



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.	4166	Revision	Page 1
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Ship to:  
See Below

**This Is Not an Order - Inquiry Only  
Request for Quotation**

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

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

Customer Acc. No.	Vendor No. 10335	Date of Request/Buyer 19-OCT-15	Revised Date/Buyer 20-OCT-15 L Richard
Payment Terms		Ship via	F.O.B. Destination
Freight Terms		Quote via	Confirm to/Telephone
Quote No Later than 30-OCT-15		Closing Bid Date 30-OCT-15	Quote Information Valid

ITEM	PART NUMBER/DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION	PST
1	Lenovo Personal Computers-Workers Compensation Board of PEI  Contact Person: Darren MacDonald Phone: 902-368-5669  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**

*Lori Richard*

Vendor Signature

Date

Procurement Services

# **WORKERS COMPENSATION BOARD OF PEI**

## **Request for Quotation**

### **Lenovo Personal Computers**

**Date: Monday, October 19<sup>th</sup>, 2015**

**Return By: 2:00 p.m. Friday, October 30<sup>th</sup>, 2015**

## INVITATION REQUEST FOR QUOTATION

The Workers Compensation Board of Prince Edward Island (WCB) is seeking a request for quotation for supplying Lenovo Personal Computers (PCs) and peripheral equipment to the WCB.

Request for quotations must be received at the Provincial Procurement Services Office, 95 Rochford Street, 2nd Floor South, Shaw Building, Room 27 Charlottetown, PEI prior to 2:00 p.m. on Friday, October 30<sup>th</sup>, 2015. Request for quotations must be submitted in writing and be clearly marked “**Lenovo PCs**”.

Request for quotations must be signed and submitted in writing to the attention of Darren MacDonald, Manager, Information Technology, WCB of PEI.

The Workers Compensation Board will review submitted request for quotations and determine which submission best meets the needs of the Board.

## **TERMS & CONDITIONS**

### **1 GENERAL**

- 1.1 Signed, written request for quotations must be returned to the attention of Darren MacDonald at the Provincial Procurement Services Office, 95 Rochford Street, 2nd Floor South, Shaw Building, Room 27 Charlottetown, PEI prior to 2:00 p.m. on Friday, October 30<sup>th</sup>, 2015.
- 1.2 The lowest or any request for quotation submission may not necessarily be accepted.

### **2 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Bidders must be aware of our responsibilities under the Freedom of Information and Protection of Privacy Act:

- By submitting your bid, you agree to disclosure of the information supplied, subject to the provisions of the Freedom of Information and Protection of Privacy Act.
- Anything submitted in your bid that you consider to be “confidential information” because of its proprietary nature should be marked as “Confidential” and will be subject to appropriate consideration under the Freedom of Information and Protection of Privacy Act.

### **3 NOTIFICATION OF AWARD**

The successful bidder will be notified by telephone and in writing.

The unsuccessful bidder(s) will be notified in writing.

## **4 TERMS**

4.1 This request for quotation will be awarded to a single supplier.

### 4.2 Delivery

- All equipment prices include delivery. The maximum allowable time for product delivery is two weeks for basic configurations
- If a vendor fails to meet the delivery requirement, the Workers Compensation Board reserves the right to cancel the purchase order and reorder the products from an alternate vendor.

### 4.3 Pricing

- Prices quoted are to be FOB 14 Weymouth Street, Charlottetown, P.E.I., at a fixed price with shipping or delivery charges applied.

## 5 SPECIFICATIONS

- 5.1 The vendor is to provide an individual quotation for each item listed in Attachment 'A'. Taxes are not to be included in the quotation.
- 5.2 Vendors must provide the model # and description for each item listed in Attachment 'A'. No product substitutions will be accepted.
- 5.3 Each item in Attachment 'A' must be priced separately.
- 5.4 Notebook specifications
- Notebook - Lenovo ThinkPad T450s
  - Processor - Intel Core I7-5600U Processor
  - Card Reader - 4-in-1 Card Reader (MultiMediaCard , SD Memory Card , SDHC Memory Card , SDXC Memory Card)
  - Video - Intel HD Graphics 5500
  - Camera - Integrated 720p
  - Sound - Integrated
  - RAM - Minimum 8GB
  - Display - FHD (1,920 × 1,080) LED Anti-Glare display
  - Optical Device - None
  - Hard Disk - Minimum 256 GB SSD (Opal Capable)
  - Software - Pre-installed with Microsoft Windows 7 Professional 64-bit Edition with Windows 8.1 Pro 64-bit Edition downgrade
  - Network - Integrated Intel Gigabit Ethernet / Wireless / Bluetooth 4.0
  - Interfaces - Three (3) USB 3.0
  - Battery - 3 cell + 3 cell
  - Warranty - 3 year depot

