



Department of Finance  
Procurement Services

REQUEST FOR QUOTATION  
Tender Number: 5146  
Closing Date: 25-Oct-2018  
Closing Time: 12:00PM AST

## 2019 Tourism PEI Publications Printing – Tourism PEI

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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.**
- 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 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/en/legislation/all/all/a>

#### 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.

E-mail submissions are not accepted.

## 9. CONTACT INFORMATION

### About the good or service:

**Name: Paul Baglole**  
**Phone: 902-368-6334**  
**E-mail: pnbagl@l@gov.pe.ca**

### About the procurement process:

**Procurement Officer: Melanie Barlow**  
**Phone: 902-368-4042**  
**E-mail: mcbarlow@gov.pe.ca**

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**APPENDIX A:**

**TENDER SPECIFICATIONS:**



## 2019 TOURISM PEI PUBLICATIONS PRINTING

Tourism PEI is producing promotional materials for the 2019 market year including the Prince Edward Island *Visitor's Guide*, *Guide de l'Île* and *Highway Maps*. Specifications for each of these publications are outlined below and are to be priced separately, with the contract for each awarded separately. The printing deadline for the *Visitor's Guide* and *Highway Maps* is February 20, 2019, *Guide de l'Île* printing deadline is March 23, 2019). **Prices quoted are to be valid until April 1, 2019.** Tourism PEI will not accept changes to quotations submitted (except for paper stock increases which require 60-day notice with correspondence from the paper mill). Copies of 2018 Tourism PEI publications are available by request for reference while preparing your quotation.

Quality is important for Tourism PEI publications and selection of the printer(s) is not based solely on price; although price is a big factor in the decision. Lowest, or any bid, will not necessarily be accepted. Note that printing of all publications as outlined below is on FSC Certified stock. Prior to selection of printer(s), details concerning availability and suitability of specified paper stocks, production scheduling and final artwork requirements will be finalized. Cost for accommodations and car rental for Tourism PEI staff person during press proofing of each publication is to be included as part of your quotation. If using subcontractors, please specify. Please use attached Pricing Sheet for quoting.

As part of your proposal, **give terms for printing of the publications under a two-year contract.** Decision on acceptance of two-year contract(s) will be made upon successful completion of the 2019 publications printings. Also, include in your proposal any discounts offered (if any) for printing more than one of the Tourism PEI publications.

Quote shipping charges separately. Shipping is split between two destinations in Charlottetown, PEI. Carton costs to be included in quote, not as part of shipping charges. Tourism PEI will only accept press overruns of 1% over specified quantity.



## 2019 PRINTING SPECIFICATIONS

### 1) 2019 VISITOR'S GUIDE

- Quantity: 105,000 copies  
Size: 6.75" x 10" trimmed (vertical format)  
Inks: Cover - 5/4 (full colour plus spot or full matte varnish on front); 150-line screen  
Inside - 4/4 (full colour throughout), 150-line screen  
Stock: FSC Certified: Cover - 160M #3 coated; Inside - 90M #4 coated  
Bleeds: Full bleed throughout  
Format: 160 inside pages plus cover (front cover has 6.125" fold-in flap); Perfect bound  
Shipping:\* FOB Charlottetown (two destinations), in cartons (double-walled box), labeled (40 per carton)  
Supplied: Digital artwork files (PDF) in single pages. Selected printer to supply hard-copy Match Proofs for approval prior to printing production.  
Special: Give cost for 8, 12, 16 and 24 additional pages (168, 172, 176 and 184 pages plus cover/flap)

### 2) 2019 GUIDE DE L'ÎLE

- Quantity: 30,000 copies  
Size: 6.75" x 10" trimmed (vertical format)  
Inks: Cover - 5/4 (full colour plus spot or full matte varnish on front); 150-line screen  
Inside - 4/4 (full colour throughout); 150-line screen  
Stock: FSC Certified: Cover - 160M #3 coated; Inside pages - 90M #4 coated  
Bleeds: Full bleed throughout  
Format: 144 inside pages plus cover, (front cover has 6.125" fold-in flap); Perfect bound  
Shipping:\* FOB Charlottetown (two destinations), in cartons (double-walled box), labeled (40 per carton)  
Supplied: Digital artwork files (PDF) in single pages. Selected printer to supply hard-copy Match Proofs for approval prior to printing production.  
Special: Give cost for 8, 12, 16 and 24 additional pages (152, 156, 160 and 168 pages plus cover/flap)

### 3) 2019 HIGHWAY MAPS (ENGLISH AND FRENCH)

- Quantity: 205,000 copies in two lots (170,000 English and 35,000 French)  
Size: 19" x 31.25" folded to 9.5" x 4.5"  
Inks: 4/4 (full colour both sides), with full bleed, 150-line screen  
Stock: FSC Certified: 100M Husky Opaque Offset uncoated (or equivalent)  
Shipping:\* FOB Charlottetown (two destinations), in cartons (double-walled box), labeled (200 per carton, bundled in 25s)  
Supplied: Digital artwork files (PDF) in single pages. Selected printer to supply hard-copy Match Proofs for approval prior to printing production.



## 2019 TOURISM PEI PUBLICATIONS PRICING SHEET

Please use this sheet for quoting on printing for 2019 Tourism PEI Publications Attach any additional information. Any taxes included in prices quoted are to be identified.

### 1) 2019 VISITOR'S GUIDE / 105,000 Copies

- 1.1 Specified - 168 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 1.2 Option - 176 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 1.3 Option - 180 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 1.4 Option - 184 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 1.5 Option - 192 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_

### 2) 2019 GUIDE DE L'ÎLE / 30,000 Copies

- 2.1 Specified - 152 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 2.2 Option - 160 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 2.3 Option - 164 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 2.4 Option - 168 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 2.5 Option - 176 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_

### 3) 2019 HIGHWAY MAPS / 205,000 Copies (in two lots)

- 3.1 Specified \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_

#### \*CARTON SPECIFICATIONS:

*Visitor's Guide and Guide de l'Île:* double walled; edge crush test = 42 lbs/inch; size limit = 85 inches; gross weight limit = 80 lbs; dimensions = 10 1/4" X 7" X 10 1/4"; 1 single stack of 40 guides per carton.

*Highway Maps:* double walled, edge crush test = 42 lbs/inch; size limit = 85 inches; gross weight limit = 80 lbs; dimensions = 9 3/4" X 9 1/4" X 6"; 8 bundles of 25 maps (each bundle with an elastic around it) total 200 maps per carton.

Shipping is split between two destinations:

Tourism PEI Distribution, 73 Watts Avenue, West Royalty Industrial Park, Charlottetown, PEI, C1E 2B7; and Atlantic Warehousing, 5 Garfield Street, Charlottetown, PEI, C1A 8C5.

For further information contact:

Paul Baglolle, Publications Coordinator, Tourism PEI / 902-368-6334 / pnbagl@gov.pe.ca