



**DEPARTMENT OF FINANCE**

**PROCUREMENT SERVICES**

95 Rochford Street, 2<sup>nd</sup> Floor South, Shaw Building, Room 27

Charlottetown, PEI, C1A 7N8

Telephone: (902) 368-4040 or Facsimile (902) 368-5171

**ADDENDUM # 1**

**For RFSO # 6044**

**TO: All Bidders**

**FROM: Procurement Services**

**DATE: March 15, 2023**

**SUBJECT: Questions and Answers**

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**Question 1:** Regarding this tender we would like to verify that submission documents to be emailed are: Signed excel price form, and completed Bid form?

**Answer 1:** Yes

**Question 2:** Can we also provide you a small presentation about our company, our products and service?

**Answer 2:** No

**Question 3:** Do we need to send any samples at this point?

**Answer 3:** See Appendix A) 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"

**Question 4:** Is it okay if we only bid on the print papers portion of the bid?

**Answer 4:** Yes

**Question 5:** Is this RFQ for a one time drop ship order or ongoing through the year with the first order expected by June 2<sup>nd</sup>, 2023.

**Answer 5:** One larger shipment for June with the possibility of smaller orders until the date which we requested prices held to – October 31, 2023.

**Question 6:** Are orders expected to be delivered to a central warehouse or each school individually. If to school, could you indicate how many schools are there?

**Answer 6:** 56 schools and 2 Public Schools Branch office locations.

**END OF ADDENDUM.**