



Department of Finance  
Procurement Services

REQUEST FOR QUOTATION  
Tender Number: 5183  
Closing Date: 23-JAN-2019  
Closing Time: 12:00PM AST

## Incubator – Department of Communities, Land and Environment.

---

### 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
-

#### 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/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: Lori Connolly-Brine**  
**Phone: 902-368-5671**  
**E-mail: lconnolly@gov.pe.ca**

### **About the procurement process:**

**Procurement Officer: Mark Kays**  
**Phone: 902-368-4764**  
**E-mail: mjkays@gov.pe.ca**

---

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

| <b>Line</b> | <b>Quantity</b> | <b>Description</b> | <b>Unit Price</b> | <b>Extended Price</b> |
|-------------|-----------------|--------------------|-------------------|-----------------------|
| 1           | 1               | BOD Incubator      |                   |                       |
| 2           | TBD             | Additional Shelves |                   |                       |
|             |                 |                    | <b>Total</b>      |                       |

---

## APPENDIX A:

### TENDER SPECIFICATIONS:

Delivery and invoicing of the unit **MUST** be delivered to:

PEI Analytical Laboratories  
23 Innovation Way,  
Charlottetown, PE, C1E 0B7

All vendors submitting quotes for this tender **MUST** provide proof of ISO 9001 Certification, or of an organizational quality system that has been proven through historical quality performance data.

All equipment quoted as part of this tender **MUST** be new.

A minimum warranty of 2 years on all parts and service from the date of acceptance (IE. the date of receipt at PEI Analytical Laboratories) **MUST** be included in the price quoted.

All equipment **MUST** be CSA or URL approved and **MUST** bear the label before acceptance.

The vendor **MUST** provide a set of operating, maintenance, service, and troubleshooting manuals for all goods provided.

Pricing **MUST** be in Canadian dollars and include all applicable delivery, freight, and insurance charges.

Pricing **MUST** also include any check-out or instrument tuning standards required for calibration and testing of the units awarded, if applicable.

Delivery and invoicing of the unit to PEI Analytical Laboratories **MUST** be on or before **March 31, 2019**.

### Incubator Specifications:

- The unit **MUST** be refrigerator incubator suitable for BOD waste water testing.
  - The unit **MUST** be free standing with a capacity of 20 cu Ft / 566L and should measure approximately 78.7 x 86.4 x 195.6 cm (LxWxH) externally in size.
  - The awarded unit **MUST** accommodate a temperature range of -10°C to +50°C and use forced-air circulation to deliver a temperature uniformity of 0.5°C and temperature stability of  $\pm 0.2^\circ\text{C}$ .
-

- The unit **MUST** contain an easy to use microprocessor with push button controls for temperature set point. The LED display **MUST** be easy to read and display temperature accurately, within 0.1°C.
  - The unit should contain features such as, but not limited to:
    - Door-lock feature to prevent un-authorized access,
    - Safety relay and alarm to alert of over/under temperature conditions,
    - Temperature set-point selection with high and low temperature protection
    - Simple calibration
    - Access port
  - The unit quoted **MUST** include a minimum of, corrosion resistant, adjustable shelves which have the capacity to hold 50 lbs.
  - The unit **MUST** also be able to accommodate additional shelves, which may be purchased as part of this tender. The part number for additional shelves **MUST** be included as part of the tender bid.
  - The unit **MUST** be manufactured using a corrosion resistant material and allow for easy cleaning and require minimal care.
  - The unit **MUST** be suitable for 115V, 60 Hz power supply
-