SPECIFICATIONS FOR
TENDER #0171-0955

SUPPLY OF DIGITAL FLUORESCEIN ANGIOGRAPHY SUPPORT SERVICE FOR WESTERN HEALTH

CLOSING DATE: 02 November 2009
CLOSING TIME: 11:00 AM (Newfoundland Time)
Invitation to Tender for Digital Fluorescein Angiography Support Service

1.0 General Provisions

1.1 Intent

This invitation to Tender is intended to obtain Digital Fluorescein Angiography Support Service for the Western Regional Integrated Health Authority (Western Health) at the Western Memorial Regional Hospital for term of one year with the option to extend the contract on an annual basis for up to two additional years.

This Tender is concerned with the acquisition of Digital Fluorescein Angiography Support Service for the Western health with consideration of the following:

- Experience in Fundus Photography and retinal camera with ongoing service and support.
- All manuals, documents and initial supplies.
- The right to reproduce any printed materials supplied with the product for the purpose of using the product.

1.2 Client Background

Western Health was established in 2005 and is responsible for the delivery of Health and Community Services in the Western Region.

1.3 Vendor Response

1.3.1 Vendor’s tender must contain an Executive Summary which shall contain:

a. A brief description of the product being quoted.

b. The name, title and address of the Vendor’s representative responsible for the preparation of the Tender.
1.3.2 All prices quoted for goods and services must be specified in Canadian dollars, FOB Western health. All Tenders will be held to be valid for ninety (90) days following the Tender closing date.

1.3.3 Tenders must be received in full on or before the exact closing time and date indicated. TENDERS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.

1.3.4 All costs relating to the work and materials supplied by the Vendor in responding to this Invitation to Tender must be borne by the Vendor.

1.4 Release of Information

1.4.1 While Tender is Open:

The names of individuals or companies who have picked up the tender documents will not be released.

1.4.2 At Tender Opening:

Only the names of the bidders will be read out.

1.4.3 After Tender Opening:

1. No further information will be released until after the contract is awarded.
2. After award, only the name and bid price of the successful bidder will be made available.
3. Information will be made available for a 90 day period only.
4. Successful Awards will be posted on Web Site.

1.4.4 FYI, Statements that are included as part of our Tender calls:

While bidders are welcome to attend the public opening, please be advised that it is not our policy to release bid information. Only the names of the bidders will be released.
1.5 Communication During Tendering

1.5.1 All communications with Western Health with respect to this invitation to Tender must be directed in writing to the attention of:

Mr. John Piercey  
Regional Director, Materiels Management  
Western Health  
P.O. Box 2005  
Corner Brook, Newfoundland  
A2H 6J7  
Tel: (709) 637-5511  
Fax: (709) 634-2649  
Email: johnpiercey@westernhealth.nl.ca

1.5.2 Western Health may, during the assessment period, request meetings with the Vendors to clarify points in the Tender. No changes by the Vendor will be permitted after the Tender closing date.

1.5.3 Faxed Tender responses will be accepted with the condition that the original Tender documents are received at Western Health’s Materiels Management Department no later than Five working days following the Tender closing date.

1.5.4 All bids must be sent in a sealed envelope clearly marked with Tender Name and Number to: Materiels Management Department, Western Health, Western Memorial Regional Hospital, Lower Level, P.O. Box 2005, Corner Brook, NL A2H 6J7.

1.5.5 Bids submitted by electronic transmission (e-mail) will not be accepted.

1.5.6 Companies submitting fax Tenders are doing so at their own risk and the fax Tender must be at the public opening as specified in the Tender information. This Authority will not be responsible for in-house courier services if companies submit quotations by fax machine. The time stated on the fax Tender will become null and void since it is the responsibility of the company placing the Tender to have their Tender at the public opening, therefore, this Authority will not be responsible for any damages or liabilities.

