



Department of Finance  
Procurement Services

**REQUEST FOR STANDING  
OFFER**  
Tender Number: 5091  
Closing Date: 27-July-2018  
Closing Time: 12:00PM AST

## Round “L” and “G” Decals for Graduated Driver Licensing Program Transportation Infrastructure and Energy - Highway Safety

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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. 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 Standard 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 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 RFISO 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/search/site?keys=+freedom+acts&op=search>

#### 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: Chris Gallant  
Phone 902-368-5265  
E-mail: ctgallant@gov.pe.ca

### About the procurement process:

Procurement Officer: Mark Kays  
Phone: 902-368-4764  
E-mail: mjkkays@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 Per M	Extended Price
1	10,000	4" round "L" decals		
2	25,000	4" Round "G" decals		
3	2,000	2" round "L" decals		
4	2,000	2" round "G" decals		
			<b>Total</b>	

## APPENDIX A:

### TENDER SPECIFICATIONS:

- 4" Diameter Round Decal, .002 Clear gloss vinyl with low tack repositionable face adhesive, Imprint color black "L" on PMS 107 Yellow Subsurface.
  - 4" Diameter Round Decal, .002 Clear gloss vinyl with low tack repositionable face adhesive, Imprint color black "G" on PMS 107 Yellow Subsurface.
  - 2" Diameter Round Decal, .002 Clear gloss vinyl with low tack repositionable back adhesive, Imprint color black "L" on PMS 107 Yellow Subsurface.
  - 2" Diameter Round Decal, .002 Clear gloss vinyl with low tack repositionable back adhesive, Imprint color black "G" on PMS 107 Yellow Subsurface.
  - Samples are available upon request. Please e-mail your request to [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca) Please arrange to have your courier pick up the samples from Procurement Services as highlighted in section 8. The vendor is to provide a Prepaid Shipping Label. Delivery of the samples is at the vendor's expense.
  - This is a standing offer for 2 years with a 1 year option. Pricing to remain firm for the duration of the standing offer period.
  - Quantities will be ordered on an "as required basis." Regardless of quantity.
  - Please contact Chris Gallant at [ctgallant@gov.pe.ca](mailto:ctgallant@gov.pe.ca) or 902-368-5265 with questions.
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