RFQ #4353

Terms and Conditions For
PRINTER CARTRIDGES
Department of Finance

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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. The quantities listed in the RFQ document are estimates only and actual quantities could be more or less.

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).

6. **Interested vendors must enter their bid electronically on the Excel Spreadsheet as provided.**

7. **Vendors must print and submit a signed hard copy of the spreadsheet as well as an electronic copy saved on a virus free disk or memory stick.**

8. Delivery of cartridges must be within 1 to 2 business days after receipt of a purchase order.

9. Vendors **must** complete the Request for Quotation Forms in detail and return all signed copies where applicable with your bid.

10. 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.

11. This RFQ is a standing offer for a period of one (1) year, June 1, 2016-May 31, 2017.

SIGNATURE_____ DATE_____