



Department of Finance
Procurement Services

REQUEST FOR QUOTATION
Tender Number: 5303
Closing Date: 28-June-2019
Closing Time: 12:00PM AST

Classroom Supplies - Stratford Elementary, Department of Education and Lifelong Learning

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
 - Applicable Trade Agreements
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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:	Stratford Elementary 50 Glen Stewart Drive Stratford, PE C1B 0J9		
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 email.

Fax submissions are not accepted.

9. CONTACT INFORMATION

About the good or service:

Name: Shelly King-Compton
Phone: 902-569-7750
E-mail: sdcompton@edu.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	Quantity	Description	Unit Price	Extended Price
1		Please complete attached pricing spreadsheet. Delivery Date: August 12, 2019		

Vendors **MUST** fill out the attached spreadsheet electronically and submit a printed signed hard copy with your submission. Vendors **MUST** also submit a saved electronic version of the Excel spreadsheet (**In Excel, NOT PDF**) on a memory stick, disc or e-mail. In your e-mail subject line please reference the Tender Title, Tender Number and Procurement Officer. Procurement Services **MUST** receive the e-mailed submission prior to the tender closing date and time at procurementservices@gov.pe.ca. Failure to submit an electronic Excel spreadsheet may cause your submission to be non-compliant and will not be considered for further evaluation. Vendors are required to sign, date and price the spreadsheet. **Enter a "0" if a bid for an item is not applicable.**

APPENDIX A:

TENDER SPECIFICATIONS:

****Any quotes on alternates must be accompanied by detailed specifications, product names, gauges, core densities, finish types, etc. "Equal or Better Than Model", is to establish quality and construction standards comparisons only and is not meant to exclude any products for consideration.**

****All Bidders must be willing to provide an "on site" sample that is the same as or equal to the specified product. All prices guaranteed through delivery.**

****All prices **DELIVERED**.**

****PAY PARTICULAR ATTENTION TO SECTION 10 IN THE RFQ DOCUMENT AND FOLLOW THE INSTRUCTIONS CAREFULLY. CONTACT PROCUREMENT SERVICES AT procurementservices@gov.pe.ca IF YOU HAVE ANY CONCERNS.**
