



Department of Finance  
Procurement Services

REQUEST FOR QUOTATION  
Tender Number: 5264  
Closing Date: 24-MAY-2019  
Closing Time: 12:00PM AST

## Furniture Tender – LM Montgomery Elementary School, Department of Education, Early Learning and Culture

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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**  
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>	L.M Montgomery Elementary School 69 Macwilliams Rd, Charlottetown, PE C1C 1L4		
<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 \_\_\_\_\_

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## 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  
[procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca)

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 e-mail.

**Fax submissions are not accepted.**

## 9. CONTACT INFORMATION

### **About the good or service:**

**Name:** Heather Cudmore  
**Phone:** 902-368-4150  
**E-mail:** hacudmore@edu.pe.ca

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

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

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**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		Please complete attached spreadsheet.  <b>Delivery: August 12, 2019</b>		
			<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. In your e-mail subject line please reference the Tender Title, Tender Number and Procurement Officer. Procurement Services **MUST** receive the e-mailed submission prior to the tender closing date and time. 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:**

**\*\*Any quotes on alternates must be accompanied by detailed specifications, product names, gauges, core densities, finish types, etc. "Equal or Better Than Model", is to establish quality and construction standards comparisons only and is not meant to exclude any products for consideration.**

**\*\*All Bidders must be willing to provide an "on site" sample that is the same as or equal to the specified product. All prices guaranteed through delivery.**

**\*\*All prices **DELIVERED, INSTALLED AND ASSEMBLED ON SITE.** Assembly, Installation, and Waste Removal completed 2 days after specified delivery date.**

**\*\*PAY PARTICULAR ATTENTION TO SECTION 10 IN THE RFQ DOCUMENT AND FOLLOW THE INSTRUCTIONS CAREFULLY. CONTACT PROCUREMENT SERVICES AT [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca) IF YOU HAVE ANY CONCERNS.**

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