



Department of Finance
Procurement Services

REQUEST FOR QUOTATION
Tender Number: 4993
Closing Date: 15-MAR-2018
Closing Time: 12:00PM

2018-2019 School/Office/Paper Supplies – PEI Public Schools Branch

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**
 - **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 to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any**
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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.
- **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.**
- The results of this tender shall be open for a period of **XX days** to all Government Departments, Crown Corporations, Agencies, Boards and Commissions including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector).
<http://www.atlanticsuppliers.ca/acts-regulations/atlantic-provinces-standard-terms-and-conditions-goods-and-services/>
- Vendors are advised that all documents forming part of the RFQ process, including all submitted proposals, are subject to the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 ("FOIPP"). A copy of FOIPP is available at:
https://www.princeedwardisland.ca/sites/default/files/legislation/f-15-01_0.pdf

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 three addenda for this proposal? YES NO

Indicate the number of additional addenda 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.

9. CONTACT INFORMATION

About the good or service:

Name: Michelle Proctor
Phone: (902) 888-8423
E-mail: maproctor@edu.pe.ca

About the procurement process:

Procurement Officer: 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
1		See attached spreadsheet		

APPENDIX A:

TENDER SPECIFICATIONS:

Attach any supporting documents, specifications or drawings in this section.

Public Schools Branch

March 1, 2018

**RE: Public Schools Branch
2018-2019 School/Office/Paper Supplies Tender**

Dear Supplier:

Public Schools Branch (PSB) wishes to invite quotations for the supply of school and office supplies in accordance with the following specifications. The Request for Quotation neither expresses nor implies any obligation on the part of the PSB to enter into a contract with any supplier submitting quotations. Lowest or any tender not necessarily accepted.

Being a PEI public tender, we ask that you follow the procedures as outlined in the provincial tender documents.

Associated notes pertaining to this tender are located on the following page.

Contact Person:

Michelle Proctor

Public Schools Branch (PSB)

(902) 888-8423

Public Schools Branch

School / Office / Paper Supplies Tender for 2018-2019 School Year

NOTES:

- a. All prices should be quoted **before** taxes and must be **FOB ground level** at the locations of our schools and offices. **No additional shipping charges will be accepted.** "Offloading" equipment and /or labour that may be required for this purpose will be the **responsibility of the VENDOR.** **Failure to price according to this direction, may make your bid void.**
- b. Delivery of all supplies MUST take place by **May 31, 2018.**
- c. **Information pertaining to unfilled or back ordered items must be conveyed to the School Branch office prior to May 24, 2018. Failure to deliver items prior to delivery date may result in the cancellation of orders.** Vendors are advised that no commitment shall exist under this request until such time the Vendor receives official confirmation in the form of a PSB purchase order. The quantities quoted in this document are estimates. The exact quantities purchased may vary from the amounts referenced.
- d. For items where brand names are specified, substitutes **may not** be accepted. If a substitution is offered, a sample or a specification sheet must be provided. In addition to price, quality (as determined by brand names and/or as established by the PSB Procurement Staff) will also be used in determining awards. Catalog numbers **must** be shown and literature forwarded, if we have not specified your product.
- e. Awarding of this tender will be on a **product by product basis** and not as a whole. **Lowest price** on any specific item is **not necessarily accepted.** Quantity of items being ordered are dependent on the price and brand/quality being supplied and may vary from quantity requested in this tender.
- f. Where a vendor has indicated a product number that **is not the item** we have specified **and has not indicated so**, they will be required to fill the order by our description/unit size at the price they quoted. (ie. Box of 100 specified, product # quoted is box of 50 – you will be required to make up the difference at no additional charge).
- g. Payment for items will be forwarded upon verification of items received in good order and condition. In the event the supplies are found to be defective or do not conform to the specifications, the PSB reserves the right to cancel the order and return the items at the vendor's expense.
- h. **FOB ground level destination pricing must be guaranteed** until at least **October 31, 2018.**
- i. If you cannot access the document please contact Ian Burge at Procurement Services at (902) 368-4040.
- j. **Vendors MUST enter their bid electronically on the Excel spreadsheet as provided. Vendors MUST print and submit a signed hard copy of the spreadsheet as well as an electronic copy saved on a virus free disc or memory stick. DO NOT SCAN THE SPREADSHEET AND SAVE AS A PDF ON THE ELECTRONIC COPY, SAVE THE SPREADSHEET IN EXCEL FORMAT.**
- k. **TENDER BIDS are to be sent to Procurement Services at the following address:**
Procurement Services
2nd Floor Shaw Building,
95 Rochford Street,
Charlottetown, PE C1A 7N8

PLEASE FILL OUT INFORMATION BELOW AND INCLUDE WITH TENDER PACKAGE.

Date Pricing Guaranteed until:	
Company Name:	
Contact Name:	
Telephone Number:	

Printed Name

Authorized Signature

Date