



REQUEST FOR QUOTE (RFQ)

TOURISM VERNON DESTINATION VIDEOS 18-47-com

Date of Issue: Thursday, January 3, 2019

Bid Submission:

Quote together with all other attachments as identified in the RFQ “*Submission of Quotations*”, to be uploaded to the City of Vernon procurement portal (bonfire).

RFQ Timetable:

Issue Date of RFQ	Thursday, January 3, 2019
Deadline for Questions	Thursday, January 17, 2019, 2:00pm PT
Deadline for Issuing Addenda	Tuesday, January 22, 2019, 2:00pm PT
Submission Deadline	Thursday, January 31, 2019, 2:00pm PT
Shortlist Notices Completed	Tuesday, February 12, 2019, 2:00pm PT
Shortlist Interviews	Wednesday, February 20, 2019, 2:00pm PT
Notice of Award	Monday, February 25, 2019, 2:00pm PT

The RFQ timetable is tentative only, and may be changed by the City at any time.

Shortlist Interviews

The successful proponents who receive notice will be required to meet with the designated Tourism Vernon representative(s) in person or via Webcam for a period of one (1) hour on Wednesday, February 20, 2019 to determine best fit for this project and ensure a successful working relationship.

Bids received after the Submission Deadline will be not be accepted.

Contact:

Romona Marshall, Buyer, Procurement Services
marshall@vernon.ca

Any questions regarding the project are to be directed through the Procurement Portal – Bonfire in the Messages section: Opportunity Q & A. Note that any questions being submitted are only available for viewing by the City of Vernon. Should questions arise that result in answers that have a material value to the project, they will be issued via an addendum for all proponents to view.

Invitation:

This Request for Quotations (the “RFQ”) is an invitation by The Corporation of the City of Vernon (the “City”) to prospective respondents to submit non-binding quotations for the provision of a **Tourism Vernon Destination Videos** as further described in the RFQ Particulars (**Appendix D**) (the deliverables”).

The City is seeking proposals from qualified proponents to create a full length four-season destination video and individual activity and sector based promotional videos for Tourism Vernon. The videos shall be comprised of segments focused on promoting Vernon as an attractive four season destination and entice visitors, travel trade, meetings, events and sports to stay and/or extend their stays in Vernon.

The purpose of the videos is to capture the essence and uniqueness of Vernon as a visitor destination and showcase our tourism products, services, attractions and activities. Qualified proponents should have an eye to produce iconic imagery showcasing local experiences in the Vernon area that support our brand – Activate Life and destination video experience would be an asset.

The RFQ documents have been posted and are available for download at:

URL: <https://vernon.bonfirehub.ca/opportunities/19042>

Click the link above or type the address into your browser to go to the portal; register as Vendor and the documents will be accessible. It is recommended to download from a PC and ensure your firewall and virus security allows downloads.

The City of Vernon reserves the right to accept or reject all or part of any quote, and to accept the quote in total or in part, or to accept the quote which it deems most favourable in the interest of the City of Vernon.