest ranked Proponent. Negotiations, if any, shall be within the scope of the Request for Proposals, and limited to those items which would not have an effect on the ranking of proposals.

SECTION 2: SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS

1. Direct all questions in reference to the work on this contract to the Project Manager:

George Arcand
2012 Arctic Winter Games Host Society
1105 First Avenue, Whitehorse Yukon Y1A 5G4
(867) 334-6185
Email: sbyukon@whtvcable.com

Or:

Denny Kobayashi
Vice President
Marketing and Sales Division
2012 Arctic Winter Games Host Society
(867) 667-8795
Email: denny.kobayashi@gov.yk.ca

Information obtained from any other source is not official and may be inaccurate.

2. This will be a value-driven contract. Proposals will be evaluated on the basis of evaluation criteria included in this Request for Proposals (See Section 4 – Proposal Evaluation Criteria).
3. Please submit **three (3) copies** of the proposal in printed format.
4. Where submitting consortium or joint venture proposals, the leading entity, which will assume responsibility and liability for the acts, omissions and performance of all members of the consortium or joint venture, must be designated. The leading entity must also have the authority to sign on behalf of, and bind the consortium or joint venture with respect to all statements, undertakings and agreements made on behalf of the consortium or joint venture. The full legal name of each member of the consortium or joint venture must be stated. If submitting a proposal as a consortium or joint venture, submit a copy of the consortium or joint venture agreement, which identifies the principals involved, and their rights and responsibilities regarding performance and payment.

SECTION 3: CONTRACT SPECIFICATIONS

PROVISION OF PINS AND PROGRAM SERVICES

Background

The 2012 Arctic Winter Games will take place in Whitehorse Yukon from March 4 to March 10. It is the World's largest northern multi-sport and cultural event. The Games include participation from Alaska, Yukon, Northwest Territories, Northern Alberta, Nunavut, Nunavik, Greenland, Yamal and Sapmi. The AWG involves over 2000 participants and up to 2500 volunteers.

The Arctic Winter Games are a celebration of athletic competition, culture, friendship and cooperation between northern contingents. Athletic competition features sports that enjoy worldwide popularity alongside traditional Arctic Sports and Dene Games. A significant cultural component featuring visual arts, dance, ceremonies and galas with participants from across the circumpolar region is a pillar of the Games.

The event will bring together over 2,000 athletes, cultural performers, coaches and officials, 3,000 volunteers and another 1,000 media, parents, sponsors, invited guests and other participants. While the Arctic Games is primarily a sporting event, there are significant cultural activities and components. The 2011 Games marks the 22nd Anniversary of the Games.

Pins and pin trading are consistently one of the most popular features of major Games. Pins and pin trading provides all participants, spectators and others with 'common interest' to engage each other – as such, pins and pin trading help shape the face of the Games and nurture information, cultural and personal exchanges.

To be successful, the Pin Program should provide high quality products that celebrate Arctic's multi-cultural landscape, the Games, the sports, the athletes, the volunteers, the sponsors, the communities, the Host Community and Society, the funding partners and any other significant or unique feature of the Games. Pins must be readily accessible for purchase and trade.

The Host Society is not an 'expert' in the Pin Program business. However, we do have access to Pin Program information and reports delivered by previous Host Societies and the program is led by volunteers and experienced professional staff who have participated in delivery of a major Games pin program in the past.

Through this RFP, the Host Society is seeking the services of a contractor who will assist the Host Society to deliver a successful Pin Program. The Host Society is seeking a 'partner' in our success, not just a pin supplier. This priority is reflected in the General Requirements and in the evaluation criteria.

Proposals for the Host Society Pin Supply and Pin Services Program contract will be evaluated based on the following:

1. General Requirements

- Demonstrated experience and success in the planning, design, development, implementation and evaluation of a major Games Pin Program.
- Demonstrated abilities and successes in delivering high quality pin products in a time-sensitive and dynamic environment.

2. Client Service Requirements

- Pin design – as many as 30 distinct designs.
- Pin production – production of as many as 40,000 pins.
- Pin Program point-of-sale, marketing and promotional materials.
- Consulting services related to the Retail Pin Program.
- Potential on-site services for a Pin Trading Center.
- Assist the Host Society in the development of effective reporting and processes for inventory management, ordering and sales.
- Administration and financial process that routinely provide accurate and timely status and accounting reports.

3. Relevant Dates

- RFP Release Date: May 16, 2011.
- The Request for Proposals closes on June 9, 2011.
- The contract will be awarded no later than June 19, 2011.
- This contract will terminate on March 31, 2012.

