

Halifax Regional Centre For Education

Purchasing Division

RFT #4016

Teachers' Plan Books – Standing Offer

Addendum #1

May 17th, 2019
3:30 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:

Clarifications:

For additional information on the product specification and the products currently used, you can refer the following web link and product numbers. This information is for reference purposes only which will assist all vendors to understand the requirement of the Halifax Regional Centre for Education.

If the exact product is not available, a substitute can be suggested which should be of equal quality and appropriate level of performance to the product specification. Approval on the substitute product will be at the sole discretion of the Halifax Regional Centre for Education.

Description	Product Name & Web Link	Product #
Daily Plan book 1 - Elementary	Legacy Lesson Plan Book – Open Format	2011038
Daily Plan book 2 - Jr. & High	Legacy Lesson Plan Book – Rotational Format	2011039
Daily Plan book - French	Prestige Lesson Plan Book – Rotational Format	2011042

End of Addendum #1

PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

Signature

Company Name

HALIFAX REGIONAL CENTRE FOR EDUCATION

TENDER #4016

TEACHERS' PLAN BOOKS-STANDING OFFER

**RETURN COMPLETED BID FORM BY EMAIL TO dwalpola@hrce.ca
BY MONDAY, JUNE 3rd, 2019, 2:00:00 P.M. (AST)**

The purpose of this tender is to identify the best price for supply and shipping of Teachers' Plan Books (standing offer) to the Halifax Regional Centre for Education (HRCE) schools and offices, further to the required specifications, as required.

Term: Three (3) years from date of award with two (2) one (1) year optional years for renewal at the sole discretion of the HRCE.

As this is a standing offer, the quantities purchased during the term of this contract cannot be guaranteed.

The vendor should be willing to accept that the submitted bid will remain open to acceptance and be **irrevocable** for a period of **ninety (90) days** after the bid closing date. The awarded vendor should be willing to hold the pricing within the term of the contract.

The successful vendor must also be willing to enter into a Standing Offer with the Broader Public Sector for Teachers' Plan Books at the tendered rates and at the same terms and conditions of this Tender, if required.

Vendor should be willing to accept orders through Purchase Order (PO) or through Phone Ordering.

Questions regarding this tender can be directed to Don Walpola, Buyer by email to dwalpola@hrce.ca or by phone (902) 464-2000 #2223 no later than the 27th of May 2019.

Repeat failure to provide items on a timely manner or continued invoicing problems will result in the loss of contract at the sole discretion of the Halifax Regional Centre for Education

To obtain the tender documents in .pdf format, please visit the HRCE's Website:

<http://www.hrce.ca/about-hrce/financial-services/purchasing/tenders/tender-listing>

HALIFAX REGIONAL CENTRE FOR EDUCATION
 33 Spectacle Lake Drive, Dartmouth NS B3B 1X7
 TEL: (902) 464-2000 #2223 EMAIL: dwalpola@hrce.ca



TENDER # 4016

DATE: 16-May-19
 SUBMIT BY: 3-Jun-19
 TIME: 2.00 p.m.(AST)

NAME OF PERSON REQUESTING QUOTE:
 DON WALPOLA, BUYER

All submissions via email only

Company Name: _____

Contact Name: _____

Phone Number _____

Contact Email: _____

SHIPPING ADDRESS:

 VARIOUS SCHOOLS
 AS REQUIRED

TEACHERS' PLAN BOOKS - STANDING OFFER

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

Quantities mentioned is only an estimate only

ITEM #	PROD #	DETAILED DESCRIPTION OF ITEM(S) REQUIRED	UOM	UNIT PRICE	EST.QUAN	PRICE x QUAN
TERM OF STANDING OFFER: Three (3) years from Date of Award with Two (2) One (1) Year Options to Renew at the Sole Discretion of the HRCE						
01		Daily Plan Book - Elementary (English)	EA		1	
02		Daily Plan Book - Junior High & High School (English)	EA		1	
03		Daily Plan Book - French	EA		1	
04		Delivery Cost	EA		1	
05		Delivery Lead Time _____ Business Days				

DO NOT INCLUDE HST IN BID 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.
 ALTERNATES - The HRCE considers suggestions for alternates or suggestions for cost reduction. When alternates are submitted, they must include sufficient supporting documentation.
 TAX - Unless requested specifically, DO NOT include tax in pricing.