



Department of Finance
Procurement Services

REQUEST FOR QUOTATION
Tender Number: 5148
Closing Date: 2-November-2018
Closing Time: 12:00PM

Large Format Book Scanner - Public Archives and Records Office - 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/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 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

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.

E-mail submissions are not accepted.

9. CONTACT INFORMATION

About the good or service:

Name: Jannah Toms
Phone: 902-368-5911
E-mail: jetoms@gov.pe.ca

About the procurement process:

Procurement Officer: Melanie Barlow
Phone: 902-368-4042
E-mail: mcbarrow@gov.pe.ca

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

**APPENDIX A:
TENDER SPECIFICATIONS:**

To supply, deliver, and install one (1) large format (A1+ size) book scanner unit

Specifications to include:	Yes	No
Colour overhead scanner for formats up to A1+ size	_____	_____
Maximum scan area of 25x33.5 inches or larger	_____	_____
Scanner resolution of 600x600 dpi	_____	_____
Scan output of 24 bit colour, 8 bit grayscale	_____	_____
Internal controls with a large preview screen (22 inches or larger)	_____	_____
Ability to accommodate flat documents as well as large, fragile bound material	_____	_____
Adjustable, protective V cradle (adjusts 120-180 degrees)	_____	_____
Motorized book cradle lift up to 10cm	_____	_____
Glass plate for scanning flat material	_____	_____
Ability to save in standard file formats (TIFF, JPEG, PDF, Multipage PDF) to hard drive, network drive, and USB drive	_____	_____
Windows 7, 8, and 10 compatible	_____	_____
Option of floor foot pedal	_____	_____
Option of 1, 2, and/or 3 year warranty	_____	_____
Delivery, installation, and on-site training	_____	_____

NOTE: Equipment must be received on or before 31 March 2018. Installation and training to take place in 2019-2020 fiscal year

Please provide 1-3 references. Canadian references preferred. Product of reference is the Bookeye 4 V1A Professional book scanner. Approved alternatives will be considered.
