



Department of Finance  
Procurement Services

REQUEST FOR STANDING  
OFFER

Tender Number: 5692

Closing Date: 20-April-2021

Closing Time: 12:00PM

Atlantic Time

## Camp Firewood – Tourism PEI, Provincial Parks

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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 <http://www.gov.pe.ca/tenders>)

- Atlantic Standard Terms and Conditions
  - Vendors are encouraged to read the Atlantic Provinces Standard Terms and conditions and the Procurement of Goods Regulations, prior to submitting any bid.
  - <https://www.princeedwardisland.ca/en/legislation/procurement-goods-act/procurement-goods-regulations>
  - For the purposes of evaluation of price, the Province will give preferential treatment by reducing the local supplier's bid price by 10%.
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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

<b>Delivery Required by:</b>		<b>Goods will be delivered by:</b>	
<b>Delivery Location:</b>	As per attached specifications		
<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)

ADDENDUM	SIGNATURE
Addendum #1	
Addendum #2	
Addendum #3	

Were there more than 3 addenda for this proposal? YES NO

Indicate the number of additional Addendums 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

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

When submitting your bid to the above email address, please ensure your company name and tender number are clearly marked in the subject line of the email.

Acceptable methods to submit your bid; EMAIL ONLY TO: [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca)

## 9. CONTACT INFORMATION

### About the good or service:

Name: Kevin MacLaren  
Phone: 902-368-6556  
E-mail: [klmaclaren@gov.pe.ca](mailto:klmaclaren@gov.pe.ca)

### About the procurement process:

Procurement Officer: Melanie Barlow  
Phone: 902-218-4753  
E-mail: [mcbarlow@gov.pe.ca](mailto:mcbarlow@gov.pe.ca)

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**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.**

<b>Line</b>	<b>Provincial Park</b>	<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extended Price</b>
1	Jacques Cartier	520 bags	Firewood - Softwood, spilt, bagged in mesh bag as per Tender A Specs (Delivery included)		
2	Cedar Dunes	520 bags	Firewood - Softwood, spilt, bagged in mesh bag as per Tender A Specs (Delivery included)		
3	Linkletter	580 bags	Firewood - Softwood, spilt, bagged in mesh bag as per Tender A Specs (Delivery included)		
4	Cabot Beach	1100 bags	Firewood - Softwood, spilt, bagged in mesh bag as per Tender A Specs (Delivery included)		
5	Brudenell River	1100 bags	Firewood - Softwood, spilt, bagged in mesh bag as per Tender A Specs (Delivery included)		
6	Red Point	1430 bags	Firewood - Softwood, spilt, bagged in mesh bag as per Tender A Specs (Delivery included)		
7	Northumberland	520 bags	Firewood - Softwood, spilt, bagged in mesh bag as per Tender A Specs (Delivery included)		
8	Panmure Island	580 bags	Firewood - Softwood, spilt, bagged in mesh bag as per Tender A Specs (Delivery included)		
			<b>Total</b>		

## **APPENDIX A:**

### **TENDER SPECIFICATIONS:**

Supply Firewood to PEI Provincial Parks:

Parks West include: Jacques Cartier Provincial Park, Alberton area  
Cedar Dunes Provincial Park, West Point area  
Linkletter Provincial Park, Summerside area  
Cabot Beach Provincial Park, Kensington area

Parks East include: Brudenell River Provincial Park, Cardigan area  
Red Point Provincial Park, Souris area  
Northumberland Provincial Park, Wood Islands area  
Panmure Island Provincial Park, Panmure Island area

- 1. Wood shall be ordered and shipped on a required basis.**
  - 2. All prices quoted are to be for destination to various locations as mentioned above and freight/delivery to be included in Unit Price.**
  - 3. Vendors must complete the request for quotation forms in detail and return all signed copies where applicable with your bid.**
  - 4. This request for quotation is a standing offer for a period of one (1) year, June 1, 2021 to May 31, 2022.**
  - 5. Mesh Bag: Close woven and braided with drawstring to close. Approximate size 20" x 31".**
  - 6. Price: Softwood, spilt, bagged and delivery all included in unit price.**
  - 7. There were approximately 100 cords of wood used within the 8 campgrounds for the 2019 Season.**
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