



Department of Finance  
Procurement Services

**REQUEST FOR STANDING  
OFFER**

**Tender Number: 5778**

**Closing Date: 22-Sept-2021**

**Closing Time: 12:00PM**

**Atlantic Time**

## **Motor Vehicle Validation Stickers/Department of Transportation & Infrastructure – Highway Safety**

---

### **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 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/>**
-

#### 4. Additional Information

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- **This standing offer is for 12 months from the award date with an option for an additional 12 months. Pricing to remain firm for the duration of the standing offer and option.**
- Tender specifications are outlined in Appendix A.
- Samples can be requested from Procurement Services.
- **The successful vendor will be required to submit a proof within two (2) weeks from the award date**
- 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 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).  
<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>December 1, 2021</b>	<b>Goods will be delivered by:</b>	
<b>Delivery Location:</b>	Highway safety, 33 Riverside Drive, Charlottetown, PE, C1A 9R9 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.

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:

Name: Michelle Poirier  
E-mail: mlpoirier@gov.pe.ca

### About the procurement process:

Procurement Officer: Mark Kays  
Phone: 902-368-4764  
E-mail: mjkays@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 Each	Extended Price
1	70,000	Vehicle Validation Stickers		
2	2,500	No Expiry Stickers (White with Green)		
3	500	No Expiry Stickers (Gold with Black)		
4	0	Trailer Validation Stickers*		
			<b>Total</b>	

**\*Please provide a price for Trailers however the initial order will not include stickers for Trailers. An order for Trailers may or may not be placed during the standing offer and option periods.**

- Samples of Validation Stickers are available from Procurement Services, located at 95 Rochford Street, Shaw Building South, Second Floor, Room 27, Charlottetown, PE, C1A 7N8.
  - To request samples please contact Procurement Services by **e-mail only:** procurementservices@gov.pe.ca
  - **Samples will be forwarded to the vendor at the vendor's expense, vendor is to arrange to have their courier pick up samples from Procurement Services at the vendor's expense. Courier is to provide a prepaid envelope.**
-

## APPENDIX A:

### TENDER SPECIFICATIONS:

#### 1 Lot 73,000 Validation Stickers as per specifications samples

##### Quantities listed with specification sheets

The Standing Offer is for 12 months from the award date with an option for an additional 12 month extension. Price is to remain firm for the duration of the standing offer and option. **The tendered quantities are estimates only and the Department may place additional orders as required.**

### **SPECIFICATIONS VALIDATION STICKERS**

**MATERIAL:** 3M Validation Security Film NO. 720E (**ensure Security Image in the same direction as the printing**).

**SIZE AND DESIGN:** Stickers must match samples (**available from Procurement Services**) Car/Truck and Trailer stickers' measure 1 ½" wide x 1" long (3.8 cm x 2.5 cm).

**PACKAGING:** Stickers expiring in 2022 to be packaged in individual pouches. There are to be 250 stickers packaged in each box and the supplier is to ensure that the stickers are in numerical order and that there is no missing numbers. Each box is to be numbered with the month/year and beginning and ending numbers of the validation stickers it contains. Boxes are to be 6" long x 2" deep x 4: wide.

Stickers expiring in 2023 to be packaged in individual pouches. There are to be 250 stickers packaged in each box and the supplier is to ensure that the stickers are in numerical order and that there is no missing numbers. Each box is to be numbered with the month/year and beginning and ending numbers of the validation stickers it contains. Boxes are to be 6" long x 2" deep x 4: wide.

Stickers expiring in 2024 to be packaged in individual pouches. There are to be 250 stickers packaged in each box and the supplier is to ensure that the stickers are in numerical order and that there is no missing numbers. Each box is to be numbered with the month/year and beginning and ending numbers of the validation stickers it contains. Boxes are to be 6" long x 2" deep x 4: wide.

---

Stickers expiring in 2025 to be packaged in individual pouches. There are to be 250 stickers packaged in each box and the supplier is to ensure that the stickers are in numerical order and that there is no missing numbers. Each box is to be numbered with the month/year and beginning and ending numbers of the validation stickers it contains. Boxes are to be 6" long x 2" deep x 4: wide.

Trailer Stickers to be packaged in individual pouches. There are to be 250 stickers packaged in each box and the supplier is to ensure that the stickers are in numerical order and that there is no missing numbers. Each box is to be numbered with the month/year and beginning and ending numbers of the validation stickers it contains. Boxes are to be 6" long x 2" deep x 4: wide.

All no expiry stickers are to be packaged in individual pouches. There are to be 250 stickers packaged in each box and the supplier is to ensure that the stickers are in numerical order and that there is no missing numbers. Each box is to be numbered with the month/year and beginning and ending numbers of the validation stickers it contains. Boxes are to be 6" long x 2" deep x 4: wide.

INSTRUCTION CARD: One instruction card will be placed in each pouch measuring 3 1/4" long by 1 3/4" wide (8.3 cm x 4.4 cm) **(Samples available from Procurement Services)**

NUMBERING AND LETTERING: (See Attached)

COLOUR:

**Stickers expiring in 2022 Magenta Lettering on White Background.**

**Stickers expiring in 2023 White Lettering on Blue Background.**

**Stickers expiring in 2024 Black Lettering on Gold Background.**

**Stickers expiring in 2025 White Lettering on Red Background.**

**Trailer Stickers White Lettering on Black Background.**

**Stickers No Expiry Green Lettering with White Background.**

**Stickers No Expiry Black Lettering with Gold Background.**

CLEAR COAT: 3M Clear Coating 260 on all stickers 3M Coating 265 on 2026 stickers

QUANTITIES: See attached breakdown for each month.

