



Department of Finance
Procurement Services

**REQUEST FOR STANDING
OFFER**

Tender Number: 5542

Closing Date: 29-July-2020

Closing Time: 12:00PM

Atlantic Time

Lab Supply Tender – PEI Analytical Laboratories

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 **(including any option periods)** may be more or less than the estimated quantities listed in this tender document. 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).
<https://atlanticsuppliers.ca/as-english/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:	BioCommons Park, 23 Innovation Way, Charlottetown, PE, C1E 0B7 or any other delivery location as described in section 4 of this RFSO document, located within the borders of Prince Edward Island.		
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 e-mail address, please ensure your company name and tender number are clearly marked on the subject line of your e-mailed bid.

Acceptable methods to submit your bid; E-MAIL ONLY TO THE E-MAIL ADDRESS ABOVE

9. CONTACT INFORMATION

About the good or service:

Name: Lori Connolly-Brine
Phone: 902-368-5671
E-mail: lconnolly@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**) and e-mail the Excel spreadsheet along with all required documents to procurementservices@gov.pe.ca. In your e-mail subject line please reference the Tender Number and your Company Name. 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 The Tender/Standing Offer will be for a one year period beginning on the date of award by Procurement Services.
- 2 Shipping is to be F.O.B. destination to PEI Analytical Laboratories and the cost of shipping is to be included in the Tendered prices.

Any additional charges or surcharges associated with the purchase of goods, including, but not limited to, dangerous goods charge, and climate control, are to be included in the Tendered prices.

Tender pricing must indicate if minimum order is required for Pre-Paid shipping.

- 3 Preference will be given to bids from those companies who are ISO accredited, or maintain a quality system, or demonstrate a history of providing the Lab with products that historically contribute to accurate test results.

Proof of ISO 9001 Certification or an organizational quality system that has been proven through historical quality performance data **MUST BE PROVIDED** with the tender submission.

- 4 Companies may offer bids on products whose **specifications and quality are IDENTICAL** to the products listed. Product samples may be requested at no charge to P.E.I. Analytical Laboratories to determine suitability. P.E.I. Analytical Laboratories reserves the right to make the final decision on whether products meet the required specifications.
- 5 The submission **must** include a hard copy of the Excel Spreadsheet (Signed and dated) and a working Excel electronic copy (Not a scanned PDF version) in the form of **e-mail only** as per sections 8 & 10 which must be submitted with the bid to:

procurementservices@gov.pe.ca

No other electronic versions received will be accepted. The order in which items are listed on the tender are not to be changed.

- 6 Each item is regarded as a separate tender and we reserve the right to accept all or any portion thereof. Awarded items may be split between 2 or more vendors.
- 7 The Vendor must be capable of delivering products in a reasonable amount of time, 30 days from issue of order, or some other appropriate time frame agreed upon by both parties. If delivery cannot be made in the designated timeframe, P.E.I. Analytical Laboratories reserves the right to cancel the order and purchase the product from an alternate vendor.
- 8 Vendors must update their pricing systems immediately upon notification of the award of tender.
- 9 Items received that do not meet the specifications outlined in the tender document will be returned at the supplier's expense.
- 10 All invoices and invoice inquiries are to be forwarded **BY THE VENDOR** to:

Office of the Comptroller – Accounts Payable Section

95 Rochford Street

P.O Box 2000

Charlottetown, PE, C1A 7N8

(902) 368-4016
