



Department of Finance  
Procurement Services

REQUEST FOR QUOTATION  
Tender Number: 4906  
Closing Date: 03-Nov-2017  
Closing Time: 12:00PM

## Automobile Battery Tender/Department of Transportation Infrastructure and Energy

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### 1. Check for changes to this request

Before submitting this proposal, visit the Procurement website [www.gov.pe.ca/tenders](http://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. 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
  - 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. The tender results will comply with section 29.1 of the Atlantic Standards Terms and Conditions, and will be extended to include the broader public sector (MASH).
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**4. Additional Information**

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- It is the intention of the Province to award the item(s) listed in this tender to one (1) vendor.

**5. Give your delivery and payment terms**

<b>Delivery Required by:</b>		<b>Goods will be delivered by:</b>	
<b>Delivery Location:</b>			
<b>FOB:</b>	Destination <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____
<b>Payment Terms:</b>	Net 30 <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____

**6. Acknowledge receipt of addenda (if any)**

<b>ADDENDUM</b>	<b>SIGNATURE</b>
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 \_\_\_\_\_

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## 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  
2<sup>nd</sup> Floor South, Shaw Building, Room 27  
PO Box 2000, Charlottetown, PE, C1A 7N8  
Telephone: (902)368-4040  
[procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca)

When submitting your bid to the above address, please ensure your company name and tender number are clearly marked on the e-mail subject line (Attention: Mark Kays) or outside of the envelope.

Acceptable methods to submit your bid; courier, mail, hand deliver and e-mail.

Fax submissions are not accepted.

## 9. CONTACT INFORMATION

### About the good or service:

Name: Reg MacDonald  
Phone: 902-432-2766  
E-mail: [rpmacdonald@gov.pe.ca](mailto:rpmacdonald@gov.pe.ca)

### About the procurement process:

Name: Mark Kays  
Phone: 902-368-4764  
E-mail: [mjkays@gov.pe.ca](mailto:mjkays@gov.pe.ca)

10. Vendors **MUST** enter their bid electronically on the attached Excel Spreadsheet. Vendors **MUST** print and submit a signed hard copy of the spreadsheet. Vendors **MUST** submit an electronic version of the Excel Spreadsheet either by e-mail or saved on a virus free disc or memory stick. **DO NOT SCAN THE SPREADSHEET AND SAVE AS A PDF ON THE ELECTRONIC COPY, SAVE THE SPREADSHEET IN AN EXCEL FORMAT, IT MUST BE A WORKING EXCEL SPREADSHEET.**  
Quote prices in Canadian dollars, before taxes.

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# APPENDIX A:

## TENDER SPECIFICATIONS:

1. Standing Offer period will be January 1, 2018 to December 31, 2019.
  2. Quantities to be FOB - CARDIGAN BUS, ELMSDALE BUS, CH'TOWN, BRIDGETOWN, S'SIDE GARAGES.
  3. Quantities are estimates only, actual quantities may be more or less depending on requirements.
  4. Prices are to be firm for the duration of Standing Offer.
  5. List all other cost related factors involved, IE: Demurrage, or Hazardous Mat. Surcharge.
  6. Batteries **must have handles** for carrying and placement.
  7. No Demurrage to be applicable until; (3) months following last delivery date.
  8. Lowest or any tender not necessarily accepted.
  9. ALL USED BATTERIES WILL REMAIN PROPERTY OF Transportation Infrastructure & Energy
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