



**REQUEST FOR QUOTE**

**No: 11-09-2089**

**CAMOSUN COLLEGE  
ATTENTION: PURCHASING SERVICES  
ROOM 201, PAUL BUILDING  
3100 Foul Bay Road  
Victoria, B.C. V8P 5J2  
FAX 250-370-3662  
Email mcurdyd@camosun.bc.ca**

FAXED OR EMAILED QUOTES MUST BE IN THE PURCHASING SERVICES OFFICE, PAUL BUILDING, ROOM 201 ON OR BEFORE THE CLOSING TIME OF 2:00 PM, FRIDAY, OCTOBER 7<sup>TH</sup>, 2011 "Closing Date"). QUOTES RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED.

**WE RESERVE THE RIGHT TO CANCEL ANY PART OF OR THIS ENTIRE REQUEST FOR QUOTE EITHER BEFORE OR AFTER THE OPENING OF THE BIDS. WE RESERVE THE RIGHT TO REISSUE THIS REQUEST FOR QUOTE AT A LATER DATE.**

**JOB DESCRIPTION:** SUPPLY AND DELIVERY OF PRINTSHOP EQUIPMENT.

**OR AS DESCRIBED IN ALL DETAILED ATTACHMENTS)**

**BID PRICE (if applicable - not including taxes):** PLEASE USE SUPPLIED BID SHEET

**BIDDER AGREES TO DELIVER TO DESTINATION WITHIN \_\_\_\_\_ WORKING DAYS OF RECEIPT OF PURCHASE ORDER.**

BIDDER HAS READ THE CONDITIONS ATTACHED AND AGREE TO COMPLETE THE JOB DESCRIBED ABOVE AND AGREE TO THE GENERAL TERMS AND CONDITIONS AND ALL OF THE SPECIFICATIONS ATTACHED HERETO.

BIDDER AGREES THAT THEIR QUOTE SHALL BE IRREVOCABLE FOR 60 DAYS FROM THE CLOSING DATE.

\_\_\_\_\_  
LEGAL NAME OF BIDDER

→ \_\_\_\_\_  
AUTHORIZED SIGNATORY - **MUST BE SIGNED**

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PRINT NAME OF AUTHORIZED SIGNATORY

\_\_\_\_\_  
PHONE NO: (\_\_\_\_)\_\_\_\_\_

PHONE NO: (\_\_\_\_)\_\_\_\_\_

EMAIL ADDRESS:\_\_\_\_\_

FAX NO: (\_\_\_\_)\_\_\_\_\_

This completed Quote Form, Specifications, General Conditions and any attachment hereto shall become part of any contract entered into between the successful bidder and Camosun College and **must be returned with your bid. Failure to do so will disqualify your bid.**

## GENERAL TERMS AND CONDITIONS

1. Faxed quotes must be clearly marked "Request for Quote 11-09-2089" addressed to the Purchasing Services office, Paul Building, Room 201, Camosun College, 3100 Foul Bay Road, Victoria, B.C., V8P 5J2 and faxed to 250-370-3662.
2. Quotes must be received in the Purchasing Services office prior to 2:00 p.m. Victoria time, on the date of the close specified on the front page of this document
3. Quotes received without the completed cover sheet duly signed by an authorized officer will be considered disqualified.
4. **Quotes received and not conforming to items 1, 2 and 3 will not be considered.**
5. All prices are to be in Canadian funds, all taxes extra.
6. To include delivery and unloading of all goods at destination, FOB destination. The college is not responsible for any risk of loss or damage to the equipment supplied until clear and unrestricted title to such equipment is transferred to the college. Clear and unrestricted title for any item or equipment purchased shall pass to the college at the FOB point or if required, when the installation or trial operation is completed and accepted.
7. Payment Discount. Bidder agrees to allow a \_\_\_\_\_% payment discount if accounts are paid within \_\_\_\_\_days.
8. No bidder may withdraw its bid within 60 days after the closing date.
9. Bidders must not electronically alter any portion of downloaded documents with the exception of adding the information requested. To do so will invalidate the accompanying bid. We will accept bids electronically, in an email as a PDF file.
10. As of November 3rd, 1994, Camosun College is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As a result, while Section 21 of the Act does offer some protection for third party business interests, Camosun College cannot guarantee that any information provided to Camosun College, including business information contained in contracts and supporting documentation, can be held in confidence. Further, the college has a contractual requirement to provide, upon request from CUPE Local 2081, a copy of any Purchase Order issued as a result of this quote process subject to the Freedom of Information and Protection of Privacy Act.
11. All contractual inquiries regarding this Request for Quote must be directed in writing by email or fax to:  
Doug McCurdy, Purchasing Services, Camosun College [mccurdyd@camosun.bc.ca](mailto:mccurdyd@camosun.bc.ca) or 250-370-3662.  
The bidder agrees that any verbal representations, promises, statements or advice made by any employee of Camosun College, other than that offered in writing through the Purchasing Services office, shall not be relied upon and shall not form part of any contract.
12. The bidder shall indemnify, defend and save harmless the college from any and all claims, suits, actions, causes of actions, administrative proceedings, damages, losses, liabilities and expenses (including legal fees on a solicitor/client basis) arising out of any act, omission, breach or default arising out of the performance or non-performance of any Purchase Order issued as a direct result of award from this Request for Quote. The provisions of this indemnity are paramount to any insurance requirements herein and shall survive the terms of any Purchase Order issued as a direct result of award from this Request for Quote.
13. The bidder covenants and agrees to keep all Camosun College property free of liens and claims of lien and shall fully indemnify the College from and against all liability and expenses by way of legal costs and otherwise in respect of any claim which may be made for a lien or charge at law or in equity or for any claim or liability, or to any attachment for debt, garnishee process or otherwise. The College shall have no obligation to pay any monies to the bidderer under this contract during such period that any lien or claim of lien in filed against College property.
14. All electrical and/or gas equipment offered must be C.S.A. or Province of B.C. Electrical Inspection Branch approved and bear the appropriate certification label.
15. Full compliance for all labeling and information requirements of the Hazardous Products Act for controlled products is required. All shipments must be accompanied by a Material Safety Data Sheet (MSDS). Shipments of goods received which do not comply with all of these requirements will be returned to the supplier at the supplier's expense.
16. Camosun College has published Safety and Health, Harassment/Human Rights and Conflict of Interest policies. All biddersers must perform all work following these guidelines. Copies may be requested from the Purchasing Office at 250-370-3044.
17. The lowest or any bid may not necessarily be accepted. Camosun College reserves the right to evaluate information provided about the service provider or bidder with any bid and to evaluate the differences between

