

**Tender #: 2016-019**

*Standing Offer Agreement for the supply of Promotional Items*

*Release Date: November 29, 2016*

*Closing Deadline: December 9, 2016*

*2:00pm Newfoundland Time*

## **Copyright Notice**

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Newfoundland and Labrador Centre for Health Information**

## 1. ABOUT US

The Newfoundland and Labrador Centre for Health Information (the Centre) was established by the Government of Newfoundland and Labrador to provide quality information to health professionals, the public, researchers, and health system decision-makers. Through collaboration with the health system, the Centre supports the development of data and technical standards and maintains key health databases, prepares and distributes health reports and supports and carries out applied health research and evaluations. The Centre's mandate also includes responsibility for the provincial Electronic Health Record.

The Centre is a crown agency governed by a board of directors appointed by Lieutenant- Governor-in-Council and is managed by a president & chief executive officer.

Through all facets of its work, the Centre strives to achieve its vision of *Improved Health through Quality Health Information*.

## 2. PURPOSE

The Newfoundland and Labrador Centre for Health Information is issuing this tender to establish a **Standing Offer Agreement for the supply of Promotional Items** for a two (2) year term. This period may be extended upon written notice from the Centre up to a maximum of one (1) year.

## 3. SPECIFICATIONS

The specifications listed below include a sample picture. Samples for each item listed must be included with the tender submission. The products must remain the same during the period of the agreement. In the event a product(s) are discontinued, alternates may be suggested by the Successful Bidder but must be approved by the Centre before an order is filled.






Quantities listed in the specifications are estimates for tendering purposes and are approximates only. The Centre reserves the right to increase or decrease these amounts as required. There is no minimum or maximum order guarantee made.


Unless otherwise stated, all materials included in the Bid must be new, first quality goods. Used, refurbished, second, obsolete, discontinued or demonstrator items will not be accepted.

The intention is to purchase a quantity of all items upon award of the tender and any additional purchases will be made on an as and when required basis.

Items ordered will contain Centre corporate branding and/or project branding (i.e. eDOCSNL, HEALTHe NL). Decision on branding will be made at time of order.

In the event the Centre wishes to add promotional items not listed in the Standing Offer it will arrange pricing with the Successful Bidder. For further clarity, no additional procurement process will occur for the agreement period.

Item #	Description	Example Image	Estimated Annual Quantities
1	<p><b>Pens;</b> Price range: .60 - .70 per pen (style example: Paper Mate InkJoy RT or similar) One colour print - blue with white logo; white with blue or black logo. NLCHI logo only</p>		2500
2	<p><b>Note pads;</b> 4" x 6" sticky and lined, 50 sheets per pad. One colour print. NLCHI logo at top and website at bottom.</p>		1000
3	<p><b>Cutlery Set;</b> Cutlery set that includes plastic fork, spoon and serrated knife in one plastic case. One colour print. HEALThe NL logo only.</p>		300
4	<p><b>Water Bottle;</b> Provide 2 or 3 styles of each size bottle (<i>final order will include one size only</i>). Aluminum or plastic; BPA free; clear or coloured plastic; min. 20 oz. One colour print. NLCHI logo only.</p>		250
5	<p><b>Lunch Bag;</b> Provide 2 or 3 styles. Insulated; one colour print. NLCHI logo only.</p>		200

6	<b>Microfiber Cleaning Cloth</b>		300
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#### 4. SUBMISSION FORMAT

To participate in the tendering process, bidders **must** complete the forms included in the appendices. The forms may contain protected sections and modifications will be limited to the entry of the required information (i.e. price, discounts, etc.). Other modifications are **not** permitted. It is the responsibility of the vendor to ensure that formulas and calculations are accurate. Those who do not comply with the above instructions will not receive further consideration.

To obtain an electronic copy of the forms listed in the appendices, bidders are asked to download from <http://www.nlchi.nl.ca/index.php/procurement> or are invited to request one through [procurement@nlchi.nl.ca](mailto:procurement@nlchi.nl.ca).

