

Health PEI

RFP #4203

**COMBI OVEN FOR NUTRITION SERVICES, Hillsborough
Hospital, Charlottetown PEI**

November 2015

Closing Date December 11th, 2015, 2:00PM

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1. ADMINISTRATIVE REQUIREMENTS

The following terms will apply to this Request for Proposal and to any subsequent contract. Submission of a proposal in response to the Request for Proposal indicates acceptance of all the following terms.

2. INTRODUCTION AND SCOPE

Request for Proposal Terminology

Throughout this Request for Proposal, terminology is used as follows:

- a) “Vendor” means a company that supplies goods, services or equipment to Health PEI;
- b) “Health PEI” means the Crown Corporation established pursuant to the *Health Services Act*, R.S.P.E.I. 1988, Cap. H-1.6., for the delivery of health services in accordance with the provisions of the *Health Services Act* and the Provincial health plan.
- c) “Must”, “mandatory” or “required” means a requirement that must be met in order for the proposal to receive consideration;
- d) “Respondent” means an individual or a company that submits, or intends to submit, a proposal in response to the Request for Proposal;
- e) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal;
- f) “Contractor” means the successful respondent to the Request for Proposal who enters into a contract with Health PEI.

3. THE OPPORTUNITY

The purpose of this Request for Proposal is to inform potential respondents of a business opportunity and to solicit proposals. Health PEI is inviting proposals from qualified Respondents for a Combi Oven at Hillsborough Hospital, Charlottetown PEI. Proposals will be available to other facilities within Health PEI. Depending on the proposals offered in response to this Request for Proposal, one or more contract(s) may be negotiated with a respondent(s).

4. REQUEST FOR PROPOSAL PROCESS AND PROCEDURES FOR EVALUATION

4.1 Requirements

This Request for Proposal contains mandatory requirements. Proposals not meeting mandatory requirements will be rejected without further consideration.

4.2 Evaluation Team

A committee formed by Health PEI will evaluate the proposals.

4.3 Evaluation and Selection

The evaluation team will check proposals against the Mandatory Expectations. Proposals meeting the Mandatory Expectations will then be forwarded for assessment and scored in accordance with the Evaluation Criteria. The respondents must achieve an overall scoring of 75% or greater in the Evaluation Criteria in order to be short-listed. Any respondents that do not meet this rating will not be considered for further evaluation and consideration. References of the short-listed respondent or respondents scoring 75% or above will be checked. Providing the result of reference check is satisfactory, Health PEI may invite the respondent(s) to provide a demonstration starting with the lowest price vendor. The demonstration will allow the evaluation committee the opportunity to ensure that all the mandatory expectations and all evaluation criteria are met by the respondent.

Health PEI may enter into contract negotiations with the respondent(s) who passes the final demonstration process and are selected by the evaluation committee for final award. Subject to successful negotiation and execution of a contract, this respondent will provide the required goods or services.

Final tender awards will be subject to satisfactory 60 day evaluation of the product.

4.4 Negotiation Delay

If a written contract cannot be negotiated within sixty (60) days of notification of the successful respondent, Health PEI may, at its sole discretion at any time thereafter, terminate negotiations with that respondent. Health PEI will then either negotiate with the next qualified respondent or choose to terminate the Request for Proposal.

4.5 Site Visit

Any site visits required by proponents should be routed to listed tender contacts in 5.3.

5. PROPOSAL PREPARATION

This section defines the proposal preparation and submission procedures. Respondents are cautioned to carefully read and follow the procedures required by this Request for Proposal, as any deviation from these requirements may be cause for rejection.

The proposal must be signed by the person(s) authorized to sign on behalf of the respondent and to bind the respondent to statements made in response to this Request for Proposal.

