



Department of Finance  
Procurement Services

REQUEST FOR QUOTATION  
Tender Number: 5047  
Closing Date: 31-May-2018  
Closing Time: 12:00PM AST

## Aluminum Sign Blanks-Department of Transportation, Infrastructure and Energy-Traffic

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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**
  - **This tender opportunity is issued in accordance with the provisions of the Atlantic Procurement Agreement and the Agreement on Internal Trade. Vendors are encouraged to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any bid. The tender results will comply with section 29.1 of the Atlantic Standards Terms and Conditions, and will be extended to include the broader public sector (MASH).**
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#### 4. Additional Information

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- 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 for a period of **30 days** 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).
- <http://www.atlanticsuppliers.ca/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/sites/default/files/legislation/f-15-01\\_0.pdf](https://www.princeedwardisland.ca/sites/default/files/legislation/f-15-01_0.pdf)

#### 5. 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) _____

#### 6. Acknowledge receipt of addenda (if any)

<b>ADDENDUM</b>	<b>SIGNATURE</b>
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  
Telephone: (902)368-4040  
Fax # 902-368-5171

When submitting your bid to the above address, please ensure your company name and tender number are clearly marked on the outside of the envelope.

Acceptable methods to submit your bid; courier, mail, hand deliver and fax.

E-mail submissions are not accepted.

## 9. CONTACT INFORMATION

### **About the good or service:**

**Name:** Dawn Moase  
**Phone:** 902-888-8273  
**E-mail:** [hdmoase@gov.pe.ca](mailto:hdmoase@gov.pe.ca)

### **About the procurement process:**

**Procurement Officer:** Mark Kays  
**Phone:** 902-368-4764  
**E-mail:** [mjkays@gov.pe.ca](mailto:mjkays@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.**

<b>Line</b>	<b>Quantity</b>	<b>Sq. M. (2.06mm)</b>	<b>Shape</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extended Price (Qty x Price)</b>
1	200	18	Square	30cm x 30cm		
2	200	36	Rectangle	30cm x 60cm		
3	100	36	Diamond	60cm x 60cm		
4	200	72	Square	60cm x 60cm		
5	300	135	Rectangle	60cm x 75cm		
6	600	486	Diamond	90cm x 90cm		
					<b>TOTAL</b>	

## **APPENDIX A:**

### **TENDER SPECIFICATIONS:**

## Province of Prince Edward Island

### Material Specifications

#### For

### Aluminum Sign Blanks

#### **Specifications for Aluminum Sign Blanks**

#### **For The Province of Prince Edward Island**

#### **1. Scope**

This specification covers the supply of aluminum blanks.

#### **2. Material**

The aluminum sign blanks shall be cut from aluminum sign sheet material with a yield strength between 220 MPA minimum and a maximum of 255 MPA, and density 5052-H-38. The fabricator shall provide, a mill certificate for the entire order, specifying the material supplied.

#### **3. Dimensions**

The aluminum blanks shall be cut from sheeting of a thickness of 2.06 mm. The thickness of material to use will be specified for each blank at the time of ordering.

The surface dimensions are as shown in the attached Standard Sign Blanks list. This list includes the size and spacing of the bolt holes, and the radius of the corners. Blanks not shown in this list may be ordered from time to time and are covered by this specification.

Blanks are to be cut within in a tolerance of 1 mm. over the length or width of the blank.

#### **4. Fabrication**

The sign blanks shall be cut to size, 1 1/2" corner radii and holes shall be punched as required in the Standard Sign Blanks list, then blanks shall be completely deburred. All blanks are to be degreased, and etched. The blanks shall be ready to accept reflective sign sheeting conforming to Canadian Government Specification 62-GP-11M.

The sign blanks shall be flat with no warping or undulations. The surface shall have a smooth mill finish with no roughness, scratches, dents, cuts, burrs, or other imperfections.

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5. **Packaging and Shipping**

The blanks shall be bundled in quantities of no more than twenty (20), or forty-five (45) kg. maximum weight per bundle, (10 per package if sizes are 75cm x 75cm and larger) and wrapped in brown paper. Each bundle shall be marked to show the sign blank number or size, and the number of blanks in the bundle.

The blanks shall be shipped on non-returnable pallets with a maximum weight of 900 kg. The entire shipment shall be covered to ensure that it arrives in a dry condition.

Shipments shall be sent to the Provincial Sign Shop, located at 210 Spring Lane, Tignish, P.E.I., C0B 2B0.

6. **Payment**

Payment shall be based upon the square metre of the blanks before the corner radii are punched and include all shipping costs. No taxes are to be included in the unit prices but added later as may be required in the province.

7. **Ordering/Delivery**

The order shall be 100% of the total quantity. The order shall be supplied no later than 45 days from the date of the receipt of the purchase order.

8. **Testing**

Samples of blanks from each shipment will be tested to ensure conformance to specifications.

The cost for testing will depend upon whether the test results meet specifications. Simply, if the blanks meet specifications, the cost will be borne by the Province. If the blanks fail, all costs will be borne by the fabricator.

Failure to meet specifications may be grounds for rejection of any or all blanks in the shipment. All costs associated with rejection/return of the shipment are to be borne by the fabricator. The fabricator may request further testing to determine the extent of the problem with the shipment. The cost of this testing shall be the responsibility of the fabricator regardless of the results of the tests.

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