Each of the specifications listed in the Specifications Section is mandatory. Assigning a price to any one module in the Vendor Response Pricing Table indicates the vendor's product can provide full and complete functionality for the module / functionality listed.

#### 5. INQUIRIES AND CLARIFICATIONS

Vendors can direct their written inquiries and questions related to tenders to the Centre's Procurement Office via [procurement@nlchi.nl.ca](mailto:procurement@nlchi.nl.ca).

**Oral responses to questions will not be provided.** Responses will be posted to the website in the form of an addendum as they become available. The Centre will not disclose the source of any questions submitted by Vendors. **Deadline for questions is 4:00pm NST, December 7, 2016.**

Information obtained from any source outside the documents located on the website, is not official and may be inaccurate and therefore not binding.

#### 6. TERMS AND CONDITIONS

- Prices quoted are to remain unchanged for the agreement period (2 years plus possible 1 year extension).
- Annual estimated quantities as stated are estimates made in good faith for the period of the agreement; however, the Centre reserves the right to increase or decrease these amounts as circumstances may require during the contract term of this standing offer agreement.

- Orders will be placed on an “as and when required basis” during the agreement period.
- In case of error in extension of prices, the unit price will govern.
- Equipment being requested by the Centre must be locally sales and service authorized.
- This Standing Offer Agreement shall be subject to cancellation by the Centre with 30 days written notice.
- Unless otherwise stipulated, the Successful Bidder must provide and pay for all materials, equipment and labour necessary to carry out the work. Unless otherwise specified the materials, equipment and workmanship shall be as specified and agreed upon.
- The Bidder warrants that there are no patents, trademarks or other rights restricting the use, repair or replacement of the goods or services furnished or any part thereof. The Bidder agrees to indemnify and save harmless the Centre from and against all claims filed or prosecuted in any manner because of such use, repair, or replacement of the goods or services being a violation of any patent, trademark, or other right.
- The invoices submitted by the supplier must provide the following information:
  - Applicable Purchase Order Number
  - Vendors invoice number must be recorded on each invoice
  - Invoice must itemize the unit of purchase, catalogue number and serial numbers, if applicable.
  - HST must be listed separately on the invoice
- One copy of the attached Appendix A must be signed by an authorized officer of the company, and any other required documentation and samples must be enclosed with the tender bid.
- The Bidder must not use the Centre’s name or logo or make reference to this Tender in any advertising copy or other promotional materials or messages without the Centre’s prior written consent.

## **7. GENERAL TERMS AND CONDITIONS**

- During the open tender period any required additions, deletions or alterations to the tender requirements will be issued in the form of an addendum. All such changes will become an integral part of the tender. Addendums will be posted on <http://www.nlchi.nl.ca/index.php/procurement> . It is the vendor’s responsibility to check the Centre’s web site for any addendums to ensure their responses to the tender are complete and accurate.
- The Centre reserves the right to cancel this tender at any point.
- The Centre reserves the right to award the tender in whole or in part.
- Electronic submissions will be accepted. Suppliers can send their responses to [procurement@nlchi.nl.ca](mailto:procurement@nlchi.nl.ca)

- The lowest-price bid or any tender will not necessarily be accepted (unless it meets all specific criteria).
- The purpose of the tender is to acquire the items listed in the Specifications section of the tender only. Cost estimates for additional items such as hardware, travel, training and system installation may be required, however, they will not form part of the evaluation process. The Centre would require this information for planning purposes only. In terms of hardware, vendors would be required to provide a detailed list of hardware requirements necessary to accommodate their solution.
- Tender price must include all applicable set-up, shipping/logistics and insurance costs (FOB ST. John's).
- Prices quoted must be exclusive of HST, be in Canadian currency, and have all other duties and levies included.
- The Successful Bidder must be licensed and authorized to do business in the Province of Newfoundland and Labrador.
- Tenders will be opened publicly at the Centre's building, 70 O'Leary Avenue, St. John's, immediately following the tender closing date (scheduled to be 2:00pm Newfoundland Time, unless otherwise stated). In the event the Centre is closed due to poor weather conditions or other unscheduled closure the tender opening will occur on the next business day at the originally scheduled time (scheduled to be 2:00pm unless otherwise stated). Vendor names only will be released at the time of the opening.
- The successful vendor's name will be posted on the website when the tender is awarded. No pricing information will be released.
- Faxed bids will not be accepted.
- Under no circumstances will extensions be granted. Late responses will be returned unopened. The onus rests with the vendor to contact the Centre to confirm receipt of its proposal before the tender deadline.
- Proposals submitted shall be final and may not be altered by subsequent offerings, discussion or commitments unless the vendor is requested to do so by the Centre.
- Tender evaluation and award of contract for the item will be done in accordance with the procedures outlined in the latest revised *Public Tender Act* and the associated Centre for Health Information procedures.
- In the event that more than one bidder submits equal bids (tie), the Centre will select a preferred bidder in an unbiased way.
- The Centre reserves the right to use the mathematical principles for rounding if the situation warrants.