5.1 Proposal Acknowledgment and Authorization Form

Respondents are advised to fill out and return the attached Proposal Acknowledgement and Authorization Form (Appendix #1) prior to proposal submission. Forms must be emailed or faxed to:

PEI Procurement Services
2nd Floor, Shaw Building
95 Rochford Street
Charlottetown, PE, C1A 7N8
Attention: Lori Richard
R.F.P. No. 4203
Email: procurementservices@gov.pe.ca
Fax# 1-902-368-5171

All subsequent information regarding this Request for Proposal will be directed only to those respondents who return the form with indication that they intend to submit a proposal. Subsequent information will be distributed by the method authorized on the Proposal Acknowledgement and Authorization Form.

5.2 Full Disclosure of Financial Contribution Form

Respondents are required to complete and return the attached Financial Contribution Form (see Appendix 2) with proposal submission.

5.3 Inquiries & Proposal Submission

For Tender Inquiries:

Vicki MacLeod, Strategic Sourcing Officer
Health PEI
Queen Elizabeth Hospital
60 Riverside Drive
PO Box 6600
Charlottetown, PE C1A 8T5
Tel: (902) 894-2377
E-mail: vamacleod@ihis.org

For Technical Enquiries and to arrange for Site Visits:

Catriona Wilson , Nutrition Services Manager
Queen Elizabeth Hospital
60 Riverside Drive
Charlottetown, PE C1A 8T5
Tel: (902) 894-2012
E-mail: cswilson@ihis.org

Closing Date

Two (2) complete original hard copies of the proposal **must be received by December 11, 2015 at 2:00 PM:**

Proposals must be sent to:
PEI Procurement Services
2nd Floor, Shaw Building
95 Rochford Street
Charlottetown, PE C1A 7N8
Attention: Lori Richard
R.F.P. No. 4203

Proposals must not be sent by facsimile or email. Proposals and their envelopes should be clearly marked with the name and address of the respondent, the Request for Proposal number, and the proposal title and the closing date.

5.4 Late Proposals

Late proposals will not be accepted and will be returned unopened to the Respondent. Please note proposals are considered accepted at date and time of receipt in PEI Procurement Services office, not date and time sent by respondents.

5.5 Additional Information

Health PEI realizes there may be features of a solution or added value items that are easily offered by a respondent that were not specifically requested in the RFP.

Respondents are invited to introduce items which they deem to add significant value to Health PEI and are offered as their proposed solution, even though a correlating requirement was not specifically identified or stated in the proposal.

Respondents must outline their added value component in an appendix to their proposal.

Note: Value added components may be direct financial or indirect financial (in kind, or service) in nature and may include, but are not restricted to, capital equipment, educational materials and programs, staff training, discounts, loaner equipment, and other donations. Value added components must be directly related to the Proposal.

5.6 Notification of Changes

All recipients of this Request for Proposal who have returned the Proposal Acknowledgement and Authorization Form will be notified of any changes made to this document.

5.7 Changes to Proposal Wording

The respondent will not change the wording of its proposal after the closing date and any words or comments will not be added to the general conditions or detailed specifications unless requested by Health PEI for purposes of clarification.

5.8 Respondents Expenses

Respondents are solely responsible for their own expenses in preparing a proposal, providing demonstrations and for subsequent negotiations with Health PEI.

5.9 Pricing

Proposals must be open for acceptance for at least one hundred and twenty (120) days after the closing date. Upon acceptance, prices will be firm for the entire contract period of two years.

Pricing to be in effect for two (2) years after the closing date and will be available to all facilities of Health PEI for this period.

5.10 Completeness of Proposal

By submission of a proposal the respondent warrants that all components required to have the equipment function have been identified in the proposal or will be provided by the contractor at no charge.

5.11 Schedule of Events

The following table outlines the proposed schedule of events for this project.

Date	Event
November 27, 2015	Release of RFP to market
December 9, 2015, 4:00 PM	Last date for RFP inquiries
December 11, 2015, 2:00 PM	Close date of RFP

NOTE: Dates are subject to change and written notification will be given to those who provide a signed Proposal Acknowledgement and Authorization Form.

5.12 Tender Submission

Failure to provide required information may result in the submitted tender being declared invalid.

