



Department of Finance
Procurement Services

**REQUEST FOR STANDING
OFFER**

Tender Number: 5750

Closing Date: 5-August-2021

Closing Time: 12:00PM

Atlantic Time

Storage Supply Carts - Department of Health and Wellness

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
 - Applicable Trade Agreements
 - Vendors are encouraged to read the Atlantic Provinces Standard Terms and conditions and the Procurement of Goods Regulations, prior to submitting any bid.
 - <https://www.princeedwardisland.ca/en/legislation/procurement-goods-act/procurement-goods-regulations>
-

4. Additional Information

- Prices are to be in Canadian Funds.
- Pricing to include: Freight and Delivery.
- **Prices are to be in effect for one year upon date of award.**
- Submission is to include estimated delivery from time of receipt of Purchase Order.
- 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).
<https://atlanticsuppliers.ca/as-english/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:	December 2021	Goods will be delivered by:	
Delivery Location:	345 & 365 Deacon Grove Lane, Charlottetown, PEI, or any other Provincial Government delivery location located within the borders of Prince Edward Island.		
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

Email: procurementservices@gov.pe.ca

When submitting your bid to the above e-mail address, please ensure your company name and tender number are clearly marked on the subject line of your e-mailed bid.

Acceptable methods to submit your bid; EMAIL ONLY TO: procurementservices@gov.pe.ca

9. CONTACT INFORMATION

About the good or service:

Name: Gail Kennedy
E-mail: gailkennedy@gov.pe.ca

About the procurement process:

Procurement Officer: Melanie Barlow
E-mail: mcbarrow@gov.pe.ca

10. PRICING SUBMISSION

- **Vendors MUST complete the attached Appendix A & B - Excel spreadsheets electronically.**
 - Vendors must include product specifications and will include a minimum 1 year warranty for each item. When including specifications, please reference the item number that the specification refers to.
 - No refurbished products permitted
 - Shelving must be NSF certified for dry food storage.
 - Product offered must meet Appendix A – tender specifications
 - Rates quoted by the Proponent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any applicable fees or other charges
 - After completing the electronic version of the Excel spreadsheet, vendor must either digitally sign the electronic version of the Excel spreadsheet or print a paper copy of the electronic version of the completed Excel spreadsheet and manually sign the spreadsheet.
 - Email the digitally signed electronic version of the Excel spreadsheet **(In Excel, not PDF)** along with all required signed documents to **procurementservices@gov.pe.ca** OR alternatively e-mail the electronic version of the Excel spreadsheet **(In Excel, not PDF)**, also a scanned manually signed copy of the spreadsheet and all other required signed documents.
 - In your e-mail subject line please reference the Tender Number and your Company Name.
 - **Failure to submit an electronic version of the Excel spreadsheet (In Excel, not PDF) will cause your submission to be non-compliant and will not be considered for further evaluation.**
-