

Halifax Regional Centre For Education

Purchasing Division

RFQ #4008

Cheque Printing – Standing Offer

Addendum #1

**April 10th, 2019
4:45 P.M.**

To: Bidders

From: Aaron Sullivan, Manager,
Accounting and Purchasing

Pages: 1 including cover

Phone: 464-2000(ext. 2011)

The bid documents shall be amended and new drawings and clauses added, and shall become part of the contract documents as follows:

The closing date of RFQ #4008 has been extended to 23rd April, 2019

End of Addendum #1

PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

Signature

Company Name

REQUEST FOR QUOTATION

QUOTE # 4008

HALIFAX REGIONAL CENTRE FOR EDUCATION
 90 Alderney Drive, Dartmouth NS B2Y 4S8
 TEL: (902) 464-2000 #2223 EMAIL: dwalpola@hrce.ca



DATE: 5-Apr-19
 QUOTE DUE: 19-Apr-19
 NAME OF PERSON REQUESTING QUOTE:
DON WALPOLA

VENDOR:

EMAIL: _____
 PHONE #: _____

SHIPPING ADDRESS:

33 SPECTACLE LAKE DRIVE
 DARTMOUTH NS B3B 1X7

CHEQUE PRINTING - STANDING OFFER

THIS IS NOT AN ORDER

PURCHASING CONTACT PHONE NUMBER: (902) 464-2000 #2223

ITEM #	PROD #	DETAILED DESCRIPTION OF ITEM(S) REQUIRED	QUAN	PRICE
01		SEQUENTIALLY NUMBERED CHEQUES		
		FORMAT:		
		80 lb 8.5 x 11 Security Paper		
		Cheque/Stub/Stub with perforations between		
		each section		
		Same layout as payable cheque for Simply Accounting		
		School Name, Address, bank info printed on cheques		
		Price per 500 cheques (Black Only)	set	
		Price per 1000 cheques (Black Only)	set	
		Price per 2000 cheques (Black Only)	set	
		Charge for Printing School Logo on Cheque	set	
		One time charge for Set Up Per School	1	
		Charge for Delivery to HRCE, 33 Spectacle Lake Drive, Dartmouth NS B3B 1X7	set	
		Indicate turn around time from receipt of PO?		_____ Business Days
		<i>A Proof will be required for each order</i>		
		TERM: 3 YEARS WITH OPTION TO RENEW FOR 2 ADDITIONAL YEARS		
		PRICE MUST BE FIRM FOR YEAR 1 AND INCREASES ALLOWED IN YEARS 2, 3 AND _____		
		OPTIONAL YEARS WITH PROOF OF PAPER MILL INCREASE		

Email completed quote to dwalpola@hrce.ca by April 19th at 2:00:00 PM (AST)

DO NOT INCLUDE HST IN PRICE

DELIVERY - All prices must be quoted FOB destination unless otherwise specified.

PAYMENT TERMS - Unless other payment terms are specifically agreed upon, payment terms shall be NET 30 DAYS. The HRCE entertains discount terms if submitted.

ALERNATES - The HRCE considers suggestions for alternates or suggestions for cost reduction. When alternaties are submitted, they must include sufficient supporting documentation.

TAX - Unless requested specifically, DO NOT include tax in pricing.