

**Halifax Regional Centre For Education**

**Purchasing Division**

**RFQ #4051**

**Photo ID Supplies**

**Addendum #2**

**February 21<sup>st</sup>, 2020  
03:45 P.M.**

To: Bidders

From: Nancy Rideout, Manager,  
Accounting and Purchasing

Pages: 1 including cover

Phone: 464-2000(ext. 2222)

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

**Clarifications:**

Q.1 Do the lanyards and/or the Plastic sleeves to have imprints?

A.1 Not required to be imprints

Q.2 Do you want them as anti-print transfer material or standard vinyl?

A.1 Standard Vinyl

**End of Addendum #2**

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PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

**Halifax Regional Centre For Education**

**Purchasing Division**

**RFQ #4051**

**Photo ID Supplies**

**Addendum #1**

**February 21<sup>st</sup>, 2020  
11:15 A.M.**

To: Bidders

From: Nancy Rideout, Manager,  
Accounting and Purchasing

Pages: 1 including cover

Phone: 464-2000(ext. 2222)

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

**Clarifications:**

**Q.1** For Plastic Sleeves, are you looking for hard shell sleeves or soft (flexible) sleeves?

**A.1** Requirement is for the flexible sleeves

**End of Addendum #1**

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PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name



**Halifax**  
Regional Centre for Education

## **Request For Quote #4051**

### **Photo ID Supplies**

**RETURN COMPLETED BID FORM BY EMAIL TO [dwalpola@hrce.ca](mailto:dwalpola@hrce.ca)  
BY THURSDAY, FEBRUARY 27<sup>th</sup>, 2020, 2:00:00 P.M. (AST)**

The purpose of this Request For Quote (RFQ) is to identify the best price for supply and shipping of the listed Photo ID supplies, further to the required specifications. All materials must be delivered to the Halifax Regional Centre for Education (HRCE) located at 33 Spectacle Lake Drive, NS, B3B 1X7 with Attention to Sheila Christie (Human Resources).

#### **Specifications**

##### **Plastic Sleeves**

Quantity of 7500

Clear Vinyl Vertical Badge/Data Card Holders

Top Load with Slot/Punch for Lanyard Attachment

Insert size 3 7/16" x 2 5/16" (86 x 59mm)

##### **Lanyards**

Quantity of 7500

3/8 inch wide by 34-36 inches long

Bull-dog clip and safety latch

Black, flat woven

##### **IoProx ID Cards**

Quantity of 7500

Must be: Kantech P20DYE printable slim-line cards in XSF format (no generic copies)

**Expected Delivery Date: 17<sup>th</sup> March 2020**

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 HRCE, if required may request samples of the listed products. The samples should be free of cost.

Questions regarding this tender can be directed to Don Walpola, Buyer by email to [dwalpola@hrce.ca](mailto:dwalpola@hrce.ca) or by phone (902) 464-2000 #2223 no later than the 24<sup>th</sup> of February, 2020.

*To obtain the tender documents in .pdf format, please visit the Halifax Regional Centre of Education (HRCE)'s Website:*

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

## RFQ #4051

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

### PHOTO ID SUPPLIES

DATE: 18-Feb-20  
 QUOTE DUE: **27-Feb-20**  
 NAME OF PERSON REQUESTING QUOTE:

*DON WALPOLA-BUYER*

**VENDOR NAME** \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_  
**CONTACT PHONE NUMBER** \_\_\_\_\_  
**CONTACT EMAIL ADDRESS** \_\_\_\_\_

**SHIPPING ADDRESS:**

*33 Spectacle Lake Drive, NS, B3B 1X7 with Attention to Sheila  
 Christie (Human Resources)*

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

ITEM #	PROD #	DETAILED DESCRIPTION OF ITEM(S) REQUIRED	EA/BOX/PKG	UNIT PRICE	Quantity	Total(\$)
01		PLASTIC SLEEVES	Unit		7500	
02		LANYARDS	Unit		7500	
03		IOPROX ID CARDS	Unit		7500	
04		ESTIMATED COST OF DELIVERY TO THE SHIPPING ADDRESS				
05		EXPLAIN DELIVERY LEADTIME , WARRANTY & OTHER DETAILS				

**Instructions to Vendor:** **RETURN COMPLETED BID FORM BY THURSDAY, FEBRUARY 27TH, 2020 2:00:00 P.M.(AST) BY EMAIL TO [dwalpola@hrce.ca](mailto:dwalpola@hrce.ca)**

DELIVERY - All prices must be quoted FOB destinations 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 - DO NOT include tax in pricing.