



Department of Finance
Procurement Services

REQUEST FOR STANDING
OFFER

Tender Number: 5490

Closing Date: 9-JUNE-2020

Closing Time: 12:00PM AST

Printer Cartridges 2020-2021 – Department of Finance

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 Agreement on Internal Trade. 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 **(including any option periods)** may be more or less than the estimated quantities listed in this tender document. 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:			
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
procurementservices@gov.pe.ca

When submitting your bid to the above email 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; **e-mail only to procurementservices@gov.pe.ca**

9. CONTACT INFORMATION

About the procurement process:

Procurement Officer: Melanie Barlow
E-mail: mbarlow@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	Description	Unit Price	Extended Price
1		Please complete and submit attached pricing spreadsheet		

Vendors **MUST** submit a saved electronic version of the Excel spreadsheet (**In Excel, NOT PDF**) to procurementservices@gov.pe.ca along with your submission. **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. Enter a "0" if a bid for an item is not applicable.

APPENDIX A:

TENDER SPECIFICATIONS:

- 1. The Province of PEI reserves the right to add any new cartridges not already listed. The same discount rate MUST be extended to any new additions upon request.**
 - 2. Cartridges shall be ordered and shipped on an “as required” basis.**
 - 3. All prices quoted are to be FOB Destination, (Regardless of Quantity), to various PEI locations – Freight to be included in the unit price.**
 - 4. The successful vendor is required to deliver new cartridges, pick up and remove used cartridges at no charge to the Province of PEI.**
 - 5. Cartridges MUST be OEM (Original Equipment Manufacturer.) MUST be manufactured by the original manufacturer, and in their original packages/boxes.**
 - 6. Delivery of cartridges must be within 1 to 2 business days after receipt of a purchase order.**
 - 7. Vendors are required to submit a statement explaining in detail their warranty policy, return goods policy for new/defective cartridges and their policy to return empty/used cartridges.**
 - 8. This RFSO is a standing offer for a period of one (1) year, June 26, 2020 – June 25, 2021.**
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