4. Performance Standards

- This contract requires the services of an experienced contractor who demonstrates experience, capacity and capability to provide Pin Program Services, design and supply pins to the Host Society while working in a time-sensitive environment with multiple stakeholders.
- The successful proponent may be required to work in cooperation and consultation with other Host Society Divisions, agencies and contractors providing services to the Host Society and the Host Society's partners, sponsors and other stakeholders.
- There will be regular interaction and consultation with the client in delivering multiple and diverse pin projects in addition to the ongoing development and delivery of the Retail and Host Society Pin Programs.

5. Value of the Contract

The Host Society plans to invest up to \$50,000 in the Pin Program and generate revenues of at least \$40,000. The investment includes purchase of pins for promotional purposes that will not be sold at retail.

SECTION 4: PROPOSAL EVALUATION CRITERIA**1. Method of Evaluation**

All proposals received will be evaluated as outlined in this section.

Proposals will be evaluated on the basis of criteria listed in the Request for Proposal documents and only on information contained in the proposals submitted prior to proposal closing. The Host Society may request clarification from a Proponent with respect to the contents of its proposal. Such clarification may not result in a material or substantive change to the proposal.

An Evaluation Committee comprised of at least three members will evaluate the proposals. Proposals will be evaluated based on the criteria listed below. Proponents must ensure that the information they provide includes sufficient material to assess the proponent's capabilities and experience in the areas indicated.

2. Evaluation Criteria and Scoring

	CAPABILITY AND EXPERIENCE EVALUATION	Total Points
1)	<p>Capability – Company/Organization</p> <ul style="list-style-type: none"> ▪ Description of the firm and its expertise regarding the manufacturing and distribution of pins. (50 pts) ▪ Description of the firm’s capability to meet the marketing, retail, distribution and financial capacity requirements to deliver the pin program including pin trading centers, brochures, signage, etc. (50 points) 	100
2)	<p>Capability – Pin Design & Production</p> <ul style="list-style-type: none"> ▪ Description of the firm’s capacity to design pins and how design and production of pins will be undertaken. (100 pts) ▪ What are the timelines from the receiving creative brief from the client to pin design proposals? (20 pts) ▪ What are the timelines from the provision of final creative design to delivery of the pins to the Host Society in Whitehorse, Yukon? (10 pts) ▪ In the event pins designed and produced sell out, can pins be reordered and how long will it take to produce and deliver the refill order. (10 pts) ▪ Quality Assurance – describe any warranties, return or other quality assurance policies. (10 pts) 	150

3)	Experience: Account Team <ul style="list-style-type: none"> • Who will be involved in the project and what role will they play. (30 pts) • Describe the major Games experience of the Account Team. (20 pts) 	50
4)	Experience: Samples of Work <ul style="list-style-type: none"> ▪ Provide samples of pin design ideas and pins from previous contracts/projects. (50 pts) 	50
5)	Experience: References <ul style="list-style-type: none"> • Provide two references who can be contacted including the name of the individual to contact, telephone number, address and email. (25 pts per reference) 	50
TOTAL CAPABILITY AND EXPERIENCE EVALUATION:		400

Proposals scoring less than 300 points on the Capability and Experience Evaluation 1-5 will be considered technically unacceptable and will be rejected prior to evaluating pricing.

6)	Yukon Content: <ul style="list-style-type: none"> ▪ Indicate your knowledge of the Yukon and how this will assist you in completing this contract. (25 points) ▪ What percentage of time will be spent by Yukon resources working on this contract compared to non-Yukon resources? (25 points) 	50
7)	Price: (Based on 50 pin designs and a total of 40,000 pins) <ul style="list-style-type: none"> • Estimate the cost of pins inclusive of all production costs including but not limited to packaging, design, dies, moulds and freight to Whitehorse, Yukon • For purposes of quote: size 1.25"; Gold colour metal; raised surface polished; butterfly clutch back • Provide pin price breaks/advantage based on quantities of 500, 1,000 and any quantity over 1,000 <p>Lowest price proponent = 100 points <u>Lowest price</u> Next Proposal price = Proposal % x 100 points = # of points awarded to other proponent</p>	100
8)	Contribution to the Games: <ul style="list-style-type: none"> • If awarded this contract, please describe any contributions you will make to the Games in cash or in-kind (discount) to the Games. (50 points) 	50
TOTAL POINTS		600

The proposal with the greatest number of points totalled from sections 1 – 8 is the highest ranked proposal.

Proposal Format

The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration.

