



Department of Finance
Procurement Services

**REQUEST FOR STANDING
OFFER**

Tender Number: 5468

Closing Date: 29-April-2020

Closing Time: 12:00PM

Appliances – Department of Social Development and Housing

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).
- **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 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:			
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
Email: procurementservices@gov.pe.ca

When submitting your bid to the above address, please ensure your company name and tender number are clearly marked in the subject line of your email.

Acceptable methods to submit your bid; email only.

9. CONTACT INFORMATION

About the good or service:

Name: Chris Reeves
Phone: 902-368-5779
E-mail: cdreeves@ihis.org

About the procurement process:

Procurement Officer: Melanie Barlow
Phone: 902-368-4042
E-mail: mctbarlow@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 the attached specification and pricing spreadsheet		

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**) by email as part of your submission to 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 and spec sheet. Enter a "0" if a bid for an item is not applicable in the pricing sheet. If the item is not applicable on the specifications tab, leave that corresponding item's table blank.

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.

Substitutions will be considered for items not listed with "no substitutes", Enter your description under "comments" column. Substitutes **MUST be equal to or better than.

Vendors are required to sign, date and complete specification spreadsheet. If an alternate unit is being proposed, detailed specifications **MUST be listed and accompany the submission.

**Vendors are required to sign, date, price, extend and total the spreadsheet. Prices to include freight and delivery. Enter a "0" if a bid for an item is not applicable.

**Standing offer unit pricing will be in effect for a 12 month period following award for any additional orders.

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

**** Appliances MUST be delivered to identified sites as stated in table below on June 3, 2020.**

- Delivery **MUST** be made in to units, not just dropped at site.
- Packaging **MUST** be removed on all appliances and removed from site following delivery.
- Refrigerators & washing machines **MUST** be taken into units and plugged in.

Delivery	Beach Grove Road	MacPhee Avenue
(30) Dishwashers	20	10
(4) 24" Wall Oven	4	
(3) 27" Wall Oven		3
(4) 24" Cook Top	4	
(3) 30" Cook Top		3
(3) 27" Front Load Washer	2	1

Delivery Addresses:

- 1) Beach Grove Road Location: 175 Beach Grove Road, Charlottetown
 - 2) MacPhee Avenue Location: 12 MacPhee Avenue, Souris
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