



Department of Finance  
Procurement Services

REQUEST FOR STANDING  
OFFER

Tender Number: 5730

Closing Date: 14-July-2021

Closing Time: 12:00PM

Atlantic Time

## Kitchen Paper and Disposables - Department of Justice and Public Safety

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### 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
  - Vendors are encouraged to read the Atlantic Provinces Standard Terms and conditions and the Procurement of Goods Regulations, prior to submitting any bid.
  - <https://www.princeedwardisland.ca/en/legislation/procurement-goods-act/procurement-goods-regulations>
  - For the purposes of evaluation of price, the Province will give preferential treatment by reducing the local supplier's bid price by 10%.
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#### 4. Additional Information

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- The quantities listed in the tender document are estimates only. Actual quantities over the span of the standing offer (**including any option periods**) may be more or less than the estimated quantities listed in this tender document. The Province of PEI reserves the right to purchase more or lesser amounts depending on requirements. Products to be delivered are on an “as and when required basis” for the standing offer period indicated in this document unless otherwise stated. This applies to the tendering department as well as any other Government Department, Crown Corporation, Agency, Board and Commission including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector).
- **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 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).  
<https://atlanticsuppliers.ca/as-english/acts-regulations/atlantic-provinces-standard-terms-and-conditions-goods-and-services>
- Vendors are advised that all documents forming part of the RFSO 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>As Required</b>	<b>Goods will be delivered by:</b>	
<b>Delivery Location:</b>	<b>1)Provincial Correctional Facility – Miltonvale</b> <b>2) Prince Correctional Facility – Summerside</b> <b>3)Summerside Youth Centre – Summerside</b> or any other Provincial Government delivery location located within the borders of Prince Edward Island.		
<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 e-mail address, please ensure your company name and tender number are clearly marked on the subject line of your e-mailed bid.

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:

About the procurement process:

Name: Kalana Abeywardane  
E-mail: [kdabeywardane@gov.pe.ca](mailto:kdabeywardane@gov.pe.ca)

Procurement Officer: Melanie Barlow  
E-mail: [mcbarlow@gov.pe.ca](mailto: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. Quantities are estimates only, actual quantities may be more or less depending on requirements.

Line	Quantity	Description	Unit Price	Extended Price
1		Attached Excel file to be completed and signed by Proponent:  RFSO Kitchen Paper and Disposables – Pricing.xlsx		

- Vendors **MUST** complete the attached Excel spreadsheet electronically.
- After completing the electronic version of the Excel spreadsheet, vendor must either digitally sign the electronic version of the Excel spreadsheet or print a paper copy of the electronic version of the completed Excel spreadsheet and manually sign the spreadsheet.
- Email the digitally signed electronic version of the Excel spreadsheet (**In Excel, not PDF**) along with all required signed documents to [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca) OR alternatively e-mail the electronic version of the Excel spreadsheet (**In Excel, not PDF**), also a scanned manually signed copy of the spreadsheet and all other required signed documents.
- In your e-mail subject line please reference the Tender Number and your Company Name.
- Failure to submit an electronic version of the Excel spreadsheet (**In Excel, not PDF**) will cause your submission to be non-compliant and will not be considered for further evaluation.

## **APPENDIX A:**

### **TENDER SPECIFICATIONS:**

**\*\*This tender will result in standing offer pricing for one (1) year from the award date. Prices must remain firm for the duration of the standing offer.**

**\*\*Vendors are asked to include additional information such as brand names, product numbers, unit of measure etc. in the columns provided in the pricing spreadsheet. Any additional information can be entered in the comment section. - No substitutions will be accepted for items stated with "No Sub".**

**\*\*Delivery will be to various Correctional Facilities including: Provincial Correctional Centre- Charlottetown, Prince County Correctional Centre and PEI Youth Centre- Summerside.**

**\*\*Quantities indicated are for estimation purposes only, actual volumes could be more or less.**

**\*\*PAY PARTICULAR ATTENTION TO SECTION 10 IN THE RFSO DOCUMENT AND FOLLOW THE INSTRUCTIONS CAREFULLY. CONTACT PROCUREMENT SERVICES AT [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca) IF YOU HAVE ANY CONCERNS.**

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