- a) Signed and completed Proposal form “A”
- b) Title page identifying the RFP
- c) The body of the proposal, i.e. The “Proponent Response”

NOTE: It is highly recommended that Proponents organize their proposal responding specifically to the questions in the Evaluation Criteria, ordering them and numbering them consistent with the evaluation criteria

- d) Enclose all of the documents and samples in a sealed envelope and deliver to the Host Society as noted in Instructions to Proponents 1.

SECTION 5: GENERAL CONDITIONS OF THE CONTRACT

The following conditions shall be incorporated into the contract between the successful contractor and the Host Society:

1. **TIME OF ESSENCE.** Time is of the essence of this Contract.
2. **COMPLETION.** This contract will be for the completion of the requirements as described in the contract specifications, Section 3.
3. **CONFIDENTIALITY.** The Contractor will treat as confidential and will not, without the written permission of the Host Society, publish, release or disclose or permit to be published, released or disclosed either before or after termination of this contract, any information supplied to, obtained by or which comes to the knowledge of the Contractor under this contract. The Contractor will ensure its facilities, systems and files are secure and that access to data and confidentiality of data and information gained while performing the contract, are strictly controlled, to the satisfaction of the Host Society.
4. **PERFORMANCE.** The Contractor's obligations under this Contract are to be performed to the complete satisfaction of the Host Society.
5. **WARRANTY BY CONTRACTOR.** The Contractor warrants that the Contractor is competent to perform the work required under this contract, in that the Contractor has the necessary qualifications, including the knowledge, skill and ability, to perform the work.
6. **GOVERNING LAW.** This Contract will be deemed to have been made in and will be interpreted and enforced in accordance with the laws in force in the Yukon.
7. **LAWS, PERMITS AND BY-LAWS.** The Contractor will comply with all laws and regulations applicable to the place of the work, whether Federal, Territorial, or municipal including the Fair Wage Schedule of the Employment Standards Act (Yukon), and will pay for all permits and certificates required in respect of the contract.
8. **BUSINESS LICENSE.** The Contractor may be required to provide proof of a business license appropriate for the location of the work on the contract.
9. **WORKERS COMPENSATION BOARD.** The Contractor must provide a "**Letter of Good Standing**" from the Yukon or other applicable Workers' Compensation Health and Safety Board prior to first payment and a "**Letter of Clearance**" from the Workers' Compensation Health and Safety Board prior to the last payment.
10. **INTERPRETATION.** Should any dispute arise concerning the meaning or intent of the Contract, the Host Society will make a decision which will be final unless the Contractor disputes such decision by a written notice within 10 days of such decision, whereupon the dispute will be resolved according to GC 11 - DISPUTES, below.

11. **DISPUTES.** If a dispute cannot be resolved immediately by the Host Society's decision or negotiation between the parties, the dispute may be:

- referred by either party for mediation before a Project Mediator 10 days after commencing negotiations; and
- referred to arbitration 10 days following the end of such mediation, notwithstanding that other necessary parties will not be bound by any arbitrated resolution of this dispute.

If neither party required mediation or arbitration within 10 days after a written notice that negotiations or mediation are at an end, either party may refer the dispute to the courts or both may agree to proceed to mediation or arbitration.

12. **EXECUTION OF THE WORK.** The Contractor will, for the stated contract price, provide all necessary labour, materials, tools and equipment and will carry out in a careful and professional manner and to the satisfaction of the authorized representative of the Host Society, the work set out under description of the work and more particularly described in the specifications.

13. **NO ASSIGNMENT.** Without the prior written consent of the Host Society, the Contractor will not assign or sublet this Contract or any of the Contractor's rights, benefits or monies accruing hereunder, and any purported assignment without such consent will be void.

14. **CHANGES.** Changes to the Contract will only be made on receipt of written instructions from the Host Society. Any resulting adjustment to the contract price will be agreed upon by the Host Society and the Contractor and will represent the reasonable and proper costs incurred by, or savings accruing to, the Contractor.

15. **DELAY.** No payment will be made for any extension of the **completion date** for the contract given to the Contractor due to delay encountered during the execution of the contract, unless such delay was caused by the Host Society.

16. **SUSPENSION OF WORK.** In the event that work on the contract is suspended, the Contractor will arrange for protection of the work as directed by the Host Society. The Contractor will be reimbursed for reasonable and proper expenses incurred in protecting the work.

17. **TERMINATION.** The Host Society may at any time, upon 6 days' notice in writing to the Contractor, suspend or terminate the Contract for reasonable cause. The Host Society may additionally terminate this Agreement without cause by giving the Contractor six days written notice of its intention to terminate. The Host Society's obligation to make payment to the Contractor will cease when payment for work satisfactorily performed has been made. Unless otherwise directed, the Contractor shall, until the date of termination, continue work on the project as appropriate and in consultation with the Host Society.

