



Department of Finance
Procurement Services

REQUEST FOR STANDING
OFFER

Tender Number: 5391

Closing Date: 27-Nov-2019

Closing Time: 12:00PM

Atlantic Time

Batteries-Automotive/The Department of Transportation, Infrastructure and Energy

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 Canadian Free Trade Agreement. 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.
- The quantities listed in the tender document are estimates only, actual quantities over the span of the standing offer may be more or less. The Province of PEI reserves the right to purchase more or lesser amounts depending on requirements. Products to be delivered are on an “as and when required basis” for the standing offer period indicated in this document unless otherwise stated. This applies to the tendering department as well as any other Government Department, Crown Corporation, Agency, Board and Commission including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector)..
- **It is the intention of the Province to award the item(s) listed in this tender to one (1) vendor.**
- **The Province reserves the right to add new batteries to the Standing Offer List as the need arises. The awarded vendor is to apply the same discount structure to new additions.**
- 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, Cardigan Bus, Elmsdale Bus, Charlottetown Garage, Bridgetown Garage, Summerside Garage or any other Government location including the MASH sector within the boundaries of PEI.		
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

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: Reg MacDonald
Phone: 902-432-2766
E-mail: rpmacdonald@gov.pe.ca

About the procurement process:

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

**10. Fill in your unit price, extended price, and total price of all items
Quote prices in Canadian dollars, before taxes. Quantities are estimates only,
actual quantities may be more or less depending on requirements.**

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 along with all applicable documents 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:

NOTES:

- 1) The standing offer period is for 1 year commencing January 1, 2020 until December 31, 2020 with an option for an additional one (1) year.
 - 2) Pricing to remain firm for the duration of the standing offer period.
 - 3) List all other cost related factors involved, IE, Demurrage or Hazardous Mat. Surcharge.
 - 4) No Demurrage to be applicable until three (3) months following the last delivery date.
 - 5) Batteries **MUST** have handles for carrying and placement.
 - 6) All used batteries will remain property of The Department of Transportation, Infrastructure and Energy.
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