



Finance and  
Municipal Affairs  
Procurement Services  
Office of the Comptroller

PO Box 2000  
Charlottetown, PE  
C1A 7N8

Tel: (902) 368-4040  
Fax: (902) 368-5171  
www.gov.pe.ca

Quotation No.	4129	Revision	Page 1
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**This Is Not an Order - Inquiry Only  
Request for Quotation**

Ship to:  
Mechanical Branch  
64 Park Street  
Charlottetown, PE C1A 7N8  
CA

Vendor NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
CA

**Quotation May Be Split  
Between Two or More Vendors**

Customer Acc. No.	Vendor No. 10335	Date of Request/Buyer 02-SEP-15	Revised Date/Buyer 02-SEP-15 M Kays
Payment Terms		Ship via	F.O.B. Destination
Freight Terms		Quote via	Confirm to/Telephone
Quote No Later than 16-SEP-15		Closing Bid Date 16-SEP-15	Quote Information Valid

ITEM	PART NUMBER/DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION	PST
1	Passenger Van- Department of Transportation Infrastructure and Energy-Mechanical Branch  Contact Person: Tina Lowther Phone: 902-368-4758  Vendors are required to sign, price, extend and total the RFQ document.	1.00	Lot			

Mail to: Procurement Services  
P.O. Box 2000  
Charlottetown, PE  
C1A 7N8

Deliver To: Procurement Services  
Shaw Building  
Room 27, Second Floor  
105 Rochford Street  
Charlottetown, PE

**Quotation to Be Returned  
by 12:00 Noon  
on Closing Date**

**Total**

*Mark Kays*  
Procurement Services

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



## REQUEST FOR QUOTATION

Tender Number: 4129

Closing Date: Sept 16, 2015

Closing Time: 12:00PM

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### 1. Check for changes to this request

Before submitting this proposal, visit the Procurement website [www.gov.pe.ca/tenders](http://www.gov.pe.ca/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. Follow any special instructions

The full RFQ document is attached to this PDF.

### 4. 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
- Applicable Trade Agreements

### 5. Fill in your unit price, extended price and total price for all items

Quote prices in Canadian dollars, before taxes

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**6. 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) _____

**7. Acknowledge receipt of addenda (if any)**

<b>ADDENDUM</b>	<b>SIGNATURE</b>
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

\_\_\_\_\_

**8. 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: \_\_\_\_\_

**9. Submit Proposal To:**

**PROCUREMENT SERVICES**  
 95 Rochford Street  
 2<sup>nd</sup> Floor South, Shaw Building, Room 27  
 PO Box 2000, Charlottetown, PE, C1A 7N8  
 Telephone: (902)368-4040  
 Fax # 902-368-5171

\_\_\_\_\_

# Bid Specification For Passenger Van

Prince Edward Island Department Transportation, Infrastructure and Energy  
Mechanical Branch

## Introduction:

This tender is for the purchase of three (3) passenger vans. The Department's decision to purchase will be based on best value as determined by the Department.

## Requirements & Bid Evaluation:

Award will be based upon the compliance to the tender and the lowest total bid price and earliest guaranteed delivery date.

If an unknown or unproven make/model is submitted as lowest bid, an evaluation will be done of a current production vehicle the same as tendered. If evaluated and deemed suitable, the bidder or manufacturer will, if requested, provide a demonstration at a location agreed on by the Department, any special travel costs incurred by the Department may be considered as part of the total bid price.

## General:

The Department reserves the right to decide which manufacturer offers the best value to the Department in terms of key specification areas, and lowest price. This document shall be properly completed and must be returned with all tenders. Lowest or any tender not necessarily accepted

The Department will review competitive pricing and earliest guaranteed delivery date meeting all the general specifications requirements.

The results of this tender may or may not be used for additional purchases during the twenty four months following tender award.

Upon delivery, installation and training of operators and technicians, each unit will be inspected for compliance to specifications description. Any deficiencies shall be required to be corrected at the bidder's expense before payment for that particular unit is approved or an appropriate credit adjustment is agreed upon.

A response must be stated for each item and where requested an actual value, a blank response will be deemed as meaning "no". Any response with a "no" or a blank may result in the bid being rejected, unless the specifications requested can be provided with an equivalent or better option.

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Bidder Name

1 of 6

**Delivery:**

The unit must be delivered to the Department of Transportation, Infrastructure, and Energy, Charlottetown, Mechanical Branch on or before specified delivery date vendor submitted on tender document.

**Delay in Delivery:**

The Bidder's attention is drawn to the delivery deadline date. Any delays beyond this time, will be considered a lack of performance by the Vendor and a failure to provide the tendered equipment. A penalty of \$100.00 per calendar day per unit may be assessed against the Vendor until delivery is completed. Please note that no vendor will be penalized for late delivery as a result of circumstances beyond their control. Documentation must be provided as proof of reason for late delivery.

In the event the Department agrees to an extension of the delivery date, no penalty will be assessed.