---

If further information is required, please contact the Registrar of Motor Vehicles at 902-368-5219 or at 33 Riverside Drive, Charlottetown, P.E.I. C1A 9R9

### **VEHICLE VALIDATION STICKERS**

**COLOUR TO BE WHITE WITH MAGENTA NUMBERING AND LETTERING STICKER TO EXPIRE IN 2022**

**COLOUR TO BE BLUE WITH WHITE NUMBERING AND LETTERING STICKER TO EXPIRE IN 2023**

**COLOR TO BE GOLD WITH BLACK NUMBERING AND LETTERING STICKER FOR EXPIRY IN 2024**

**COLOUR TO BE RED WITH WHITE NUMBERING AND LETTERING STICKER TO EXPIRE IN 2025**

### **TRAILER VALIDATION STICKERS**

**COLOUR TO BE BLACK WITH WHITE NUMBERING AND LETTERING STICKER**

### **NO EXPIRY STICKERS**

**COLOUR TO BE WHITE WITH GREEN LETTERING** **Total: 2500**

**COLOUR TO BE GOLD WITH BLACK LETTERING** **Total: 500**

---

**VEHICLE VALIDATION STICKERS:** Please produce **WHITE** basic coloring imprinted with **MAGENTA NUMBER AND LETTERS**.

Total 2022 Stickers: 13,000

Month of January	N157501 TO N158500	1,000 STICKERS
Month of February	N158501 TO N159500	1,000 STICKERS
Month of March	N159501 TO N160500	1,000 STICKERS
Month of April	N160501 TO N161500	1,000 STICKERS
Month of May	N161501 TO N162500	1,000 STICKERS
Month of June	N162501 TO N163500	1,000 STICKERS
Month of July	N163501 TO N164500	1,000 STICKERS
Month of August	N164501 TO N165500	1,000 STICKERS
Month of September	N165501 TO N166500	1,000 STICKERS

---

Month of October	N166501 TO N167500	1,000 STICKERS
Month of November	N167501 TO N169000	1,500 STICKERS
Month of December	N169001 TO N170500	1,500 STICKERS

**VEHICLE VALIDATION STICKERS:** Please produce **BLUE** basic coloring imprinted with **WHITE** NUMBER AND LETTERS.

Total 2023 Stickers: 13,000

Month of January	P163501 TO P164500	1,000 STICKERS
Month of February	P164501 TO P165500	1,000 STICKERS
Month of March	P165501 TO P166500	1,000 STICKERS
Month of April	P166501 TO P167500	1,000 STICKERS
Month of May	P167501 TO P168500	1,000 STICKERS
Month of June	P168501 TO P169500	1,000 STICKERS
Month of July	P169501 TO P170500	1,000 STICKERS
Month of August	P170501 TO P171500	1,000 STICKERS
Month of September	P171501 TO P172500	1,000 STICKERS
Month of October	P172501 TO P173500	1,000 STICKERS
Month of November	P173501 TO P175000	1,500 STICKERS
Month of December	P175001 TO P176500	1,500 STICKERS

**VEHICLE VALIDATION STICKERS:** Please produce **GOLD** basic coloring imprinted with **BLACK** NUMBER AND LETTERS.

Total 2024 Stickers: 19,000

Month of January	R163501 TO R165000	1,500 STICKERS
Month of February	R165001 TO R166500	1,500 STICKERS
Month of March	R166501 TO R168000	1,500 STICKERS
Month of April	R168001 TO R169500	1,500 STICKERS
Month of May	R169501 TO R171000	1,500 STICKERS
Month of June	R171001 TO R172500	1,500 STICKERS

---



Month of July	R172501 TO R174000	1,500 STICKERS
Month of August	R174001 TO R175500	1,500 STICKERS
Month of September	R175501 TO R177000	1,500 STICKERS
Month of October	R177001 TO R178500	1,500 STICKERS
Month of November	R178501 TO R180500	2,000 STICKERS
Month of December	R180501 TO R182500	2,000 STICKERS

**VEHICLE VALIDATION STICKERS:** Please produce **RED** basic coloring imprinted with **WHITE NUMBER AND LETTERS**.

Total 2025 Stickers: 25,000

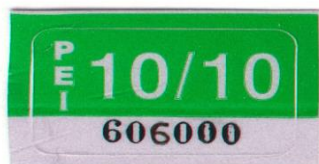
Month of January	S164101 TO S166100	2,000 STICKERS
Month of February	S166101 TO S168100	2,000 STICKERS
Month of March	S168101 TO S170100	2,000 STICKERS
Month of April	S170101 TO S172100	2,000 STICKERS
Month of May	S172101 TO S174100	2,000 STICKERS
Month of June	S174101 TO S176100	2,000 STICKERS
Month of July	S176101 TO S178100	2,000 STICKERS
Month of August	S178101 TO S180100	2,000 STICKERS
Month of September	S180101 TO S182100	2,000 STICKERS
Month of October	S182101 TO S184100	2,000 STICKERS
Month of November	S184101 TO S186600	2,500 STICKERS
Month of December	S186601 TO S189100	2,500 STICKERS

The successful vendor will be required to submit a proof within two (2) weeks of the award date.  
**Delivery date to be prior to December 1<sup>st</sup>, 2021.**

---



**Correct design of vehicle validation stickers**



**Incorrect design of vehicle validation stickers**

Signature\_\_\_\_\_ Date\_\_\_\_\_