- The Centre reserves the right to incorporate previous supplier performance, if the situation warrants, as additional/supplemental criteria in the evaluation of the tender. For further clarity, if a supplier did not meet terms, conditions or other commitments from a previous procurement offering, the Centre may not award a tender opportunity to this supplier. This remains the case although the poorly performing supplier provided the lowest bid and met all specifications.
- The Centre may require vendors to provide a product demonstration with their bid. This demo will be incorporated into the tender evaluation process. If an evaluation copy of the software does not integrate well with the Centre's current infrastructure, the bid may be disqualified.

## **8. INSTRUCTIONS TO BIDDERS**

Vendors must submit their bid, with tender number clearly identified, before 2:00 pm Newfoundland Time (unless otherwise stated) using either of the methods below:

1. Electronic submissions – bids must be received by the deadline at [procurement@nlchi.nl.ca](mailto:procurement@nlchi.nl.ca); or
2. By mail or courier – bids must be received by the deadline at  
NL Centre for Health Information  
70 O'Leary Avenue  
St. John's, NL A1B 2C7  
Attn: Supply Chain and Contracts Lead

Please note: regardless of submission method, sample items must arrive to the Centre by the deadline.



**Appendix A:**

**Vendor Profile**

(Electronic copies of the appendices can be obtained by visiting [www.nlchi.nl.ca/index.php/procurement](http://www.nlchi.nl.ca/index.php/procurement) or request through [procurement@nlchi.nl.ca](mailto:procurement@nlchi.nl.ca))



**Promotional Items SOA  
Tender #: 2016-019**

Contractor Information:

Company Name and Address:

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Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Web Address: \_\_\_\_\_

I agree with all of the terms and conditions of this tender (including those posted at [www.nlchi.nl.ca/index.php/procurement](http://www.nlchi.nl.ca/index.php/procurement) Yes \_\_\_\_\_ No \_\_\_\_\_

I have read and understood each of the addendums posted to the Centre's website relative to this tender Yes \_\_\_\_\_ No \_\_\_\_\_

Name and Contact information for local sales and service rep:

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\_\_\_\_\_  
Authorized Company Representative Signature

\_\_\_\_\_  
Authorized Company Representative Print

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

**Appendix B:**

**Vendor Response Pricing Table**

(Electronic copies of the appendices can be obtained by visiting [www.nlchi.nl.ca/index.php/procurement](http://www.nlchi.nl.ca/index.php/procurement) or request through [procurement@nlchi.nl.ca](mailto:procurement@nlchi.nl.ca))

<b>Vendor Response Table 2016-019 Standing Offer for Promotional Items</b>			
<b>Product (Full description available in Section 3 of Tender Document)</b>	<b>Estimated Annual Quantity</b>	<b>Unit Price</b>	<b>Total</b>
1. Pens	2500		\$0.00
2. Notepads	1000		\$0.00
3. Cutlery Set	300		\$0.00
4. Water Bottle	250		\$0.00
5. Lunch Bag	200		\$0.00
6. Microfiber Cleaning Cloth	300		\$0.00
<b>TOTAL</b>			<b>\$0.00</b>

All unit prices must be inclusive of set-up fees and shipping