



Department of Finance
Procurement Services

REQUEST FOR QUOTATION
Tender Number: 5408
Closing Date: 8-January-2020
Closing Time: 12:00PM Atlantic

Bookcases – Department of Education and Lifelong Learning

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 & Installation.
- **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 for a period of **90 days** 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 RFQ 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
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: Naomi Harvey
Phone 902-438-4826
E-mail: ndharvey@edu.pe.ca

About the procurement process:

Procurement Officer: Melanie Barlow
Phone: 902-368-4042
E-mail: mcbarlow@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	64	<p>Double sided mobile bookcase – 48”H x 16”D x 36”L</p> <p>Unit c/w 2 fixed bottom shelf and 6 adjustable shelves</p> <p>Unit is constructed of 1” laminate both sides except back. Back is ¾” laminate both sides.</p> <p>Unit also c/w 2” ball casters.</p> <p>Materials must be institutional grade, green guard and ANSI/BIFMA certified. Bookcases without these specifications will not be considered.</p> <p>Pricing to include freight, delivery and installation to all schools.</p> <p>Distribution list attached.</p>		
			Total	

APPENDIX A:

TENDER SPECIFICATIONS:

Materials must be institutional grade, green guard and ANSI/BIFMA certified. Bookcases without these specifications will not be considered.

Pricing to include freight, delivery and installation to all schools.

****Any quotes MUST be accompanied by detailed specifications, product names, gauges, core densities, finish types, etc.**

Delivery of all units **MUST** be on or before February 1st, 2020, and according to the Distribution list attachment located in supporting document section named:

5408 RFQ-BookcaseDistributionList.pdf