**Product Acceptance:**

The vehicle must be properly pre-delivery serviced to ensure the vehicle is ready for use with particular attention to lubes, fluids, filters, belts, all fasteners, lighting, electrical components, sensors and adjustable items. **Dealer responsibility for hook up and testing of units prior to putting into service.**

**Staff Training:**

The manufacturer is to provide a competent representative to train Department of Transportation, Infrastructure, and Energy staff. Familiarization will include the vehicle's operating features and it's design so as to enable proper operation, maintenance and servicing.

**Service Manual:**

Dealer to provide One (1) electronic copy of parts and service procedures for the vehicle.

**Warranty:**

All warranty work, including shipping, parts delivery charges, all shipments and travel, will be at the expense of the supplier.

**Specification:** Passenger Van  
**Date Revised:** September 2, 2015  
**Number Required:** Three (3)

*Note: This sheet is to be completed in detail and returned with tender bid.*

	<i>Specific</i>	<i>Description</i>	<i>Yes / No / Details</i>
1	Seating	7 or 8 passenger	
2	Brakes	Power assisted, heavy duty.	
3	Transmission	Automatic four (4) speed overdrive heavy duty.	
4	Engine	Minimum 6 cylinder with block heater.	
5	Heater / Air Conditioner	Must have heat, air conditioning and fresh air intake.	
6	Rear Heater / Air Condition	Please price rear heater / air conditioner as option per unit.	
7	Defroster	High capacity with electric rear window defrost /defogger.	
8	Speedometer / Odometer	Please supply with odometer & tripometer.	
9	Alternator / Battery	Heavy duty	
10	Fuel Economy	State fuel economy City L / 100 kms Highway L/100 kms	
11	Tires	4 All season tires	
12	Spare Wheel Carrier	Include spare wheel carrier with full size tire and wheel.	
13	Radio	AM / FM with clock	
14	Wipers	To have intermittent feature	

<i>Specific</i>	<i>Description</i>	<i>Yes / No / Details</i>
15 Mirrors	Interior day/night Exterior left and right side.	
16 Warning Light	Parking brake warning light or automatic parking brake release.	
17 Visors	To be equipped with two sun visors	
18 Handsfree	To be equipped with cellular hands- free functionality.	
19 Interior Seats	Vinyl seats for seven (7) adults, or cloth seats with vinyl covers.	
20 Interior Color	Dark interior - specify color	
21 Seat Belts	Belts for all seating positions - shoulder belts where possible.	
22 Glass	All glass shall be tinted with privacy glass where appropriate; shaded windshield.	
23 Flooring	Vinyl or carpet with heavy duty waterproof floor mats	
24 Exterior Color	Please specify color.	
25 First Aid Kit, Fire Extinguisher, and Snow Scraper with Brush	Dealer to supply first aid kit, 3 lb fire extinguisher and snow scraper with brush.	
26 Fuel	To have full tank of fuel on delivery	
<b><u>General</u></b>		
27 Warranty	Provide warranty details with tender.	

	<i>Specific</i>	<i>Description</i>	<i>Yes / No / Details</i>
28	Extended Warranty	Provide cost to increase warranty to 5 year, 100,000 km, comprehensive warranty with program details. This will be one component of the evaluation process.	
29	Manuals	Dealer to Provide one electronic copy of parts and service procedures for van.	
30	FOB	Price to be FOB Mechanical Branch, Charlottetown, PEI.	
31	Compliance	Must conform to Federal and Provincial regulations.	
32	Delivery Date	Immediate delivery required. Please state guaranteed delivery date.	
33	Delivery Penalty	The vendor will be responsible for the cost of all repairs on units to be traded after stated delivery date of new unit.	
34	Minimum Performance Standard	The minimum performance standard is considered critical and will be viewed as such when evaluating tenders. Government reserves the right to reject any tender not meeting in whole or in part these specifications and requirements. Notwithstanding, the Government will evaluate these units based on fuel economy, delivery, as well as cost advantages.	
35	Disclaimer	Lowest or any tender not necessarily accepted.	
36	Trade		
37	Trade Location		



<i>Specific</i>	<i>Description</i>	<i>Yes / No / Details</i>
38 Contact	Tina Lowther - (902) 368-4758	

**Please quote in the following manner:**

<b>BID COMPANY NAME</b>	
<b>YEAR</b>	
<b>MAKE</b>	
<b>MODEL</b>	
<b>PURCHASE PRICE</b>	
<b>TRADE IN</b>	
<b>NET PRICE (WITH TRADE - NO TAXES)</b>	
<b>NET PRICE (WITHOUT TRADE - NO TAXES)</b>	
<b>OPTION(S) PRICE</b>	
<b>EXTENDED WARRANTY PRICE</b>	
<b>BIDDER'S NAME (PRINT)</b>	
<b>BIDDER'S TELEPHONE / CELL PHONE</b>	
<b>DATE</b>	
<b>SIGNATURE</b>	