



Department of Finance
Procurement Services

REQUEST FOR QUOTATION
Tender Number: 4958
Closing Date: 15-Feb-2018
Closing Time: 12:00PM

Sample Grinder – Department of Agriculture & Fisheries, PEI Analytical Laboratories

1. Check for changes to this request

Before submitting this proposal, visit the Procurement website www.princeedwardisland.ca/en/tenders 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. Review the following documents, which will form part of your proposal

(All documents can be found on the Procurement Services website at www.princeedwardisland.ca/en/tenders)

- **Atlantic Standard Terms and Conditions**

4. Additional Information

- Prices are to be in Canadian Funds.
 - Price to include: Freight & Delivery.
 - It is the intention of the Province to award the item(s) listed in this tender to one (1) vendor.
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5. Give your delivery and payment terms

Delivery Required by:		Goods will be delivered by:	
Delivery Location:			
FOB:	Destination <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____
Payment Terms:	Net 30 <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____

6. 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 _____

7. 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: _____

8. Submit Proposal To:

PROCUREMENT SERVICES

95 Rochford Street
2nd Floor South, Shaw Building, Room 27
Charlottetown, PE, C1A 7N8
Telephone: (902)368-4040
Fax # 902-368-5171

When submitting your bid to the above address, please ensure your company name and tender number are clearly marked on the outside of the envelope.

Acceptable methods to submit your bid; courier, mail, hand deliver and fax.

E-mail submissions are not accepted.

9. CONTACT INFORMATION

About the good or service:

Name: Lori Connolly-Brine
Phone: 902-368-5671
E-mail: lconnolly@gov.pe.ca

About the procurement process:

Name: Mark Kays
Phone: 902-368-4764
E-mail: mjkeys@gov.pe.ca

**10. Fill in your unit price, extended price, and total price of all items
Quote prices in Canadian dollars, before taxes.**

Line	Quantity	Description	Unit Price	Extended Price
1	1	CT 293 Cyclotec Sample Mill Grinder		
2	1	Sample Inlet for large sample volumes		
			Total	

APPENDIX A:

TENDER SPECIFICATIONS:

Delivery and invoicing of the unit **MUST** be delivered by March 31st, 2018 to the *PEI Analytical Laboratory at 23 Innovation Way, Charlottetown, PE, C1E 0B7*.

All vendors submitting quotes for this tender **MUST** provide proof of ISO 9001 Certification or of an organizational quality system that has been proven through historical quality performance data.

All equipment quoted as part of this tender **MUST** be new.

A minimum warranty of 1 year on all parts and service from the date of acceptance (ie. the date of receipt at PEI Analytical Laboratories) **MUST** be included in the price quoted.

All equipment **MUST** be CSA or URL approved and **MUST** bear the label before acceptance.

The vendor **MUST** provide a set of operating, maintenance, service, and troubleshooting manuals for all goods provided.

Pricing **MUST** be in Canadian dollars and include all applicable delivery, freight, and insurance charges.

Pricing **MUST** also include any check-out or instrument tuning standards required for calibration and testing of the units awarded, if applicable.

Specifications:

- The unit must be equivalent to the CT 293 Cyclotec Sample Mill Grinder.
 - The grinder must be a bench-top model and accommodate a wide variety of sample types including, but not limited to, grains, mixed rations, leaves, and other agricultural products.
 - The unit must facilitate easy handling of samples and be capable of accepting manual introduction of the sample.
 - The unit must be capable of accommodating large sample volumes or bulky samples, such as forage or leaf tissue. Accessories to accommodate for the input of large sample volumes must be quoted as part of this tender.
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- There should be minimal maintenance required on this unit. The unit must maintain a high level of safety for the operator.
 - The unit should maintain a high grinding speed of 4 grams per second and have a low noise level (75 dBA). There must be uniform particle size distribution and no thermal degradation of the sample.
 - The unit must allow for particle size screens to be interchanged easily and frequently by the operator. 0.5 mm and 1.0 mm size screens must be available and quoted as part of this tender.
 - A complete list of required and optional accessories needed to operate this unit must be provided as part of this tender.
 - The unit must be suitable for 115V power supply and be CSA approved.
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