



Department of Finance
Procurement Services

REQUEST FOR STANDING
OFFER

Tender Number: 5144

Closing Date: 19-Oct-2018

Closing Time: 12:00PM AST

Validation Stickers/Department of Transportation Infrastructure and Energy-Highway Safety

1. Check for changes to this request

Before submitting this proposal, visit the Procurement website 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.

- **Atlantic Standard Terms and Conditions**
 - **This tender opportunity is issued in accordance with the provisions of the Atlantic Procurement Agreement and the Canadian Free Trade Agreement. 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.
- 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 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/en/legislation/all/all/a>

5. Give your delivery and payment terms

Delivery Required by:		Goods will be delivered by:	
Delivery Location:			
FOB:	Destination <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____
Payment Terms:	Net 30 <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____

6. Acknowledge receipt of addenda (if any)

ADDENDUM	SIGNATURE
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
2nd 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: Michelle Poirier
Phone: 902-368-5223
E-mail: mlpoirier@gov.pe.ca

About the procurement process:

Procurement Officer: Mark Kays
Phone: 902-368-4764
E-mail: mjkeys@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	146,500	Vehicle validation stickers		
2	9,400	Trailer validation stickers		
3	600	No expiry stickers white with green		
4	500	No expiry stickers gold with black		
			Total	

APPENDIX A:

TENDER SPECIFICATIONS:

1 Lot 157,000 Validation Stickers as per specifications samples

Quantities listed with specification sheets

Standing offer is for 12 months from the award date with an option for an additional 12 month extension. Prices to remain firm for the duration of the standing offer and option: The tendered quantities are estimates only and the Department may place additional orders as required.

Contact Person: Michelle Poirier

Deputy Registrar of Motor Vehicles

Phone: (902)368-5223

SPECIFICATIONS VALIDATION STICKERS

MATERIAL: 3M Validation Security Film NO. 720E Ensure Security Image in the same direction as the printing.

SIZE AND DESIGN: Stickers must match samples (**available from Procurement Services**) Car/Truck and Trailer stickers measure 1 ½" wide x 1" long (3.8 cm x 2.5 cm).

PACKAGING: Stickers expiring in 2021 and 2025 to be packaged in individual pouches. There are to be 250 stickers packaged in each box and the supplier is to ensure that the stickers are in numerical order and that there is no missing numbers. Each box is to be numbered with the month/year and beginning and ending numbers of the validation stickers it contains. Boxes are to be 6" long x 2" deep x 4: wide.

INSTRUCTION CARD: One instruction card will be placed in each pouch measuring 3 1/4" long by 1 3/4" wide (8.3 cm x 4.4 cm) (**Samples available from Procurement Services by contacting Mark Kays at 902-368-4764 or mjkays@gov.pe.ca**)

NUMBERING AND LETTERING : See Attached

COLOUR: Stickers expiring in **2021 White Lettering on Green Background. Stickers expiring in 2025 White Lettering on Black Background. Stickers No Expiry Green Lettering with White Background. Stickers No Expiry Black Lettering with Gold Background.**

CLEAR COAT: 3M Clear Coating 260 on all stickers 3M Coating 265 on 2025 stickers

QUANTITIES: See attached breakdown for each month.

If further information is required, please contact the Registrar of Motor Vehicles at 902-368-5219 or at 33 Riverside Drive, Charlottetown, P.E.I. C1A 9R9

VEHICLE VALIDATION STICKERS

COLOUR TO BE GREEN WITH WHITE NUMBERING AND LETTERING STICKER TO EXPIRE IN 2021.

TRAILER VALIDATION STICKER

COLOUR TO BE BLACK WITH WHITE NUMBERING AND LETTERING STICKER TO EXPIRE IN 2025.

NO EXPIRY STICKERS

COLOUR TO BE WHITE WITH GREEN LETTERING

Total: 600

COLOUR TO BE GOLD WITH BLACK LETTERING

Total: 500

The successful bidder will be required to submit a proof within two (2) weeks of the Public Tender Advertising date. **Delivery date to be prior to January 30, 2019.**

VEHICLE VALIDATION STICKERS : Please produce **GREEN** basic coloring imprinted with **WHITE NUMBER AND LETTERS**.

Total 2021 Stickers: **146,500**

Month of January M000001 to M011750	11,750 stickers
Month of February M011751 to M023500	11,750 stickers
Month of March M023501 to M036750	13,250 stickers
Month of April M036751 to M049500	12,750 stickers
Month of May M049501 to M062500	13,000 stickers
Month of June M062501 to M074250	11,750 stickers
Month of July M074251 to M086250	12,000 stickers
Month of August M086251 to M098250	12,000 stickers
Month of September M098251 to M110250	12,000 stickers
Month of October M110251 to M122000	11,750 stickers
Month of November M122001 to M135250	13,250 stickers
Month of December M135251 to M146500	11,250 stickers

TRAILER VALIDATION STICKERS: Please produce **BLACK** basic coloring imprinted with **WHITE NUMBERS AND LETTERS**.

TOTAL 2025 Stickers **9,400**

Month of January TR716926 to TR717525	700 stickers
Month of February TR717526 to TR718125	700 stickers
Month of March TR718126 to TR718975	950 stickers
Month of April TR718796 to TR719825	950 stickers
Month of May TR719826 to TR720675	950 stickers
Month of June TR720676 to TR721525	950 stickers
Month of July TR721526 to TR722125	700 stickers
Month of August TR722126 to TR722725	700 stickers
Month of September TR722726 to TR723325	700 stickers
Month of October TR723326 to TR723925	700 stickers
Month of November TR723926 to TR724525	700 stickers
Month of December TR724526 to TR725125	700 stickers



Correct design of vehicle validation stickers



Incorrect design of vehicle validation stickers

Signature_____

Date_____