



Department of Finance  
Procurement Services

REQUEST FOR QUOTATION  
Tender Number: 5390  
Closing Date: 27-Nov-2019  
Closing Time: 12:00PM  
Atlantic Time

## 2020 Literature Kits Envelopes – Tourism PEI

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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>			
<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: Paul Baglole  
Phone: 902-368-6334  
E-mail: pnbaglol@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	Quantity	Description	Unit Price	Extended Price
1	35,000	2020 Literature Kits Envelopes as per specified.		
2	Add'l 1000's	Literature Kits Envelopes		
			<b>Total</b>	

**APPENDIX A:**

**TENDER SPECIFICATIONS:**

See attached

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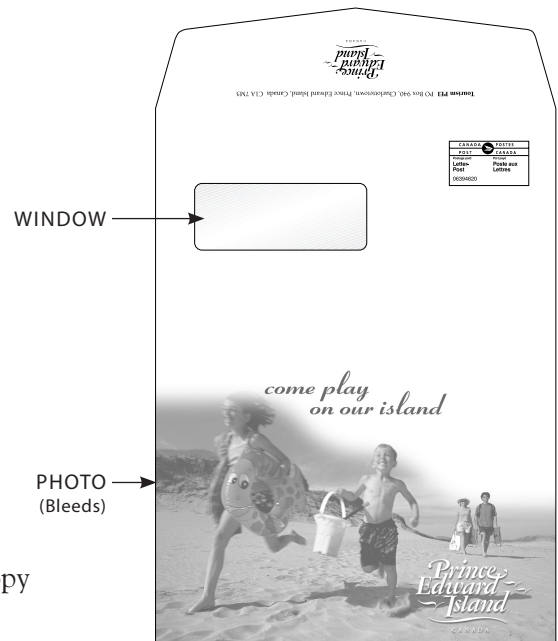
## 2020 LITERATURE KITS ENVELOPES

Please provide a price to print the 2020 Tourism PEI Literature Kits Envelopes as outlined below. The deadline for delivery of finished envelopes is February 7, 2020 and prices quoted are to be valid until April 1, 2020. Tourism PEI will not accept changes to quotations submitted (except for paper stock increases which require 60-day notice with correspondence from the paper mill).

Quality of printing is very important and the selected printer may be required to supply samples to show their level of printing quality. Selection of printer is not based solely on price; although price is a big factor in the decision. The lowest or any bid not necessarily accepted. If using sub-contractors, please specify. Prior to selection of printer, details concerning availability and suitability of specified paper stock, production scheduling and artwork requirements will be finalized. Refer to sample illustration below of existing Tourism PEI Envelope design. The window size is 1.5" x 4" to accommodate an addressed letter which is inserted into the envelope. Note that the paper specified is FSC-Certified stock.

## PRINTING SPECIFICATIONS

- Size: 9"x 12" end-opening window envelope, with 1" gussets on four sides.
- Inks: Full colour process (CMYK) printed on front and back. No printing on inside. Bleeds on all four sides.
- Stock: FSC-Certified; 160M white Lynx Opaque (or equivalent), scored with permanent self-seal flap.
- Quantity: 35,000 total, in three lots
  - Lot 1 - 18,000 English CAN version
  - Lot 2 - 10,000 English USA version
  - Lot 3 - 7,000 French version
 Also give cost for additional 1000s
- Shipping: FOB Charlottetown (two locations) in labeled cartons (double-walled box), 500 per carton.
- Supplied: Digital artwork file (PDF). Printer to supply hard-copy match proof for approval prior to print production.



ENVELOPE FRONT SAMPLE

For further information contact:  
Paul Baglolo, Publications Coordinator, Tourism PEI  
902-368-6334 pnbaglol@gov.pe.ca