



Department of Finance  
Procurement Services

REQUEST FOR QUOTATION  
Tender Number: 5364  
Closing Date: 27-Sept-2019  
Closing Time: 12:00PM  
Atlantic Time

## Wide Format Multifunction Printer/Department of Agriculture and Land

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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**
  - **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

<b>Delivery Required by:</b>		<b>Goods will be delivered by:</b>	
<b>Delivery Location:</b>	Agriculture and Land 5 <sup>th</sup> Floor, Jones Building 11 Kent Street, Charlottetown, PE		
<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:** Carla Millar  
**Phone:** 902-368-6366  
**E-mail:** [clmillar@gov.pe.ca](mailto:clmillar@gov.pe.ca)

### **About the procurement process:**

**Procurement Officer:** Mark Kays  
**Phone:** 902-368-4764  
**E-mail:** [mjkays@gov.pe.ca](mailto:mjkays@gov.pe.ca)

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**10. Fill in your unit price, extended price, and total price of all items  
Quote prices in Canadian dollars, before taxes.**

<b>Line</b>	<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extended Price</b>
1	1	Wide Format Multifunction Printer		
2	1	Delivery-Setup		
			<b>Total</b>	

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## **APPENDIX A:**

### **TENDER SPECIFICATIONS:**

**Multifunction Wide Format Printer with integrated scanner, stacker, all-in-one touch screen display, computer and built in software**

**Scanner and printer must function independently and simultaneously**

**Full colour scanning and printing capabilities**

#### **Computer:**

- **Touch screen monitor minimum of 15" in size**
- **Feature allowing mark up of documents on monitor**
- **Minimum 500 GB Hard Drive**

#### **Scanner:**

- **Image width maximum of 36"**
- **Optical resolution of at least 1200 dpi**
- **Colour, grayscale and black and white scan modes**
- **Software supports TIFF, JPEG, TIFF G4, and PDF (including scan to multipage PDF)**

#### **Printer:**

- **Print Resolution of 2400x1200 dpi**
- **All pigment based ink system, not water soluble once cured**
- **Print speed of 3 D-size per minute**
- **Line Accuracy of  $\pm 0.1\%$  or less**
- **Front loading roll and front output**
- **Media width of 8" - 36"**
- **2" media core size**
- **Minimum of 128 GB**
- **10/1000 Ethernet**

**Supplier must be an authorized service provider.**

**At least one year Warranty (parts and labour) included.**

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