



Department of Finance  
Procurement Services

**REQUEST FOR QUOTATION**  
**Tender Number: 5626**  
**Closing Date: 8-January-2021**  
**Closing Time: 12:00PM**  
**Atlantic Time**

## 2021 Tourism PEI Publications Printing – Tourism PEI

---

### 1. Check for changes to this request

Before submitting this proposal, visit the Procurement website [www.princeedwardisland.ca/en/tenders](http://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](http://www.princeedwardisland.ca/en/tenders).

- **Atlantic Standard Terms and Conditions**
- **This tender opportunity is issued in accordance with the provisions of the Canadian Free Trade Agreement. Vendors are encouraged to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any bid. <https://www.cfta-alec.ca/canadian-free-trade-agreement/>**



**4. Additional Information**

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- **Each item is regarded as a separate tender and the Province reserves the right to accept all or any portion thereof. Awarded items may be split between two (2) or more vendors.**
- The results of this tender shall be open for a period of **30 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**

<b>Delivery Required by:</b>		<b>Goods will be delivered by:</b>	
<b>Delivery Location:</b>	2 destinations in Charlottetown, PEI		
<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 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  
2<sup>nd</sup> Floor South, Shaw Building, Room 27  
Charlottetown, PE, C1A 7N8

Email: [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca)

When submitting your bid to the above email address, please ensure your company name and tender number are clearly marked in the subject line of the email.

Acceptable methods to submit your bid; EMAIL ONLY TO: [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca)

**9. CONTACT INFORMATION**

**About the good or service:**

Name: Paul Baglole  
Phone: 902-368-6334  
E-mail: [pnbagl01@gov.pe.ca](mailto:pnbagl01@gov.pe.ca)

**About the procurement process:**

Procurement Officer: Melanie Barlow  
Phone: 902-218-4753  
E-mail: [mbarlow@gov.pe.ca](mailto:mbarlow@gov.pe.ca)



**APPENDIX A:  
TENDER SPECIFICATIONS:**

**2021 TOURISM PEI PUBLICATIONS PRINTING**

Tourism PEI is producing promotional materials for the 2021 market year including the Prince Edward Island *Visitor's Guide* and *Guide de l'Île*. Specifications for each of these publications are outlined on page two and are to be priced separately, with the contract for each awarded separately. The printing deadline for the *Visitor's Guide* is March 15, 2021. *Guide de l'Île* printing deadline is April 21, 2021.

**Prices quoted are to be valid until May 1, 2021.** Tourism PEI will not accept changes to quotations submitted (except for paper stock increases which require 60-day notice with correspondence from the paper mill).

Quality is important for Tourism PEI publications and selection of the printer(s) is not based solely on price; although price is a big factor in the decision. Lowest, or any bid, will not necessarily be accepted. Note that printing of all publications as specified is on FSC Certified stock. Prior to selection of printer(s), details concerning availability and suitability of specified paper stocks, production scheduling and final artwork requirements will be finalized. If using subcontractors, please specify.

If applicable, in your proposal include if any discounts will be offered for printing both the *Visitor's Guide* and *Guide de l'Île*.

Please use the attached Pricing Sheet for quoting (page three). List shipping charges separately. Shipping is split between two destinations in Charlottetown, PEI. Carton costs are to be included in quote, not as part of shipping charges. Tourism PEI will only accept press overruns of 1% over specified quantity.

Because of the current situation with Covid-19 restrictions and the uncertainty for the 2021 market year, Tourism PEI is printing lower than usual initial quantities of the *Visitor's Guide* and *Guide de l'Île* with the intention of printing a second run of both publications (if required). In your proposal please state how your company would handle the production details and the cost to reprint these two publications (if a second print run is required for one or both publications). Quantities for possible second print runs will not be determined until later in 2021.



## 2021 PRINTING SPECIFICATIONS

### 1) 2021 VISITOR'S GUIDE

- Quantity: 50,000 copies  
Size: 6.75" x 10" trimmed (vertical format)  
Inks: Cover - 5/4 (full colour plus spot or full-matte varnish on front); 150-line screen  
Inside - 4/4 (full colour throughout), 150-line screen  
Stock: FSC Certified: Cover - 160M #3 coated; Inside - 90M #4 coated  
Bleeds: Full bleed throughout  
Format: 152 inside pages plus cover (front cover has 6.125" fold-in flap); Perfect bound.  
Shipping:\* FOB Charlottetown (two destinations), in cartons (double-walled box), labeled (40 per carton)  
Supplied: Digital artwork files (PDF) in single pages. Selected printer to supply hard-copy Match Proofs for approval prior to printing production.  
Special: Give cost for 4, 8, 12 and 16 additional pages (156, 160, 164 and 168 pages plus cover/flap)

### 2) 2021 GUIDE DE L'ÎLE

- Quantity: 10,000 copies  
Size: 6.75" x 10" trimmed (vertical format)  
Inks: Cover - 5/4 (full colour plus spot or full-matte varnish on front); 150-line screen  
Inside - 4/4 (full colour throughout); 150-line screen  
Stock: FSC Certified: Cover - 160M #3 coated; Inside pages - 90M #4 coated  
Bleeds: Full bleed throughout  
Format: 148 inside pages plus cover, (front cover has 6.125" fold-in flap); Perfect bound.  
Shipping:\* FOB Charlottetown (two destinations), in cartons (double-walled box), labeled (40 per carton)  
Supplied: Digital artwork files (PDF) in single pages. Selected printer to supply hard-copy Match Proofs for approval prior to printing production.  
Special: Give cost for 4, 8, 12 and 16 additional pages (152, 156, 160 and 164 pages plus cover/flap)



### 2021 TOURISM PEI PUBLICATIONS PRICING SHEET

Please use this sheet for quoting on printing for 2021 Tourism PEI Publications  
Attach any additional information. Any taxes included in prices quoted are to be identified.

#### 1) 2021 VISITOR'S GUIDE / 50,000 Copies

- 1.1 Specified-152pages+cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 1.2 Option - 156 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 1.3 Option - 160 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 1.4 Option - 164 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 1.5 Option - 168 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_

#### 2) 2021 GUIDE DE L'ÎLE / 10,000 Copies

- 2.1 Specified-148pages+cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 2.2 Option - 152 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 2.3 Option - 156 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 2.4 Option - 160 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_
- 2.5 Option - 164 pages + cover \$ \_\_\_\_\_ Add'l 1000s \$ \_\_\_\_\_ Shipping \$ \_\_\_\_\_



\*CARTON SPECIFICATIONS:

*Visitor's Guide and Guide de l'Île*: double walled; edge crush test = 42 lbs/inch; size limit = 85 inches; gross weight limit = 80 lbs; dimensions = 10 1/4" X 7" X 10 1/4"; 1 single stack of 40 guides per carton.

Shipping is split between two destinations:

Tourism PEI Distribution, 73 Watts Avenue, West Royalty Industrial Park, Charlottetown, PEI, C1E 2B7; and Atlantic Warehousing, 5 Garfield Street, Charlottetown, PEI, C1A 8C5.

For further information contact:

Paul Baglole, Publications Coordinator, Tourism PEI / 902-368-6334 /  
pnbaglol@gov.pe.ca