



Department of Finance  
Procurement Services

REQUEST FOR QUOTATION  
Tender Number: 5066  
Closing Date: 15-JUN-2018  
Closing Time: 12:00PM AST

## Appliances – Department of Family & Human Services

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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**
  - **Applicable Trade Agreements**
  - **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.**
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#### 4. Additional Information

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- **Each item is regarded as a separate tender and the Province reserves the right to accept all or any portion thereof. Awarded items may be split between two (2) or more vendors.**
- Vendors are advised that all documents forming part of the RFQ 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 \_\_\_\_\_

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## 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.

## 9. CONTACT INFORMATION

### About the good or service:

Name: Keith Peters  
Phone: 902-368-5771  
E-mail: [kjpeters@gov.pe.ca](mailto:kjpeters@gov.pe.ca)

### About the procurement process:

Procurement Officer: Lori Richard  
Phone: 902-368-4042  
E-mail: [larichard@gov.pe.ca](mailto:larichard@gov.pe.ca)

**10. Fill in your unit price, extended price, and total price of all items  
Quote prices in Canadian dollars, before taxes.**

Line	Quantity	Description	Unit Price	Extended Price
1		See Attached		

## Specifications for Appliances for 2018 tender process

### **Top Freezer Refrigerators**

- 2 door frost free
- white in color
- reversible handles
- glass shelves
- energy star efficient
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc.)
- Standard Manufacturer's Warranty unless otherwise stated.
- Product Warranty and Maintenance Service Provided

\*Prices required for 24" standard (minimum of 12 cubic feet), 28" standard (minimum of 14 cubic feet), and 30" standard (minimum of 18 cubic feet.)

### **Electric Ranges**

- glass in oven door
- electric clock and timer
- digital temperature display
- oven timer
- oven light
- control knobs on front side of stove
- white in color
- bottom drawer
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc.)
- Standard Manufacturer's Warranty unless otherwise stated
- Product Warranty and Maintenance service provided
- All stoves to be equipped 4 top burners with the fire safety device SAFE-T-ELEMENT manufactured by pioneering technology to help prevent stove top cook fires. (information can be found [www.safetelement.com](http://www.safetelement.com))

\*Prices required for 24" and 30" stoves

### **Washers**

- 27" commercial
  - minimum of 3.2 cubic feet
  - top load
  - minimum of 3 cycle wash
  - white in color
  - complete with new washer hoses
  - vendor identification
  - meets Canadian Safety Regulations and Standards (CSA, UL, etc)
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- Standard Manufacturer's Warranty unless otherwise stated
- Product Warranty and Maintenance service provided

### **Dryers**

- 30" commercial
- minimum of 6 cubic feet
- front load
- push button start
- white in color
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc)
- Standard Manufacturer's Warranty unless otherwise stated
- Product Warranty and Maintenance service provided

### **Requesting the following for Charlottetown and East**

- 70 Refrigerators
- 40 Electric Ranges
- 10 Washers
- 10 Dryers

### **Requesting the following for Summerside and West**

- 50 Refrigerators
- 25 Electric Ranges
- 10 Washers
- 10 Dryers

### **Please Note**

Requesting standing offer for appliances with the understanding that the successful vendor maintain a minimum of 5 refrigerators, 5 electric ranges, 2 washers and 2 dryers in stock at all times.

Prices to include delivery charges and installation.

Success vendor is also responsible for removal of old appliances.

This pricing for the Request for Quotation is to run for one year from signing date of contract or when all the number of appliances are used up. Contractor to notify Housing Services when 75% of any item is used up.

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**APPENDIX A:**

**TENDER SPECIFICATIONS:**

**Attach any supporting documents, specifications or drawings in this section.**

