



Department of Finance
Procurement Services

REQUEST FOR QUOTATION
Tender Number: 5161
Closing Date: 21-Nov-2018
Closing Time: 12:00PM AST

NIR Feed Analyzer / The Department of Communities Land and Environment

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 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.
- 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 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

| | | | |
|------------------------------|--------------------------------------|------------------------------------|------------------------|
| 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: Lori Connolly-Brine
Phone: 902-368-5671
E-mail: lconnolly@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 | Extended Price |
|-----------------------------|-----------------|--|-------------------|-----------------------|
| 1 | 1 | NIRS DS2500 Each | | |
| Optional Accessories | | | | |
| 2 | TBD | Ready To Use Calibrations, Each | | |
| 3 | TBD | Additional Sample Cups, Each | | |
| 4 | TBD | Unit Accessories, Each | | |
| 5 | 1 | Preventative Maintenance Agreement, Each | | |
| | | | Total | |

APPENDIX A:

TENDER SPECIFICATIONS:

Delivery and invoicing of the unit **MUST** be to the *PEI Analytical Laboratories at 23 Innovation Way, Charlottetown, PE, C1E 0B7.*

All vendors submitting quotes for this tender **MUST** provide proof of ISO 9001 Certification, or of an organizational quality system that has been proven through historical quality performance data with their submission.

All equipment quoted as part of this tender **MUST** be new.

A minimum warranty of 1 year on all parts and service from the date of acceptance (IE. the date of receipt at PEI Analytical Laboratories) **MUST** be included in the price quoted.

All equipment **MUST** be CSA or UL approved and **MUST** bear the label before acceptance.

The vendor **MUST** provide a set of operating, maintenance, service, and troubleshooting manuals for all goods provided.

Pricing **MUST** be in **Canadian dollars** and include all applicable delivery, freight, and insurance charges.

Pricing **MUST** also include any check-out or instrument tuning standards required for calibration and testing of the unit(s) awarded, if applicable.

Instrument Specifications:

- The unit must be equivalent to the FOSS NIRS DS2500 Feed and Forage analyzer.
 - The NIR analyzer must be a bench top unit and be capable of accommodating a wide variety of sample types including, but not limited to: grains, mixed feed rations, forages, and other feed ingredients.
 - The unit must be capable of providing measurements for samples in a variety of forms, such as ground, un-ground and pellet form. The appropriate sample cups used for these measurements must be quoted and included in the tender bid.
 - The unit must be capable of providing results for a wide range of parameters, including but not limited to: % moisture, % crude protein, % crude fat, % ADF/NDF, % soluble protein, % ash, and mineral elements.
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General Performance Specifications:

- The NIR analyzer must be capable of measuring the wavelength range of 400 – 2500 nm and be able to measure in reflectance or transmittance mode. The unit must utilize a silicon and lead sulfide detector for its measurements.
- Spectral resolution must be 0.5 nm and wavelength accuracy and precision must be <0.05 nm and <0.005 nm respectively.
- Analysis time must be one minute or less, per sample.

Computer & Software Specifications

- The software used for analysis must be included as part of the tender price for this system.
 - The vendor must supply the software to the user, or load the software at the time of installation onto a Government of PEI supplied computer.
 - Specific requirements for the computer supplied by the Government of PEI must be provided by the vendor and included in the tender bid.
 - The unit must be capable of being installed with ready to use calibrations for the sample types listed above. All applicable calibrations available for the unit must be quoted as part of this tender in order for the end user to select and purchase appropriate calibrations. Included in the list of calibrations quoted must be the Compound Feed, Cereals and Grains, and Dried, ground forage calibration packages.
 - The software must give the user the ability to adjust and create in-house calibrations and provide instructions on how to do so.
 - Results generated must be stored automatically to an instrument database.
 - The software must be capable of determining real time outlier and be capable of conducting trend analysis.
 - Data generated by the instrument must be easily transferable to a format which can be used by the laboratory's LIM's system. Data transfer will be facilitated by the selective production of highly structured CSV or XLS files.
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Warranty, Maintenance and General Requirements

- The Feed analyzer must be a robust unit and measure no more than 375 x 490 x 300 mm in size. The unit must be capable of withstanding humidity, dust, vibrations and temperature fluctuations.
- Warranty on all parts and service for all equipment purchased for a minimum of 1 year from the date of acceptance (Following the installation and training when the instrument meets all validation criteria for each of the methods) must be included as part of the tender price quoted.
- The quote provided must include the option to purchase a preventative maintenance agreement for the 2019/2020 fiscal year which may be purchased as part of this tender.

Installation, Training, and Service:

- The vendor must provide a set of operating, maintenance, service, and troubleshooting manuals for all goods provided.
 - The tender price must include training for up to 3 staff members on the operation and routine maintenance of the unit. This training must be provided in-house by the successful vendor's service engineer/application specialist at the time of installation.
 - Any calibrations purchased as part of this tender must be installed and verified at the time of installation.
 - The vendor must offer technical support either on-line or by phone for troubleshooting purposes. The vendor must supply a toll free phone number for technical support.
 - A complete list of required and optional accessories needed to operate this unit must be provided and quoted as part of this tender.
 - The unit must be suitable for 100 – 240 V power supply.
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