



DEPARTMENT OF FINANCE

PROCUREMENT SERVICES

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ADDENDUM # 1

For RFSO # 5165

TO: All Bidders

FROM: Procurement Services

DATE: 20-Nov-2018

SUBJECT: Tender Extension & Questions and Answers

Extension of closing date:

Please be advised that the closing date for this tender will be extended to November 30, 2018.

Questions and Answers:

Q1: Page three, section 8 of the solicitation document states that the bid may be sent in by fax however later on the same page section 10 states that the bidder must submit a printed signed hard copy. Can you please clarify if faxed tenders are acceptable without a shipped copy?

A1. See below.

Q2: Page three, section 8 of the solicitation document states that the bid cannot be sent in via email however on the same page section 10 states that an email must be sent containing the Excel pricing file. Can you please clarify if this email is allowed?

A2. See below.

Q3: If we are allowed to email the Excel pricing form, will you consider accepting the whole submission electronically? This would be most helpful due to many shipping issues lately with Canada Post and couriers who are over-extended.

A1, A2, A3: Tender submissions are accepted via courier, mail, hand deliver or fax. However, an electronic version of the Excel pricing spreadsheet must be submitted in Excel format, separately and in addition to the

original tender submission. The pricing spreadsheet must be submitted on a memory stick or by e-mail to procurementservices@gov.pe.ca. The pricing spreadsheet will be the only part of this tender accepted via e-mail.

Q4: Should a hard copy submission requirement prevail, we request a one-week extension to the solicitation closing date to account for shipment.

A4: Please see note above for tender extension details.

Q5: On page three section 10 states that Vendors are required to sign, date and price the spreadsheet. The current pricing document is not set up with these fields. Is it acceptable to alter the form to include these required fields or will you release a revised copy to allow for this?

A5: Please be aware that the pricing form has now been revised.

Q6: Page three, section 10 instructs vendors to fill in your unit price, extended price, and total price of all items however these extended price and total columns are not on the pricing sheet. Will you release a revised copy to include the required details?

A6: Please be aware that the pricing form has now been revised.

END OF ADDENDUM.

Please return this sheet with your formal bid proposal.