



Department of Finance
Procurement Services

REQUEST FOR STANDING
OFFER

Tender Number: 5270

Closing Date: 29-MAY-2019

Closing Time: 12:00PM AST

Hygiene, Household and Linen – Department of Justice & Public Safety

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
 - 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.
- **It is the intention of the Province to award the item(s) listed in each “Group” to one (1) vendor as a basket of goods. Awarded “Groups” may be split between two (2) or more vendors.**
- The results of this tender shall be open 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 RFSO 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

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
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 email.

Fax submissions are not accepted.

9. CONTACT INFORMATION

About the good or service:

Name: Vicki McMillan
Phone: 902-368-5847
E-mail: vlmcmillan@gov.pe.ca

About the procurement process:

Procurement Officer: Melanie Barlow
Phone: 902-368-4042
E-mail: mccbarlow@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 response. 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 working Excel spreadsheet and response documentations to 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.

APPENDIX A:

TENDER SPECIFICATIONS:

1: Quantities listed are **estimates** only and all items are to be delivered on an "as required basis only."

2: Prices are to remain firm for a 12 month period following the award date, with the option of a one (1) year extension. **Pricing is to remain firm for the option year, if exercised.**

3. It is the intention of the Province to award the item(s) listed in each "Group" to one (1) vendor as a basket of goods. Awarded "Groups" may be split between two (2) or more vendors.

3. Prices are to include all delivery and service charges, FOB Destination as listed.**

**** (Provincial Correctional Facility-Miltonvale, Prince Correctional Facility-Summerside, Summerside Youth Centre-Summerside)**

4. The Province reserves the right to add new items/sizes over the period of this Standing Offer, if the need arises, and the same discount structure would be required from the vendor.

5. Substitutions will be considered for items not listed with "no substitutes", Enter your description under "comments." Substitutes **MUST** be equal to or better than.

6. Vendors are required to sign, price, extend and total the spreadsheet. Enter a "0" if a bid for an item is not applicable.

7. The case/pack size is approximate. Vendors with other case packs or sizes of products shall note the difference in the Comment column.

8. Enter your pricing according to the UOM, for example if the UOM is case then price per case, if the UOM is each then price per each.

9. PAY PARTICULAR ATTENTION TO SECTION 10 IN THE RFSO DOCUMENT AND FOLLOW THE INSTRUCTIONS CAREFULLY. CONTACT PROCUREMENT SERVICES AT procurementservices@gov.pe.ca IF YOU HAVE ANY CONCERNS
