



Department of Finance  
Procurement Services

REQUEST FOR STANDING  
OFFER

Tender Number: 5165

Closing Date: 23-Nov-2018

Closing Time: 12:00PM AST

## Paper and Envelopes- Document Publishing Centre

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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)

### 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.**
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#### 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 **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/en/legislation/all/all/a>

#### 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)

<b>ADDENDUM</b>	<b>SIGNATURE</b>
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  
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.

E-mail submissions are not accepted.

## 9. CONTACT INFORMATION

### About the good or service:

Name: Andrea MacRae  
Phone: 902-620-3014  
E-mail: [admacrae@gov.pe.ca](mailto:admacrae@gov.pe.ca)

### About the procurement process:

Procurement Officer: Melanie Barlow  
Phone: 902-368-4042  
E-mail: [mbarlow@gov.pe.ca](mailto:mbarlow@gov.pe.ca)

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

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.

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**APPENDIX A:**

**TENDER SPECIFICATIONS:**

**SPECIFICATIONS FOR PEIGOV REQUEST FOR STANDING OFFER #  
DOCUMENT PUBLISHING CENTRE**

**TERMS:**

1. Paper samples may be requested and subjected to testing.
2. All #10 envelopes, including #10 plain, #10 window, and #10 artline window, as well as 5 3/4 x 9 must all be machine insertable.
3. Machine insertable #10 envelopes must be consistently made and must have no variations.
4. Machine insertable #10 window envelopes must have windows securely glued to the edge.
5. All 20lb bond must have (FSC) Forest Stewardship Council certification labels on each package and be acid free in content. All white paper must have a 92 brightness.
6. Orders will be placed on an as needed basis and shipped FOB mainly to Charlottetown, but occasionally to other offices in other areas of the province.\*
7. Billing is to be processed on each shipment.
8. No substitutions of stock unless by mutual consent of both parties.
9. Quantities listed are estimations only; an increase or decrease may occur.
10. Stock is to be clearly labeled, wrapped and shipped on pallets when larger quantities are ordered.
11. Damaged cartons or an inferior stock received will be returned to the supplier (collect) for full credit or replacement.
12. Any price increase must come with a written 30 day notice accompanied by a letter from the mill stating an increase in pricing at that level.
13. Delivery date for tendered stock items should be no longer than 5 business days from vendor's receipt of order.

**Standing offer will be active for 1 year from the date of award.**

\*NOTE: Orders will be shipped FOB, but this Tender will recognize any minimum order charges as noted on the quote. Please provide the following information:

Shipping charges of \$\_\_\_\_\_ will apply to orders under \$\_\_\_\_\_ .

**CONDITIONS:**

The Government of Prince Edward Island wishes to promote cooperative purchasing with all Prince Edward Island Government funded bodies including crown corporations, municipalities, universities, school boards, agencies and hospitals. The Government of Prince Edward Island will encourage these bodies, at their discretion, to purchase goods and services using Government contracts. As a successful vendor, you must agree to extend your goods and services to these government funded bodies as per all the terms, conditions, and specifications listed on this document.

The Government of Prince Edward Island reserves the right to tender separately for items already awarded if quantities for a single order are exceptionally high, and it could reasonably be expected that significant cost saving would be incurred. Only vendors who submitted a reply to the original tender will be contacted.

FOR FURTHER INFORMATION, CONTACT: Andrea MacRae (902)-620-3014  
[admacrae@gov.pe.ca](mailto:admacrae@gov.pe.ca))