REQUEST FOR QUOTATION

Tender Number: 4119

Closing Date: Aug 25, 2015

Closing Time: 12:00PM

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1. Check for changes to this request

Before submitting this proposal, visit the Procurement website www.gov.pe.ca/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. Follow any special instructions

The full RFQ document is attached to this PDF.

Tender Response Requirements:

-Signed RFQ Form

-Signed Hard Copy of Protected Spreadsheet Response

-Copy Saved on an Electronic Device Such As A Disk Or Memory Stick

4. Review the following documents, which will form part of your proposal

(All documents can be found on the Procurement Services website at http://www.gov.pe.ca/tenders)

- **Atlantic Standard Terms and Conditions**
- **Applicable Trade Agreements**

5. Fill in your unit price, extended price and total price for all items

Quote prices in Canadian dollars, before taxes

6. Give your delivery and payment terms

Delivery Required by:		**Goods will be delivered by:**	
Delivery Location:			
FOB:	Destination ☐	Other ☐	(Please Specify) _____
Payment Terms:	Net 30 ☐	Other ☐	(Please Specify) _____

7. Acknowledge receipt of addenda (if any)

ADDENDUM	SIGNATURE
Addendum #1	
Addendum #2	
Addendum #3	

Were there more than 3 addenda for this proposal? YES NO

Indicate the number of additional Addendums you have received.

Please sign indicating that you acknowledge the additional addenda noted above

_____

8. 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:_____

9. Submit Proposal To:

PROCUREMENT SERVICES
95 Rochford Street
2nd Floor South, Shaw Building, Room 27
PO Box 2000, Charlottetown, PE, C1A 7N8
Telephone: (902)368-4040
Fax # 902-368-5171