All components whether standard or optional must be provided by the manufacturer of the notebook

## 5.5 Desktop Specifications

- Desktop - Lenovo ThinkCentre M93p Tiny
- Processor - Intel® Core i7-4765t Processor
- Video - Integrated. Intel HD Graphics 4600
- Display Interface Ports – One (1) VGA and Two (2) DisplayPorts
- Sound - Integrated
- RAM - Minimum 8GB - 1x8GB DIMMs
- Mouse - Supplied with a compatible optical wheel mouse
- Hard Disk - Minimum 128GB SSD drive
- Network - Integrated Intel Gigabit Ethernet
- Software - Pre-installed with Microsoft Windows 7 Professional 64-bit Edition with Windows 8.1 Pro 64-bit Edition downgrade
- Warranty - 3-year, onsite

All components whether standard or optional must be provided by the manufacturer of the desktop

## 5.6 Required Additional Features and Products

- ThinkPad Port Replicator Series 3
- ThinkPad 90W AC Adapter
- Lenovo Optical Mouse – USB compatible
- Lenovo Preferred Pro Keyboard US English – USB compatible
- 3Yr ThinkPad Protection
- ThinkVision T2254p 22-inch LED Backlit LCD Monitor



**WORKERS COMPENSATION BOARD OF PEI**

**Request for Quotation  
Lenovo Personal Computers**

**BIDDER RESPONSE**

**Request for Quotation SUBMITTED BY:**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

**CHECKLIST**

Please include the following documents with this request for quotation submission:

Attachment A

***Attachment A: Hardware Equipment***

<b>Item</b>	<b>Equipment</b>	<b>Model #</b>	<b>Description</b>	<b>Unit</b>	<b>Price</b>
1.	Lenovo ThinkPad T450s		Processor: Intel Core I7-5600U Processor Card Reader: 4-in-1 Card Reader (MultiMediaCard , SD Memory Card , SDHC Memory Card , SDXC Memory Card) Video: Intel HD Graphics 5500 Camera: Integrated 720p Sound: Integrated RAM: Minimum 8GB Display: FHD (1,920 × 1,080) LED Anti-Glare display Optical Device: None Hard Disk: Minimum 256 GB SSD (Opal Capable) Software: Pre-installed with Microsoft Windows 7 Professional 64-bit Edition with Windows 8.1 Pro 64-bit Edition downgrade Network: Integrated Intel Gigabit Ethernet / Wireless / Bluetooth 4.0 Interfaces: Three (3) USB 3.0 Battery: 3 cell + 3 cell Warranty: 3 year depot	10	
2.	Lenovo ThinkPad Warranty		Lenovo Accidental Damage Protection 3 years	1	
3.	Lenovo ThinkPad Pro Dock - port replicator		Lenovo ThinkPad Pro Dock - port replicator Connections: - Three (3) USB - One (1) USB (always on) - One (1) DVI - One (1) DisplayPort - One (1) VGA Power Device: ThinkPad 90W AC Adapter	10	

Workers Compensation Board  
Request for quotations Lenovo Personal Computers  
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4.	Lenovo ThinkCentre M93p		<p>Desktop: ThinkCentre M93p  Form Factor: Tiny  Processors: Intel Core i7-4765t  Video: Integrated. Intel HD Graphics 4600  Video adapter  Display Interface Ports: One (1) VGA and Two (2) DisplayPorts  Sound: Integrated  RAM: Minimum 8GB – 1x8GB DIMMs  Mouse: Compatible Optical Wheel Mouse  Keyboard: Compatible Optical Keyboard  Hard Disk: Minimum 128 GB SSD  Network: Integrated Intel Gigabit Ethernet  Software: Pre-installed with Microsoft Windows 7 Professional 64-bit Edition with Windows 8.1 Pro 64-bit Edition downgrade.  Warranty: 3-year, onsite</p>	8	
5.	ThinkVision T2254p 22-inch LED Backlit LCD Monitor		ThinkVision T2254p 22-inch LED Backlit LCD Monitor	10	
6.	Lenovo USB Keyboard (Black)		Lenovo Preferred Pro Keyboard US English – USB compatible (Black)	10	
7.	Lenovo Optical USB Mouse		Lenovo Optical Mouse – USB compatible	10	
<b>Total</b>					



## REQUEST FOR QUOTATION

Tender Number: 4166

Closing Date: Oct 30, 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

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