



Desktop Telephones For Centrex System – IT Shared Services, Department of Finance

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. 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 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: Andrew McGuire
Phone: 902-620-3600
E-mail: apmcguire@gov.pe.ca

About the procurement process:

Procurement Officer: Melanie Barlow
Phone: 902-368-4042
E-mail: mcbarlow@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	Product Number	Description	Qty	Unit Price	Extended Price
1	M5316	M5316 Digital Telephone Set Refurbished - Black	6		
2	M9316CW Black	M9316 Analog Telephone Set Refurbished - Black	10		
3	M5208	M5208 Digital Telephone Set - Black	12		
4	M9417	M9417 Analog Telephone Set Refurbished - Black	5		
5	M522	M522 Add-on Module Refurbished - Black	5		
6	M6390	M6390 Mitel Analog Single Line Telephone Set - Black	126		
7	M6392	M6392 Mitel Analog Two Line Telephone Set - Black	2		
8		Single Tray Black (For M5316 & M522 add-on)	5		
9	CC-4CON- 9BK	Black 9 Foot Curly Cord	40		
				Total	

APPENDIX A:

TENDER SPECIFICATIONS:

1.0 Overview

- 1.1 IT Shared Services (ITSS), a division of the Department of Finance, Government of Prince Edward Island, is responsible for providing data and voice communication services to departments and agencies of the Government of PEI.
- 1.2 The P.E.I. Government is currently operating a Centrex telephone system which is provided by a local telecommunication service provider. This system allows four (4) digit dialing plus an access code to each government location across the Island. The lines within the government Centrex group consist of single, multi, fax, and data conditioned lines. The users of this system consist of Government Departments, Crown Corporations, Agencies and Commissions, as well as Hospitals and Schools.
- 1.3 As telephone equipment breaks down or needs to be replaced, IT Shared Services does an assessment and orders the appropriate equipment. The table above represents the quantities and types of telephones to meet the current needs.
- 1.4 The intent of this tender is to select a Vendor to provide the telephone equipment as listed in the table in **part 10**.

2.0 Service Requirements

- 2.1 HISTORY - Vendors must outline their company's service history on Prince Edward Island.
 - 2.2 DELIVERY - Prompt response and service delivery is paramount. Turnaround time will be a significant factor in awarding the contract. Please identify your delivery information in **part 5**.
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3.0 Refurbished Products

3.1 Refurbished products with one year warranty are acceptable for the following models:

M5316,
M9316 CW Black,
M9417, and
M522

3.2 No product substitution is allowed.

Testing and training of clients on the telephone models in Table 10 is completed.

4.0 New Products

4.1 New products are required for the remaining models:

M5208,
M6390,
M6392,
CC-4CON-9BK, and
Single Tray Black (for M5316 and M522 add-on).

4.2 Deliver all goods in original wrappings or containers with manufacturer's labels and seals intact.

4.3 Materials shall be new (not refurbished), free from defects impairing strength, durability, or appearance and of the best commercial quality for purposes specified. Delivery of refurbished equipment for these models will result in the cancellation of the tender.

4.4 Vendors shall supply a complete manufacturer's warranty documentation that must include a statement indicating the manufacturer's warranty, including coverage of replacement or repaired equipment under warranty.
