



Department of Finance  
Procurement Services

**REQUEST FOR STANDING  
OFFER**

**Tender Number: 5433**

**Closing Date: 21-February-2020**

**Closing Time: 12:00PM**

**Atlantic Time**

## **TV and TV Mounts – Department of Finance**

---

### **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 Canadian Free Trade Agreement. Vendors are encouraged to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any bid.**
-

#### 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).
- **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 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

<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  
[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 email.

**Fax submissions are not accepted.**

## 9. CONTACT INFORMATION

### About the good or service:

**Name: Garrett Ezekiel**  
**Phone: 902-314-3854**  
**E-mail: gjezekiel@gov.pe.ca**

### About the procurement process:

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

Line	Quantity	Description	Unit Price	Extended Price
1		Attached Excel files to be completed and signed by Proponent:  RFSO – TV and TV Mount Procurement – Response Grid.xlsx		

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

IT Shared Services (ITSS) intends to purchase multiple TVs and TV Mounts for many purposes such as Video Conferencing, Group Presentations/Meetings, Public Information Boards, Training/Teaching, etc.

The following TV Brands will be accepted in this RFSO: Samsung, LG, Sony, Vizio, Hisense, TCL. All TV's should provide a manufactures warranty of one year.

The pricing offered from this RFSO will be in effect for a two-year period from award date.

### **EVALUATION RESPONSES**

Responses to this RFSO will be evaluated in two stages:

Stage I:           Mandatory Requirements (PASS/FAIL)  
Stage II:          Total Cost (100%)

Proponents must provide their responses in the corresponding tabs in the accompanying Excel spreadsheet:

**Excel Filename: RFSO – TV and TV Mount Procurement – Response Grid.xlsx**

#### ***Stage I: Mandatory Requirements:***

Proponent responses to the mandatory requirements will be evaluated on a '**PASS**' / '**FAIL**' bases on the Proponent's ability to meet the specified criteria. Proponents who **FAIL** any one of the mandatory technical requirements will not be evaluated further.

Proponents must provide their responses in the '**1(A to E) - Mandatory Requirements**' tabs of the spreadsheet.

#### ***Stage II: Total Cost***

The proposed equipment will be evaluated individually.

Proponents must provide their responses in the '**2 – Costing of Individual Devices**' tab of the spreadsheet.

---