



Department of Finance  
Procurement Services

**REQUEST FOR STANDING  
OFFER**

**Tender Number: 5436**

**Closing Date: 26-February-2020**

**Closing Time: 12:00PM**

**Atlantic Time**

## **Library Self Checkout System – Department of Finance**

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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. Vendors are encouraged to read the Atlantic Provinces Standard Terms and conditions, prior to submitting any bid. The tender results will comply with section 29.1 of the Atlantic Standard Terms and Conditions, and will be extended to include the broader public sector (MASH).**
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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 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 \_\_\_\_\_

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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  
Email: [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: Randy Clark  
Phone: 902-368-4809  
E-mail: [rbclark@gov.pe.ca](mailto:rbclark@gov.pe.ca)

### About the procurement process:

Procurement Officer: Melanie Barlow  
Phone: 902-368-4042  
E-mail: [mbarlow@gov.pe.ca](mailto:mbarlow@gov.pe.ca)

10. Fill in your unit price, extended price, and total price of all items on the spreadsheet listed under supporting documents. 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 pricing 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.

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**APPENDIX A:**

**SPECIFICATIONS FOR LIBRARY SELF CHECKOUT SYSTEM**

\*Any quotes on alternates must be accompanied by detailed specifications, product names, model codes, etc.

\*Equal or Better Than Model is the bibliotheca selfCheck 500.

\*Equal or Better Than Model, is to establish quality and comparisons only and is not meant to exclude any products.

\*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 for 12 months after the closing date for additional orders.**

\*Delivery and invoicing **MUST** be complete by March 31, 2020.

<b>Specification Requirements</b>	<b>Check If Meet or Exceed</b>	<b>Describe Offered Alternatives</b>
<b>General:</b>		
1. Colour touch screen - 19" or larger	_____	_____
2. Integrated barcode scanner	_____	_____
3. Compatible with the Codabar barcode symbology	_____	_____
4. Integrated RFID pad	_____	_____
5. Compatible with the ISO Tag Data Standard	_____	_____
6. Multi-language interface, including English, French, and simplified Chinese	_____	_____
7. Unicode support	_____	_____
8. Integrated thermal receipt printer with the ability to accept 80mm wide printer paper	_____	_____

9. Patron-selectable receipts (printed, e-mailed, none)

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10. Checkout as well as renewal of existing checkouts

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11. Web-based diagnostics and monitoring of checkout/usage rates

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12. Real-time notifications if the system goes offline or runs out of paper

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13. Wired Ethernet jack (RJ-45) with support for 10BASE-T and 100BASE-T protocols

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14. All-in-one design

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15. Desktop/tabletop form factor or a convertible kiosk

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16. Fully compatible with the SirsiDynix Symphony integrated library system via the SIP2 protocol

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17. User manual (hard copy or CD)

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**Please provide additional information regarding the following:**

1) What is the warranty on the unit?

2) What is the procedure and approximate unit return time for warranty claims?

3) Is there shipping costs to be paid by the purchaser for warranty claims?