



Department of Finance
Procurement Services

REQUEST FOR QUOTATION
Tender Number: 4980
Closing Date: 07-MAR-18
Closing Time: 12:00PM

Early Childhood Resources – Department of Education, Early Learning and Culture

1. Check for changes to this request

Before submitting this proposal, visit the Procurement website www.princeedwardisland.ca/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

<http://www.princeedwardisland.ca/tenders>)

- **Atlantic Standard Terms and Conditions**
 - **Applicable Trade Agreements**
 - **This tender opportunity is issued in accordance with the provisions of the Atlantic Procurement Agreement and the Agreement on Internal Trade. Vendors are encouraged**
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to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any bid. The tender results will comply with section 29.1 of the Atlantic Standards Terms and Conditions, and will be extended to include the broader public sector (MASH).

4. Additional Information

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery. All prices valid for 90 days.
- Each item is regarded as a separate tender and the Province reserves the right to accept all or any portion thereof. Awarded items may be split between two (2) or more vendors.

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
PO Box 2000, 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.

Vendors **MUST** fill out the attached spreadsheet electronically and submit a printed signed hard copy with your submission. Vendors **MUST** also submit a saved electronic version of the Excel spreadsheet (**In Excel, NOT PDF**) on a memory stick, disc or e-mail the Excel spreadsheet only to procurementservices@gov.pe.ca. In your e-mail subject line please reference the Tender Title, Tender Number and Procurement Officer. Failure to submit an electronic Excel spreadsheet may cause your submission to be non-compliant and will not be considered for further evaluation. Vendors are required to sign, date and price the spreadsheet. Enter a "0" if a bid for an item is not applicable.

9. CONTACT INFORMATION

About the good or service:

Name: Naomi Harvey
Phone: 902-438-4826
E-mail: ndharvey@edu.pe.ca

About the procurement process:

Name: Lori Richard
Phone: 902-368-4042
E-mail: larichard@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
		Please see the attached list.		
		All Items to be shipped to: Dept of Education, Early Learning and Culture 250 Water Street, Suite 101 Summerside, PE C1N 1B6		
			Total	

APPENDIX A:

TENDER SPECIFICATION

Any quotes on alternates must be accompanied by detailed specifications, product names, gauges, core densities, finish types, etc.

All Bidders must be willing to provide an "on site" sample that is the same as or equal to the specified product.

All prices guaranteed through delivery. All prices must be FOB Destination.

Delivery complete by March 31, 2018