



Department of Finance  
Procurement Services

REQUEST FOR QUOTATION  
Tender Number: 5078  
Closing Date: 04-JUL-2018  
Closing Time: 12:00PM AST

## Rental Return Band Instruments - Public Schools Branch

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### 1. Check for changes to this request

Before submitting this proposal, visit the Procurement website [www.princeedwardisland.ca/en/tenders](http://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)

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### 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](http://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 bid.**

### 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.**
- The results of this tender shall be open for a period of 30 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](https://www.princeedwardisland.ca/sites/default/files/legislation/f-15-01_0.pdf)

### 5. Give your delivery and payment terms

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

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## 8. Submit Proposal To:

### PROCUREMENT SERVICES

95 Rochford Street  
2<sup>nd</sup> 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:** Blake Crockett  
**Phone:** 902-368-6815  
**E-mail:** bocrockett@gov.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		
			<b>Total</b>	

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](mailto: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.

**PUBLIC SCHOOLS BRANCH  
REQUEST FOR PROPOSAL – RENTAL RETURN BAND INSTRUMENTS  
JUNE 2018**

The Public Schools Branch is looking to source school concert band instruments described as “Rental Return” instruments. These instruments would come from a music store’s rental department as returns at the end of a rental period. Because new instruments constantly come into the store’s inventory, some of these rental returns are sold to make room. The Public Schools Branch is seeking these “Rental Return” instruments rather than just general used instruments as rentals are, generally, well maintained by the renter or risk penalty. As well, “Rental Return” instruments go through a rigorous inspection and refurbishment process by qualified instrument technicians before resale. This process ensures a standard of quality and playability we consider essential. Pricing **must** include shipping to two schools (Charlottetown Rural High School and Birchwood Intermediate).

**Required by Vendor in Proposal Submission**

- Pricing (which includes shipping) by product and comparable brand alternatives.
- Any warranty information by product and comparable brand alternatives (if none, please state)
- Verification/Documentation that the product tendered is a “Rental Return” instrument.
- Documentation that each instrument has gone through an inspection and refurbishment process by a qualified instrument technician.
- Delivery is required by August 15, 2018.

**Rental Return Instruments Required - Charlottetown Rural High School**

<b>Instrument</b>	<b>Comparable Brands Examples</b>	<b>Amount Required</b>
Tenor Saxophone	Yamaha/Jupiter/Selmer	3
Alto Saxophone	Yamaha/Jupiter/Selmer	2
Flute	Yamaha/Jupiter/Selmer	6

**Rental Return Instruments Required - Birchwood Intermediate School**

<b>Instrument</b>	<b>Comparable Brands Examples</b>	<b>Amount Required</b>
Flute	Yamaha/Jupiter/Selmer	18
Clarinet	Yamaha/Jupiter/Selmer	7
Trumpet	Yamaha/Jupiter/Conn/Bach	14
Trombone	Yamaha/Jupiter/Conn/Bach	3
French Horn	Yamaha/Jupiter/Conn/Bach	6
Euphonium	Yamaha/Jupiter/Conn/Bach	7
Small Euphonium	Yamaha/Jupiter/Conn/Bach	1
Tuba	Yamaha/Jupiter/Conn/Bach	1