18. **CO-OPERATION AND MAKING GOOD.** The Contractor will perform work under the contract with minimum disturbance to personnel and the public and ensure that the health and safety of persons occupying adjacent or contiguous parts of the building or project is protected. The Contractor will obtain the approval of the Host Society for the hours during which the work will be performed and will provide a work schedule for approval by the Host Society.

19. **PROPERTY OF THE HOST SOCIETY.** The Contractor will be liable to the Host Society for any loss or damage to any property of the Host Society arising out of the performance of the contract, unless and to the extent that such loss or damage is caused or contributed to by the Host Society.
20. **PAYMENT.** Subject to verification by the Host Society, payment of the Contractor's invoice for work satisfactorily completed will be made not later than 30 days after receipt thereof.
21. **INTEREST ON OVERDUE ACCOUNTS.** If the Host Society fails to make payment to the Contractor within 30 days from the date of the satisfactory receipt of an invoice, interest will be paid at the current prime rate of the Bank of Arctic on such unpaid accounts provided such accounts are greater than \$100. Such interest will be calculated and added to any unpaid amounts monthly.
22. **DEDUCTIONS.** The Contractor will pay all valid claims for wages and other expenses it incurs in respect of the contract, as and when such claims become due. If the Contractor fails to do so, the Host Society may do so and deduct from monies owing to the Contractor such sums including: any outstanding wages owing to persons employed to perform the contract; any assessments of the Yukon Workers' Compensation Health and Safety Board or the Employment Insurance Commission relating to the contract; and any other claims, charges or encumbrances arising in any manner whatsoever from the operations of the Contractor which the Host Society determines to be valid and enforceable. The Host Society may also set off against amounts owing to the Contractor any sums owing by the Contractor to the Host Society.
23. **WORKERS.** The Contractor will ensure that all workers on the project are competent and qualified to do the work. The Contractor will be responsible for all assessments, returns, remittances, and deductions in respect of the Contractor's workers under the Workers' Compensation Act, Employment Insurance Act, Income Tax Act and Arctic Pension Plan Act.
24. **INDEMNIFICATION.** The Contractor will indemnify and save harmless the Host Society from and against all claims, demands, losses, damages, costs, expenses, actions and suits that may arise, directly or indirectly, from its performance of the contract or by reason of any matter or thing done, permitted or omitted to be done by the Contractor, subcontractors or their agents or employees with respect to the contract.
25. **INSURANCE.** The Contractor, during the period of time the Contract is in force and during any warranty period stated in this contract, will maintain the following insurance with minimum policy limits as specified below, in forms and with insurers acceptable to the Host Society.
 - Commercial General Liability Insurance with a minimum liability limit of \$1,000,000 per occurrence covering bodily injuries and property damage and including the Contractor's premises, property and operations; contingent liability with respect to the Contractor's subcontractors; and contractual liability covering the Contractor's liability under this Contract with the Host Society;
 - Automobile Insurance covering all vehicles used in the performance of the contract;

The policy will state that it cannot lapse, be cancelled, or be materially altered without at least 30 days' notice in writing to the Host Society. Any deductible will be borne by the Contractor.

The Host Society will be specified as an additional insured on all insurance policies contemplated in this contract.

Once the contract is signed, the contractor may be requested to provide a Host Society certificate of insurance confirming the existence of the required insurance.

If the Contractor fails to provide, maintain and pay for insurance as required by this clause, other than Automobile Insurance, the Host Society shall have the right to obtain and pay for the required insurance, the cost of which shall be payable on demand by the Contractor. The Host Society shall have the right to offset such amounts from monies due to the Contractor if not paid within 15 days.

26. **ACCESS TO WORK.** The Contractor will permit the Host Society or its representatives to have access to the work at all times during the execution of the work and will co-operate fully with other contractors or workers sent to the place of the work by the Host Society.
27. **SECURITY REQUIREMENTS.** Where in the opinion of the Host Society, it is in the public interest to obtain security to ensure the due performance of this contract, the Host Society may require security, in such form and such amount as the Host Society specifies.
28. **OWNERSHIP.** The Host Society is the sole Owner of any material produced under this contract. Any material produced under this contract cannot be used or disclosed for any purpose other than the performance of this contract without the written approval of the Host Society. "Material" includes both tangible and intangible (including intellectual) property.
29. **ENTIRE AGREEMENT.** This Contract, Request for Proposals and the Proposal submitted, constitute the entire agreement between the Parties in respect of the subject matter of this Contract and supersedes all previous negotiations, communications and other agreements in respect of it, unless they are specifically incorporated by reference into this Contract. Where a conflict exists between any provision of this Contract and a provision of the Proposal, the provision of this Contract shall prevail.
30. **WAIVER.** The failure by the Host Society to exercise or enforce any of the terms or conditions of this Contract will not constitute or be deemed a waiver of the Host Society's rights to enforce each and every term of this Contract. The failure by the Host Society to insist upon strict performance of any of the terms or conditions of this Contract will not be deemed a waiver of any subsequent breach or default in the terms or provisions herein.