Potential respondents will submit tender submissions in the following format:

- Section 1: Full Disclosure of Financial Contribution Form
- Section 2: Authorized Signature Form
- Section 3: Completed Proposal
- Section 4: Confirmation of Insurance
- Section 5: References

5.13 Bidding Forms

There no bidding forms for this RFP. Rather, please utilize the Tender Submission outline from 5.12 supplemented by any other details required (or pertinent to) the requirements outlined in section 8. Prices are to be excluding all applicable taxes and quoted in Canadian Dollars.

5.14 Addenda

- 1) Health PEI reserves the right to issue addenda at any point during the tender period. All addenda become part of the bid documents.
- 2) Addenda issued by Health PEI will be available for viewing on the procurement website at www.gov.pe.ca/finance .
- 3) All bidders are responsible for ensuring that they are aware of, include copy (s) of the addenda in their response, and have complied with any addenda issued by Health PEI.

6. ADDITIONAL TERMS

6.1 Independent Contractor Status In Law

For all purposes related to the contract and work contemplated by this RFP, the successful respondent and its employees, and agents, will be deemed to be independent contractors relative to Health PEI. The successful respondent will ensure that all subcontractors or other agents engaged in relation to the Project satisfy all the relevant requirements for this RFP as fully as if required by the successful respondent directly. Nothing in this RFP or in the Service Agreement will be treated as giving rise to a direct contractual relationship between Health PEI and any subcontractors of the successful respondent.

6.2 Acceptance of Proposals

Health PEI reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion.

This Request for Proposal should not be construed as a contract to purchase goods or services. Health PEI is not bound to accept the lowest priced or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria. Should any be received, proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other respondent.

Subsequent to the submission of proposals, interviews and negotiations may be conducted with some of the respondents, but there will be no obligation to receive further information, whether written or oral, from any respondent or to disclose the nature of any proposal received.

Upon a proposal being accepted by Health PEI, the successful bidder will be required to sign a standard Services Agreement if applicable with Health PEI (attached as Appendix 3) within five business days. Health PEI will not be obligated in any manner to any respondent whatsoever until a written contract has been duly executed relating to an approved proposal.

Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval,

permit or license pursuant to any federal, provincial, legal district or municipal statute, regulation or bylaw.

6.3 Definition of Contract

A notice in writing to a respondent of Health PEI's acceptance of its proposal serves as notice of acceptance only and does not entitle the respondent to any legal or equitable rights or privileges relative to the goods or services pursuant to this RFP. Upon receiving notification of acceptance of its proposal, the successful respondent will be required to sign the standard Services Agreement with Health PEI. No respondent will acquire any legal or equitable rights or privileges relative to the goods or services until such time as the Service Agreement has been fully executed.

6.4 Proposals as Part of Contract

Proposals may be negotiated with respondents, and if accepted, may form part of a Supply / Service Agreement. A sample of a Service Agreement that may apply is included as Appendix 3.

6.5 Liability for Errors

While Health PEI has used considerable efforts to ensure an accurate representation of information of this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for respondents. The information is not guaranteed or warranted to be accurate by Health PEI, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve respondents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

6.6 Acceptance of Terms

All the terms and conditions set out in this Request for Proposal are assumed to be accepted by the respondent and incorporated into its proposal by virtue of the respondent submitting a proposal.

6.7 Financial Stability

The successful respondent may be required to demonstrate financial stability and may be required to register to conduct business in Prince Edward Island, Canada.

6.8 Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to PEI Procurement Services become the property of Health PEI. They will be received and held in confidence by Health PEI,

subject to the provisions of the Freedom of Information and Protection of Privacy Act.

6.9 Use of Request for Proposal

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

6.10 Confidentiality of Information

Information pertaining to any Health PEI department obtained by the respondent as a result of participation in this project is confidential and must not be disclosed without written authorization from Health PEI.

