



Department of Finance
Procurement Services

**REQUEST FOR STANDING
OFFER**

Tender Number: 5460

Closing Date: 31-March-2020

Closing Time: 12:00PM

Atlantic Time

Validation Stickers/Department of Transportation Infrastructure and Energy-Highway Safety

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.
- 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 or any other department location located within the borders of PEI.		
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: Michelle Poirier
Phone: 902-888-8303
E-mail: mlpoirier@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 M	Description	Unit Price Per M	Extended Price
1	163.5	Vehicle validation stickers		
2	11.8	Trailer validation stickers		
3	1	No expiry stickers white with green		
4	0.7	No expiry stickers gold with black		
			Total	

APPENDIX A:

TENDER SPECIFICATIONS:

1 Lot 177,000 Validation Stickers as per specifications samples

Quantities listed with specification sheets

Standing offer is for 12 months from the award date with an option for an additional 12 month extension. Prices to remain firm for the duration of the standing offer and option: The tendered quantities are estimates only and the Department may place additional orders as required.

Contact Person: Michelle Poirier

Deputy Registrar of Motor Vehicles

Phone: (902)888-8303

SPECIFICATIONS VALIDATION STICKERS

- MATERIAL:** 3M Validation Security Film NO. 720E Ensure Security Image in the same direction as the printing.
- SIZE AND DESIGN:** Stickers must match samples **(available from Procurement Services)** Car/Truck and Trailer stickers' measure 1 ½" wide x 1" long (3.8 cm x 2.5 cm).
- PACKAGING:** Stickers expiring in 2023 and 2027 to be packaged in individual pouches. There are to be 250 stickers packaged in each box and the supplier is to ensure that the stickers are in numerical order and that there is no missing numbers. Each box is to be numbered with the month/year and beginning and ending numbers of the validation stickers it contains. Boxes are to be 6" long x 2" deep x 4: wide.
- INSTRUCTION CARD:** One instruction card will be placed in each pouch measuring 3 1/4" long by 1 3/4" wide (8.3 cm x 4.4 cm) **(Samples available from Procurement Services by contacting Procurement Services at 902-368-4040 or procurementservices@gov.pe.ca) Vendors will be responsible to arrange to have a courier pick up the samples at the vendor's expense. Please ensure the courier arrives with a pre-paid, self- addressed envelope.**
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NUMBERING AND LETTERING: See Attached

COLOUR: Stickers expiring in **2023 White Lettering on Blue Background. Stickers expiring in 2027 White Lettering on Black Background. Stickers No Expiry Green Lettering with White Background. Stickers No Expiry Black Lettering with Gold Background.**

CLEAR COAT: 3M Clear Coating 260 on all stickers 3M Coating 265 on 2027 stickers

QUANTITIES: See attached breakdown for each month.

If further information is required, please contact the Registrar of Motor Vehicles at 902-368-5219 or at 33 Riverside Drive, Charlottetown, P.E.I. C1A 9R9

VEHICLE VALIDATION STICKERS

COLOUR TO BE BLUE WITH WHITE NUMBERING AND LETTERING STICKER TO EXPIRE IN 2023.

TRAILER VALIDATION STICKER

COLOUR TO BE BLACK WITH WHITE NUMBERING AND LETTERING STICKER TO EXPIRE IN 2027.

NO EXPIRY STICKERS

COLOUR TO BE WHITE WITH GREEN LETTERING Total: 1000

COLOUR TO BE GOLD WITH BLACK LETTERING Total: 700

The successful bidder will be required to submit a proof within two (2) weeks of the Public Tender Advertising date. **Delivery date to be prior to September 30th, 2020.**

VEHICLE VALIDATION STICKERS: Please produce BLUE basic coloring imprinted with **WHITE NUMBER AND LETTERS.**

Total 2023 Stickers: 163,500

Month of January P00001 to P012750 12,750 stickers

Month of February P012751 to P025500 12,750 stickers

Month of March P025501 to P040250 14,750 stickers

Month of April P040251 to P054500 14,250 stickers

Month of May	P054501 to P069000	14,500 stickers
Month of June	P069001 to P082250	13,250 stickers
Month of July	P082251 to P095750	13,500 stickers
Month of August	P095751 to P109250	13,500 stickers
Month of September	P109251 to P122750	13,500 stickers
Month of October	P122751 to P136000	13,250 stickers
Month of November	P136001 to P150750	14,750 stickers
Month of December	P150751 to P163500	12,750 stickers

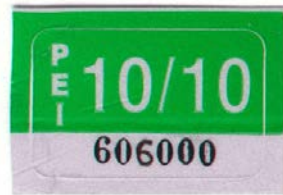
TRAILER VALIDATION STICKERS: Please produce **BLACK** basic coloring imprinted with **WHITE NUMBERS AND LETTERS**.

TOTAL 2027 Stickers 11,800

Month of January	TR736926 to TR737825	900 stickers
Month of February	TR737826 to TR738725	900 stickers
Month of March	TR738726 to TR739875	1,150 stickers
Month of April	TR739876 to TR741025	1,150 stickers
Month of May	TR741026 to TR742175	1,150 stickers
Month of June	TR742176 to TR743325	1,150 stickers
Month of July	TR743326 to TR744225	900 stickers
Month of August	TR744226 to TR745125	900 stickers
Month of September	TR745126 to TR746025	900 stickers
Month of October	TR746026 to TR746925	900 stickers
Month of November	TR746926 to TR747825	900 stickers
Month of December	TR747826 to TR748725	900 stickers



Correct design of vehicle validation stickers



Incorrect design of vehicle validation stickers

Signature _____

Date _____