different goods or services described, delivery dates, prompt payment terms and pricing of multiple items as against the probable needs of the college and to allocate weight to such factors in the college's absolute discretion.

18. Any repairs, service, replacement etc. in conjunction with the warranty/guaranteed shall be at no cost to the college.

19. Acceptance of your offer shall be by official Purchase Order only.

## Request for Quote CHECKLIST

The following is a checklist intended to assist the bidder in ensuring that their quote receives full consideration.

- \_\_\_\_\_ Does your quote include a completed and **signed** cover sheet (page 1)?
  
- \_\_\_\_\_ Is your quote correctly addressed and does it reference the Request for Quote number on the outside envelope, if being mailed or delivered? Fax is acceptable to 250-370-3662, as is an emailed PDF file referencing the quote number
  
- \_\_\_\_\_ Have you allowed enough time for your quote to be delivered before the **close date and time?**
  
- \_\_\_\_\_ Price to include delivery and unloading of all goods at destination - **FOB destination prepaid.**
  
- \_\_\_\_\_ All prices are to be in **Canadian funds**, all taxes extra.
  
- \_\_\_\_\_ All contractual or specification inquiries regarding this Invitation to Quote must be directed in writing by fax or email to RFQ #:11-08-2087 to 250-370-3662 or mcurdyd@camosun.bc.ca
  
- \_\_\_\_\_ See instructions on page 1 and additional instructions on lines 1, 2, 3, and 4 on page 2, General Terms and Conditions.

## ACKNOWLEDGEMENT SHEET

If you wish to be sent a copy of any questions and answers, if any, regarding this Request for Quote, please complete this acknowledgement sheet and return by fax to 250-370-3662 Attention: RFQ 11-08-2087 Questions and answers may not be supplied to any bidder who does not return this Acknowledgement sheet.

COMPANY NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

SIGNING REPRESENTATIVE/  
OFFICIAL (PRINTED OR TYPED) \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

BASIC SPECIFICATIONS:

Camosun College is seeking to purchase a variety of equipment for use in our inhouse Printshops, with the following specifications:

1. Single tower, off-line booklet maker with face trimmer
  - Booklet fold , stitch and face-trim
  - Friction feed 10 - 12 bin tower ( please price tower separately)
  - Ability to add additional tower in future
  - Greater Victoria area service available
  - For Lansdowne Printshop
2. Programmable Sheet Creaser
  - Up to at least 13" x 18" sheet size
  - multiple, adjustable crease locations
  - Sheet counter
  - Perforating option
  - Greater Victoria area service available
  - For Lansdowne Printshop
3. Business card cutter/slitter
  - Multi-sheet auto feed
  - Handles 10-up card sheet
  - Bin separators
  - Greater Victoria area service available
  - For Interurban Printshop

AVAILABLE OPTIONS

Please list and **quote separately**, all available options for the model quoted, including specifications, installed and delivered including:

1. Environmental options

Description	Price
a)	
b)	
c)	
2. safety guards
3. warranty
4. service
5. Other

a)	
b)	
c)	

## ADDED VALUE

Please indicate any added value features, options or incentives available with the selection of the model quoted, which may or may not have been requested and offered in your submission.

## **ADDITIONAL INFORMATION**

New, unused equipment is preferred, but demo and or refurbished is acceptable, with appropriate warranty levels.

While purchasing all three units from a single source is desirable, it is reasonable to foresee multiple orders awarded from this opportunity, if at all. Vendors are encouraged to bid on select pieces as a partial submission, if they feel their bid merits consideration.

The College invites bidders to submit any additional information that, while forming part of the request, must be set apart from the information relating to the products/services required. This may include:

- Special services, equipment or options which could be provided to the College at no extra charge
- Special services that could be provided for College employees
- Information which the bidder believes to be relevant to the goods/service requirements that have not been adequately solicited by this quote (such as a corporate sponsorship policy, corporate policy on education, policy on maintaining leadership in the bidders area of expertise)
- Additional related services which the bidder may be able to provide
- Any other information or offering which the bidder may believe to be an incentive to the consideration of its quote.

The award of this request will be based primarily on the minimum requirements specified in this request, however, any additional goods/services proposed will be seriously considered.

BID SHEET – SINGLE TOWER, OFF-LINE BOOKLET MAKER WITH FACE TRIMMER

PRICE

MANUFACTURER

MODEL

OTHER DETAILS

OPTIONS;

BID PRICE

BID SHEET – PROGRAMMABLE SHEET CREASER

PRICE

MANUFACTURER

MODEL

OTHER DETAILS

OPTIONS;

BID PRICE

BID SHEET – CREASER

PRICE

MANUFACTURER

MODEL

OTHER DETAILS

OPTIONS;

BID PRICE