



Department of Finance
Procurement Services

**REQUEST FOR STANDING
OFFER**

Tender Number: 5458

Closing Date: 25-March-2020

Closing Time: 12:00PM

Atlantic Time

Motor Vehicle Inspection Report Forms/Department of Transportation Infrastructure and Energy

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 Canadian Free Trade Agreement. 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.
- The quantities listed in the tender document are estimates only, actual quantities over the span of the standing offer may be more or less. The Province of PEI reserves the right to purchase more or lesser amounts depending on requirements. Products to be delivered are on an “as and when required basis” for the standing offer period indicated in this document unless otherwise stated. This applies to the tendering department as well as any other Government Department, Crown Corporation, Agency, Board and Commission including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector).
- It is the intention of the Province to award the item(s) listed in this tender to one (1) vendor.
- This tender is for a standing offer for 1 year from the award date plus 2 x 1 year option years. **Pricing to remain firm during the standing offer period.** The option years are subject to a mutual agreement between the Province and the awarded vendor.
- The results of this tender shall be open 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 RFSO 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:	33 Riverside Drive, Charlottetown, PE, C1A 9R9		
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: Pat Dowling
Phone: 902-368-5227
E-mail: pjdowling@gov.pe.ca

About the procurement process:

Procurement Officer: Mark Kays
Phone: 902-368-4764
E-mail: mjkeys@gov.pe.ca

10. Fill in your unit price, extended price, and total price of all items
Quote prices in Canadian dollars, before taxes. Quantities are estimates only,
actual quantities may be more or less depending on requirements.

Line	Quantity Per 1000's	Description	Unit Price Per 1,000	Extended Price
1	150	Motor Vehicle Inspection Report Forms		
			Total	

APPENDIX A:

TENDER SPECIFICATIONS:

**Inspection Form Specifications
For
Passenger Cars/Light Trucks 3,850 kg and under, Trailers without Brakes
And Motorcycles**

1. 150,000 Motor Vehicle Inspection report forms
2. 3 copies (NCR) carbonless paper (white, pink, yellow)
3. Cover to be a tan color with printing in black
4. The cover will read:

Province of Prince Edward Island
Motor Vehicle Inspection Report for
Passenger cars and light trucks
3,850 kg and under
Trailers without brakes
Motorcycles

5. Instructions printed on inside of cover (*see sample*)
 6. Form has 3 copies, NCR carbonless paper

Top (first) copy to be white in color with black lettering
Second copy to be pink (*requires printing on both sides*)
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Third copy to be yellow

All lettering to be done in black.

7. The size of the first copy is critical after removed from book
Dimensions are 150 mm wide and 240 mm high with a thickness of .09 - .10 mm

8. Each book consists of 50 sets of forms with wrap around cover with tear off strip at bottom of form for ease in separating copies.
Quantity and serial numbers displayed on outside of carton, 40 books

per carton.

9. Consecutively numbered beginning with: 736,001 - 886,000

10. Vendor can request sample from Procurement Services and will arrange for courier at their cost.

11. Provide a sample proof

Inside Cover

Notes

The information contained on this form will be processed by computerized recognition equipment. Please help us accurately capture this information by following these recommendations.

The five critical areas are:

- VIN Number
- Odometer reading
- Sticker number
- Date
- Station Number

1. Print neatly using **BLOCK** letters and numbers **STAYING** within the blocks provided in the comb fields on the form. *No hand writing please*

Sample:

1	F	A	F	P	5	3	V	0	3	G	1	2	5	9	7	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

2. Use black pen only.
3. For check boxes, please ensure that most of the check mark is inside the box.

Sample:

4. If an item passes inspection without requiring repairs, leave both check boxes blank for that item.
5. When attaching VIN and sticker number labels to the form, please ensure they are placed within the allotted areas and that they are reasonably straight.
6. As well as attaching the VIN sticker label to the form, please record the VIN in the block field; provided beneath the label.
NOTE: Do Not Record the VIN in the label space and place the sticker over top of it.
7. Ensure the Highway Safety copy (*white copy*) of the MVI form is as free as possible from dirt, smudges and smears.

Items marked (*) apply to motorcycle inspections.

Item marked (#) apply to trailer inspections