



Department of Finance
Procurement Services

REQUEST FOR QUOTATION
Tender Number: 5212
Closing Date: 6-March-2019
Closing Time: 12:00PM AST

Software (including on-site installation and on-site training), Scanner and Flat Screen Monitor for Provincial Assessment Program – Department of Education, Early Learning and Culture

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.
- **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

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: Naomi Harvey
Phone: 902-438-4826
E-mail: ndharvey@edu.pe.ca

About the procurement process:

Procurement Officer: Melanie Barlow
Phone: 902-368-4042
E-mail: mcbarrow@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	<p>Software managed by a computer language database on the back end to allow for the use of a non-specialized scanner to capture images, and within those images to capture data from user defined ranges for the scanning and scoring of assessment data and the storage of assessment records. The software and the scanner must be compatible.</p> <p>The company supplying the software MUST also provide on-site installation of the software and on-site training for staff.</p>		
2	1	<p>A heavy duty, high speed, high volume scanner that will extract data and images from large batches of student assessments, and provide archiving and general document management in centralized or back-office environments. The software and the scanner must be compatible.</p>		
3	1	<p>27 inch anti-glare high resolution LED monitor.</p>		
		<p>Delivery and invoicing MUST be on or before March 29, 2019 to:</p> <p>Department of Education, Early Learning & Culture 250 Water Street, Suite 101. Summerside, PE C1N 1B6</p>		
			Total	

APPENDIX A:

TENDER SPECIFICATIONS:

Please provide detailed information stating model numbers, brands and software specs with submission.

Delivery and invoicing **MUST** be on or before March 29, 2019 to:

Department of Education, Early Learning & Culture
250 Water Street, Suite 101.
Summerside, PE
C1N 1B6
