



Department of Finance  
Procurement Services

**REQUEST FOR STANDING  
OFFER**

**Tender Number: 5727**

**Closing Date: 25-June-2021**

**Closing Time: 12:00PM**

**Atlantic Time**

## **Hygiene, Household and Linen – Department of Justice & Public Safety**

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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**
  - **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>
  - **This tender opportunity is issued in accordance with the provisions of the Canadian Free Trade Agreement. Vendors are encouraged to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any bid. <https://www.cfta-alec.ca/canadian-free-trade-agreement/>**
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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).
- **It is the intention of the Province to award the item(s) listed in each “Group” to one (1) vendor as a basket of goods. Awarded “Groups” 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>As required</b>	<b>Goods will be delivered by:</b>	
<b>Delivery Locations:</b>	1)Provincial Correctional Facility-Miltonvale 2)Prince Correctional Facility-Summerside 3)Summerside Youth Centre-Summerside or any other Provincial Government delivery location located within the borders of Prince Edward Island.		
<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 three addenda for this proposal? YES NO

Indicate the number of additional addenda you have received.

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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 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; EMAIL ONLY TO: [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca)

## **9. CONTACT INFORMATION**

About the good or service:

About the procurement process:

Name: Vicki McMillan

E-mail: [vlmcmillan@gov.pe.ca](mailto:vlmcmillan@gov.pe.ca)

Procurement Officer: Melanie Barlow

E-mail: [mcbarlow@gov.pe.ca](mailto:mcbarlow@gov.pe.ca)

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

- **Vendors MUST complete the attached Excel spreadsheet electronically.**
- After completing the electronic version of the Excel spreadsheet, vendor must either digitally sign the electronic version of the Excel spreadsheet or print a paper copy of the electronic version of the completed Excel spreadsheet and manually sign the spreadsheet.
- Email the digitally signed electronic version of the Excel spreadsheet (**In Excel, not PDF**) along with all required signed documents to [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca) **OR** alternatively e-mail the electronic version of the Excel spreadsheet (**In Excel, not PDF**), also a scanned manually signed copy of the spreadsheet and all other required signed documents.
- In your e-mail subject line please reference the Tender Number and your Company Name.
- **Failure to submit an electronic version of the Excel spreadsheet (In Excel, not PDF) will cause your submission to be non-compliant and will not be considered for further evaluation.**

## APPENDIX A:

### TENDER SPECIFICATIONS:

1: Quantities listed are **estimates** only and all items are to be delivered on an "as required basis only."

2: Prices are to remain firm for a 12 month period from July 5, 2021 – July 4, 2022, with the option of one 12 month extension. **Pricing is to remain firm for the option year, if exercised.**

3. It is the intention of the Province to award the item(s) listed in each "Group" to one (1) vendor as a basket of goods. Awarded "Groups" may be split between two (2) or more vendors.

3. Prices are to **include** all delivery and service charges, FOB Destination as listed. \*\*

**\*\*Provincial Correctional Facility-Miltonvale**

**\*\*Prince Correctional Facility-Summerside**

**\*\*Summerside Youth Centre-Summerside**

4. The Province reserves the right to add new items/sizes over the period of this Standing Offer, if the need arises, and the same discount structure would be required from the vendor.

5. Substitutions will be considered for items not listed with "no substitutes", Enter your description under "comments." Substitutes **MUST** be equal to or better than.

6. Vendors are required to sign, price, extend and total the spreadsheet. Enter a "0" if a bid for an item is not applicable.

7. The case/pack size is approximate. Vendors with other case packs or sizes of products shall note the difference in the Comment column.

**8. Enter your pricing according to the UOM, for example if the UOM is case then price per case, if the UOM is each then price per each.**

**9. PAY PARTICULAR ATTENTION TO SECTION 10 IN THE RFSO DOCUMENT AND FOLLOW THE INSTRUCTIONS CAREFULLY. CONTACT PROCUREMENT SERVICES AT [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca) IF YOU HAVE ANY CONCERNS**

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