6.11 Environmental Requirements

In order to contribute to waste reduction and promote environmental responsibility, Health PEI will endeavour to acquire goods and services that support these principles wherever possible. Therefore, product(s) quoted should address:

- Minimal packaging (initial shipping and with regard to associated reagent and consumable products used in day-to-day operations).
- Minimal environmental hazards and waste generation (with regard to associated reagent and consumable products used in day-to-day operations).
- Maximum energy efficiency
- Minimal disposal costs
- Must not reduce the quality of the product required or affect the intended use of the product.
- Must not significantly impact the acquisition cost

7. MANDATORY CONTRACTAL CLAUSES

7.1 Registration with Workers Compensation Board of Prince Edward Island

Not Applicable

7.2 Insurance

The successful respondent shall maintain, as a minimum, general liability insurance providing not less than Three Million Dollars (\$3,000,000) coverage per occurrence and shall add the Health PEI as an additional insured with respect to its liability under this agreement and provide whatever information Health PEI may require on the insurance that is available. The policy shall include, but not be limited to, bodily and personal injury, property damage, non-owned automobile liability, cross liability and blanket contractual liability.

The foregoing insurance shall be primary and not require the sharing of any loss by any insurer of Health PEI nor any other means of indemnity such as the Prince Edward Island Self Insurance and Risk Management Fund. The policies required by this Agreement shall be in a form and with insurers satisfactory to the Health PEI. A certified copy of the policies shall be delivered to the Health PEI prior to execution of the agreement. Default of delivery or receipt by the Health PEI shall not be construed as acknowledgment or concurrence that there has been compliance with the terms of this agreement. Furthermore, Health PEI shall have the right, but not the obligation, to review the original(s) of any required insurance policy(ies) in any of its offices. Such review by or on behalf of Health PEI shall not be construed as acknowledgement that there has been compliance with the terms of this agreement.

All required insurance must be endorsed to provide Health PEI with 60 days' advance written notice of cancellation or material change.

7.3 Indemnity Clause

The Contractor will, at all times, indemnify and save harmless Health PEI and its employees, volunteers, agents and other representatives, successors and assigns (collectively, the "Indemnified Parties") from and all claims, demands, losses, costs, damages (including incidental, indirect and consequential damages), causes of action, suits or other proceedings of any kind or nature and expenses (including legal fees on a solicitor and solicitor's own client basis) by whomever made, brought or prosecuted in any manner based upon, occasioned by, or attributable to the activities of the owner under this contract. The Contractor shall maintain insurance as outlined in Insurance Section. The Contractor shall deliver to Health PEI certificates of such coverage before performing services. If such insurance is to expire during the terms of this contract, the Contractor shall provide a new certificate.

7.4 Compliance with Laws

The Contractor will give all the notices and obtain all the licenses and permits required to perform the work. The Contractor will comply with all federal, provincial and regional laws applicable to the work or performance of the contract.

8.1 Combi Oven- Mandatory Requirement Specifications

The proposed equipment must include, but it is not limited to, the following specifications:

	YES	NO
Propane combination oven with multi function capabilities for convection mode, steam mode and combination mode.		
Programmable oven with individualized cooking programming.		
Must have the ability for low temperature cooking.		
Automatic self cleaning and care system for cooking cabinet		
Automatic self cleaning and descaling		
Ability to cook to temperature		
Core Temperature Probe		
Humidity management.		
Grease free system		
Operation without a water softener		
Mobile oven rack		
Stainless steel construction inside and out with glass door		
Ability to prepare mixed loads		
Self teaching operation		
Maximum rack height of 1.6 metres including stand/cabinet		
Touch screen with pictograms		
Cool down function		
Self test function for checking unit		
USB interface		
Must provide training and in-service to production staff		
Minimum of 1 year warranty and any service contracts offered should be listed as a separate item		
Ability to provide 150-300 meals per day		
2 AC 208V(240 V)		
Door handle with right-left, slam function		
Control Panel protection		
Size Constraints: 42" Width x 39" Deep x 42" High		
BASE CABINET		
Stainless Steel Stand with top and side panels		
Height 28"		
14 pairs of Rails to accommodate 18"x 26"Sheet Pans and 12" x 20"Steam Table Pans, Rail distance to be 65 mm.		
Adjustable Feet		
Dimensions 42" W x 39" D x 27" H free from bottom plate to first rail 57 mm.		
To be delivered with fastening kit for the Combi Oven		
Made from 1.4301 (CNS 304)		
4 Tandem Steering Casters 2 with Brakes		

