

NUNATSIAVUT GOVERNMENT

REQUEST FOR PROPOSALS

**RETAIL SERVICES
GIFT SHOP TENANT – ILLUSUAK
NAIN, NUNATSIAVUT**

The Nunatsiavut Government (NG) calls for proposals from Business Ventures with experience in Retail Services and Project Management to become the new tenant for the gift shop in Illusuak, located in Nain, Nunatsiavut. Proposals are to be received no later than 4:00 p.m. on December 21, 2018 at the Nunatsiavut Government offices in Nain, Nunatsiavut.

Summary of Scope of Work:

The successful applicant will be expected to lease the gift shop space in Illusuak Cultural Centre. The tenant will be expected to operate the gift shop as a stand-alone entity from the Nunatsiavut Government. An agreement will be made to allow the sale of Illusuak Cultural Centre and Torngat Mountains National Park products; with the rest of the retail products to be purchased equally from Nunatsiavut Artist's in all five Inuit communities.

The successful tenant will provide services in the following general categories;

- Retail management of the gift shop including; shop hours, hiring of staff, purchasing and selling art/craft.
- Point of Sale system, debit/credit equipment and setup, any security equipment needed.
- Acceptance of Admission fee.
- Merchandise sales of Illusuak Cultural Centre and Torngat Mountains National Park products.

Rental of the gift shop space includes the gift shop wall, counter, storage closet, and an office space. Any display materials, security measures, point of sale systems, office furniture must be provided by the successful tenant.

Before submitting proposals, interested proponents are required to obtain the full detailed instructions and requirements for proposals, and any further information on the project from the Nunatsiavut Government office in Makkovik.

Attn: Chantelle Andersen, Arts Program Coordinator,
Department of Culture, Recreation & Tourism.
Mail: 28-38 Harmony Road, Makkovik NL, A0P 1J0
Telephone: (709) 923 – 2365 Ext 234
Fax: (709) 923 - 2366
Email: chantelle.andersen@nunatsiavut.com

Deadline for Proposal Enquiries: December 12, 2018 at 4:00pm (AST)

Interested proponents are required to submit their proposal to the Nunatsiavut Government offices in Goose Bay:

Attn: Jillian Larkham, Director of Tourism,
Department of Culture, Recreation & Tourism
Mail: P.O. Box 909, 1A Hillcrest, Happy Valley, NL Stn. B A0P-1E0
Telephone: (709) 896 -8582 (w) (709) 899 – 0803 (c)
Email: jillian.larkham@nunatsiavut.com

Tenders may be submitted by email or mail and must be clearly marked “**RETAIL SERVICES AND PROJECT MANAGEMENT GIFT SHOP TENANT – ILLUSUAK NAIN, NUNATSIAVUT**”

Deadline for Proposal Submissions: December 21, 2018 at 4:00pm (AST)

Proposals may not necessarily be accepted and the Nunatsiavut Government reserves the right to cancel this RFP.

Proposals will be evaluated on experience and ability to offer services listed above, which include an evaluation of the Inuit Content Factor pursuant to the *Procurement Act*.