



Department of Finance  
Procurement Services

**REQUEST FOR STANDING  
OFFER**

**Tender Number: 6044**

**Closing Date: 21-March-2023**

**Closing Time: 12:00PM**

**Atlantic Time**

## **2023-2024 School/Office/Paper Supplies – Public Schools Branch**

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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**
  - **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/>**
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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>June 2, 2023</b>	<b>Goods will be delivered by:</b>	
<b>Delivery Location:</b>	<b>Any and all PSB Schools and offices</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 \_\_\_\_\_

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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  
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: Zachary Arsenault  
E-mail: [zdarsenault@edu.pe.ca](mailto:zdarsenault@edu.pe.ca)

Procurement Officer: Melanie Barlow  
E-mail: [mbarlow@gov.pe.ca](mailto:mbarlow@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		Complete attached spreadsheet		

- **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:**

## **Public Schools Branch**

March 6, 2023

**RE: Public Schools Branch  
2023-2024 School/Office/Paper Supplies Tender**

Dear Supplier:

Public Schools Branch (PSB) wishes to invite quotations for the supply of school and office supplies in accordance with the attached specifications. The Request for Standing Offer neither expresses nor implies any obligation on the part of the PSB to enter into a contract with any supplier submitting quotations. Lowest or any tender not necessarily accepted.

Being a PEI public tender, we ask that you follow the procedures as outlined in the provincial tender documents.

Associated notes pertaining to this tender are located on the following page.

Contact Person:

Zachary Arsenault

Public Schools Branch (PSB)

(902) 368-6815

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# Public Schools Branch

## School / Office / Paper Supplies Tender for 2023-2024 School Year

### NOTES:

- a. All prices should be quoted before taxes and must be **FOB ground level** at the locations of our schools and offices. **No additional shipping charges will be accepted.** "Offloading" equipment and /or labour that may be required for this purpose will be the **responsibility of the VENDOR.** **Failure to price according to this direction, may make your bid void.**
  - b. Delivery of all supplies MUST take place by **June 2, 2023**
  - c. **Information pertaining to unfilled or back ordered items must be conveyed to the School Branch office prior to May 26, 2023. Failure to deliver items prior to delivery date may result in the cancellation of orders.** Vendors are advised that no commitment shall exist under this request until such time the Vendor receives official confirmation in the form of a PSB purchase order. The quantities quoted in this document are estimates. The exact quantities purchased may vary from the amounts referenced.
  - d. For items where brand names are specified, substitutes **may not** be accepted. If a substitution is offered, a sample or a specification sheet must be provided. In addition to price, quality (as determined by brand names and/or as established by the PSB Procurement Staff) will also be used in determining awards. Catalog numbers **must** be shown and literature forwarded, if we have not specified your product. The Public Schools Branch may request samples from bidders.
  - e. Awarding of this tender will be on a **product by product basis** and not as a whole. **Lowest price** on any specific item is **not necessarily accepted.** Quantity of items being ordered are dependent on the price and brand/quality being supplied and may vary from quantity requested in this tender.
  - f. Estimated quantities provided are based on prior year data and are subject to change based on current year needs.
  - g. Where a vendor has indicated a product number that is **not the item we have specified and has not indicated so**, they will be required to fill the order by our description/unit size at the price they quoted. (ie. Box of 100 specified, product # quoted is box of 50 – you will be required to make up the difference at no additional charge).
  - h. Payment for items will be forwarded upon verification of items received in good order and condition. In the event the supplies are found to be defective or do not conform to the specifications, the PSB reserves the right to cancel the order and return the items at the vendor's expense.
  - i. **FOB ground level destination pricing must be guaranteed** until at least **October 31, 2023.**
  - j. If you cannot access the document please contact Melanie Barlow at Procurement Services at [mcbarlow@gov.pe.ca](mailto:mcbarlow@gov.pe.ca).
  - k. **Vendors MUST enter their bid electronically on the Excel spreadsheet as provided. Vendors MUST submit a signed copy of the pricing spreadsheet by e-mail to [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca). Digital signatures will be accepted.**
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**DO NOT SCAN THE SPREADSHEET AND SAVE AS A PDF ON THE ELECTRONIC COPY, SAVE THE SPREADSHEET IN EXCEL FORMAT.**

**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.**

**I. SUBMITTAL**

**COMPLETE TENDER BIDS** are only to be sent to Procurement Services at the following e-mail address before tender closing date and time:

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

**Please reference Tender Number and your Company Name in the e-mail subject line.**

**SAMPLE REQUESTS must to be sent to:**

C/O Zachary Arsenault  
Public Schools Branch  
2-234 Shakespeare Drive, Stratford PE

**PLEASE FILL OUT INFORMATION BELOW AND INCLUDE WITH TENDER PACKAGE**

Date Pricing Guaranteed until:	
Company Name:	
Contact Name:	
Telephone Number:	

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Printed Name

Authorized Signature

Date

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