8.2 Combi Oven- Further Submission Requirements

- Product must be suitable for commercial use.
- Equipment meets CSA standards and approval.
- All equipment, components and materials to be supplied in response to this RFP shall be new and of first quality with no defects.
- Products must be made of durable materials and are strong and reliable.
- Work Orders during warranty period to be provided to Health PEI.
- Must provide parts and service manuals.
- Company completing warranty and repairs to be specified on the quote.
- Provide a Minimum of a 1 year warranty. Please provide details on warranty as it relates oven, parts and labour.
- Delivery by January 15, 2016

Deviations from requirements; considered by the Evaluation Committee to be minor in nature; may be taken into consideration.

8.3 Equipment Safety

The Combi Oven must be CSA approved. The equipment must have the certified Canadian Standards Association label affixed to the equipment.

8.4 Product Quotes

All products quoted must be in current production and publicly available as of the date of this RFP. Unproven future products shall not be bid. All desired features listed must be in current production, installed and in use at the time of the quote. All equipment, components and materials to be supplied in response to this RFP shall be new, and of first quality with no defects. Refurbished or demonstration models will not be accepted.

8.5 Consumables

The cost of typical purchased supplies related to the ongoing use of Combi Oven should be identified in the quote.

9. EVALUATION

9.1 Process

Although Health PEI representatives will act in a collaborative and coordinated manner, the final decision as to the equipment purchase will be made by Health PEI based on the tender evaluation process. Health PEI reserves the right to purchase from more than one respondent.

9.2 Criteria

- 40% - Tender price (excluding applicable taxes).**
- 25 % - Service, warranty including lead time of service and parts**
- 10% - Ease of use including ergonomics**
- 10% - Safety Features**
- 10% - Sanitary use ease of cleaning**
- 5% - Proponent References, Performance and Reputation**

Please note that respondents must achieve a 75% overall scoring or greater. Any respondents that do not meet this rating will not be considered for further evaluation and consideration.

10.REFERENCES

Respondents should provide a minimum of three (3) references where they have successfully implemented similar equipment and provided similar services. The proposal should address reliability, service provisions as well as contain the following information for each reference provided, (1) agency name; (2) complete address; (3) contact person and telephone number (4) size and project scope of each reference.

Health PEI will not enter into a contractual agreement with any respondent whose references are found to be unsatisfactory.

11.SUMMARY

After examining the mandatory proposal requirements and considering the project scope, the respondent is asked to provide a quotation on these goods and services with prices to be quoted in Canadian Dollars. Taxes are to be quoted separately.

COMPANY

PER:

DATE

Appendix 1 – Proposal Acknowledgement and Authorization Form
PROPOSAL ACKNOWLEDGMENT AND AUTHORIZATION FORM
FOR A COMBI OVEN FOR HILLSBOROUGH HOSPITAL (HEALTH PEI).

The undersigned hereby acknowledges that he/she, as an officer of the stated corporation, has read and understands the specifications, requirements, and proposed agreement regarding the contracting for supply a Combi Oven for Hillsborough, Health PEI. He/she further acknowledges that the seller's proposed equipment, materials, and services fully meet or exceed those as specified in the Corporation's Request for Proposal (RFP) dated _____.

Additionally, the respondent agrees that all its proposal documents and responses to the aforementioned RFP will, at the option of the Health PEI, become a legally binding and essential portion of the final contract between the successful respondent and Health PEI.