SECTION 6: PROPOSAL SUBMISSION FORM

PROPOSAL FORM "A"

PROPOSAL NAME: *Provision of Pins and Pin Program Services to the 2012 Arctic Winter Games*

This document must be submitted with the Proponent's proposal submission, in the proposal package/envelope.

1. I/We hereby submit a Proposal for the *Provision of Pins and Pin Program Services to the 2012 Arctic Winter Games* in accordance with these documents.
2. I/We have carefully examined the specifications together with all other factors affecting the work and hereby propose to furnish the services in the manner called for in the specifications.
3. In the event of our proposal being accepted, I/we agree to enter into a contract with the Host Society on the Host Society Contract form, which will form part of this contract.
5. Proposal Closing Date: **4:00 p.m. Local Time on June 9, 2011**
6. In consideration of being permitted to tender, I/we agree that this proposal is irrevocable and open to acceptance by the Host Society at any time within thirty (30) days after opening of the proposal(s), whether any other proposal has been accepted or not.
7. I/we represent and warrant that the proponent has full power and authority to enter into, perform and execute the Contract, and each person signing this Proposal Form on behalf of a proponent is properly authorised to do so. I/we agree to be bound by statements and representations made in this response.
8. I/we have read these documents, understand them and intend to be bound by them.

PROPONENT'S FULL LEGAL NAME: _____

DOING BUSINESS AS (if different from above):

FULL BUSINESS ADDRESS: _____

BUSINESS LICENSE #: _____

TELEPHONE NUMBER: _____

Sign this form as follows:

Sole Proprietorship:

Sole Proprietor to sign where indicated. Insert the words "Sole Proprietor" under Title(s).

Partnership:

Partner(s) to sign where indicated. Insert the word "Partner" against each signature under Title(s).

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Limited Company:

This Form must be signed by duly authorised signing officers of the company, designating beside each signature the official capacity in which the signing officer acts. The Corporate seal of the company, if any, must also be affixed to this Form by a person authorized to do so.

Executed by or on behalf of the Proponent this _____ day of _____, 2011.

SIGNATURE(S): _____ TITLE: _____
(AND SEAL IF ANY)

PRINTED NAME: _____

PROPOSAL FORM "B"

PROPOSAL NAME: *Provision of Pins and Pin Program Services to the 2012 Arctic Winter Games*

This document must be submitted with the Proponent's proposal submission, in the proposal package/envelope.

For the purposes of providing a quote to enable evaluation of price proposals please provide a quote for the following proposed pin order:

- 30 distinctly designed pins – includes price of design development, review, revisions and approvals
- 1,000 of each pin
- 1.25" die struck raised metal pin
- Butterfly clutch closure
- Bagged in 100
- FOB Whitehorse, Yukon

Quote: 30,000 pins @ \$ _____ per pin = Total price of \$ _____

1. I/We have carefully examined the specifications together with all other factors affecting the work and hereby propose to furnish the services in the manner called for in the specifications.

PROPONENT'S FULL REGISTERED BUSINESS NAME: _____

PROPONENT'S FULL BUSINESS ADDRESS: _____

SIGNATURE(S): _____ TITLE: _____
(AND SEAL IF ANY)

PRINTED NAME: _____

Attested to and delivered on behalf of the Proponent this ___ day of _____, 2011 in the presence of:

WITNESS SIGNATURE: _____ NAME: _____

Sole Proprietorship: Sole Proprietor to sign in the presence of a witness who will also sign where indicated. Insert the words "Sole Proprietor" under Title(s).

Partnership: Partner(s) to sign in the presence of a witness or witnesses who will also sign where indicated. Insert the word "Partner" against each signature under Title(s).

Limited Company: This Form must be signed by duly authorized signing officers of the company in their normal signatures designating against each signature the official capacity in which the signing officer acts. The Corporate seal of the company, if any, must also be affixed to this Form by a person authorized to do so. When this form is signed by officials other than the President and Secretary of the Company a copy of the bylaw or resolution of the Board of Directors authorizing them to do so must be submitted with the proposal/proposal documents.