Signature: _____

Name: _____

Title: _____

Phone No.: _____ Fax No.: _____

E-mail: _____

R.F.P. Contact Name (if different from above): _____

Title: _____

Phone No.: _____ Fax No.: _____

E-mail: _____

E-mail will be the preferred mode of communication for additional information to be exchanged with respondents.

Appendix 2 – Full Disclosure of Financial Contribution Form
(Mandatory that this be completed and returned with submission)

HEALTH PEI
FULL DISCLOSURE OF FINANCIAL CONTRIBUTION FORM
(Please Attach Full Details to This Appendix)

Respondent:

Covering Period From: **Dec 1, 2013 to Dec 1, 2014**

Type of Funding	Hospital	Department	Recipient	Estimated Market Value
Capital Equipment				
Seminars				
Respondent Sponsored Off Site Hospital Visits				
Supplies				
Educational Support				
Research Support (ie) * Drug Trials * Projects * Publications * Other				
Major Donations				
Other Funding				
TOTAL				

HEALTH PEI

FULL DISCLOSURE OF FINANCIAL CONTRIBUTION

We, the undersigned company, represent we are a vendor of products, equipment, and/or services to Health PEI. As a privilege of conducting business with Health PEI, we agree to the following terms and conditions:

1. We understand and agree to comply with Health PEI Purchasing Policies.
2. We understand and agree to provide, in Appendix 2 of this document, a statement of full Funding Disclosure. This statement fully and accurately discloses all funding provided to any employee, staff member, or other individual of the Health PEI mentioned for the time period indicated. Necessary documentation detailing the type and level of funding is attached to Appendix 2. The time period to be reporting is for the past twelve months.
3. We understand and agree to provide a revised Statement of Full Disclosure at a minimum every 12 months or when a contract is renewed. The onus is on our company to ensure that this regular reporting is completed.
4. We understand and agree that failure to identify all funding support in this Statement of Full Funding Support may result in cancellation of any or all contracts in force with no penalty to Health PEI.

Respondent: _____

Address: _____

Period covered: From: _____ To: _____

(Note: Must cover at a minimum the past 12 months).

Signed: _____ Date: _____

Full Name: _____ Title: _____



REQUEST FOR PROPOSALS

Tender Number: 4203

Closing Date: Dec 11, 2015

Closing Time: 2:00PM

1. Check for changes to this request

Before submitting this proposal, visit the Procurement website or phone our office to see if any Addenda detailing changes have been issued on this tender. Changes may be posted up until the tender closing time. It is your responsibility to acknowledge and take into account **ALL** Addenda.

2. Give your business information (please print)

Name of Company: _____
(if you are not a registered company, give your name)

Street Address: _____

City: _____ Province: _____

Postal Code: _____ Email Address: _____

Mailing Address (if different): _____

Phone Number: _____ Fax Number: _____

HST/GST Registration Number (BN): _____ (leave blank if NOT applicable)

3. Follow any special instructions

The full RFP document is attached to this PDF.

4. Review the following documents, which will form part of your proposal

(All documents can be found on the Procurement Services website at <http://www.gov.pe.ca/tenders>)

○ [Atlantic Standard Terms and Conditions](#)

○ [Applicable Trade Agreements](#)

5. Acknowledge receipt of addenda (if any)

ADDENDUM	SIGNATURE
Addendum #1	
Addendum #2	
Addendum #3	

Were there more than 3 addenda for this proposal? YES NO

Indicate the number of additional Addendums you have received.

Please sign indicating that you acknowledge the additional addenda noted above

6. Sign your Proposal

I confirm that the information I provided on this proposal is complete and accurate and that I am authorized to sign on behalf of the company.

Name (please print): _____ Position or Title: _____

Signature: _____ Date: _____

7. Submit Proposal To:

PROCUREMENT SERVICES

95 Rochford Street
2nd Floor South, Shaw Building, Room 27
PO Box 2000, Charlottetown, PE, C1A 7N8
Telephone: (902)368-4040

Fax and E-mail submissions are not accepted.