1.5.7 In order to contribute to waste reduction and promote environmental protection, the Western Health will endeavour to acquire goods and services that support these principles, therefore, product(s) quoted should include:
- maximum level of post-consumer waste and/or recyclable content
- minimal packaging
- minimal environmental hazards
- maximum energy efficiency
- potential for recycling
- disposal costs
- must not reduce the quality of the product required or affect the intended use of the product
- must not significantly impact the acquisition cost

1.5.8 Are the quoted price(s) on this tender (where applicable) available to our employees?

Yes ☐ No ☐ N/A ☐

Administratively the Western Integrated Health Authority will not be involved in ordering, servicing, warranty and payment; the employee(s) would deal directly with the company.

1.6 **Tender Acceptance**

1.6.1 Any acquisitions resultant from this invitation to Tender shall be subject to the Public Tendering Act.

1.6.2 The Tenders shall be opened in the Private Dining Room at The Western Memorial Regional Hospital on the scheduled date and time.

1.6.3 Any Tender may be accepted in whole or in part. The lowest Tender may not necessarily be accepted and Western Health reserves the right to cancel the Tender call. Western Health shall not be held responsible or liable for the payment of any costs that are incurred by the bidder in preparing a Tender in response to this invitation to Tender.

1.7 **Warranty**

The Vendor shall warrant that the product supplied to Western Health shall equal the published specifications.
2.0 **Product Specifications**

Services are required for approximately one session per week at about 6-8 hours per session and include:

1) Assisting Ophthalmologist in digital fluorescein angiography clinic in photographing the optic nerve and retinal circulation.

2) Transferring digital images to photographic paper and to other Ophthalmology Centers for clinical discussion.

3) Assist the Ophthalmologist with OCT scanning service and support.

Bidders are asked to provide per session rate. The schedule for work will be set by the Ophthalmology department at Western Health. Payments will be made on monthly basis.

The service provider must have experience in dealing with patients with physical disabilities. Please provide details of that experience.

Western Health will reserve the right to terminate the service agreement at any time during the term of contract if it is deemed that the service is no longer required.

3.0 **Presentation / Training / Service**

3.1 **Presentation**

A presentation of the Tender and / or a demonstration of the product / system shall be provided, if requested, at the Vendor’s expense.

3.3 **Service**

3.3.1 The Vendor shall provide as an option, pricing for a one-year Service Contract including all parts and labour.

3.3.2 The Vendor shall provide all Service and Parts manuals required to service the equipment.

3.3.3 The Vendor shall agree to provide factory training for One in-house Biomedical Technologist, employed by Western Health, for the purpose of maintaining the **Digital Fluorescein Angiography Support Service**. Such training shall be equal to the training provided to the Vendors own service staff. All costs associated with this training, including travel, accommodations, meals and tuition shall be included in the Tender price.
4.0 Financial Considerations

4.1 All applicable taxes shall be indicated in the Tender.

4.2 The cost for installation, initial set-up and programming shall be included in the Tender price.

4.3 All costs for training shall be included in the Tender. This includes any travel, meals and accommodation.

4.4 Terms of Payment

The Authority agrees to pay the full invoiced amount within 30 days following acceptance of the installed system by Western Health. Acceptance testing will be completed within 30 days following the complete installation of the system.

5.0 Vendor Confirmation (please sign)

I confirm that our Tender meets or exceeds the specifications detailed in this invitation to Tender. I also confirm that all specifications are included in the quoted price. Any items that are optional are noted accordingly.

Signed

__________________________

Title

__________________________

Company Name

__________________________

Address

__________________________

Phone

__________________________

Tender Price per session $ __________
Tax Extra   Yes _____ No _____
TENDER CHECKLIST
TENDER #0171-0955
DID YOU INCLUDE

HAS TENDER SUBMISSION BEEN SIGNED  Yes □  No □
COPY OF REQUIRED TENDER DOCUMENTS  Yes □  No □
COPY OF BROCHURES (IF REQUESTED)  Yes □  No □
COPY OF WCB LETTER OF GOOD STANDING (IF REQUIRED)  Yes □  No □
COPY OF PROOF OF INSURANCE (IF REQUIRED)  Yes □  No □
AMOUNT OF TAX NOTED ON REQUEST FOR QUOTATION FORM  Yes □  No □
OPTIONAL PRICING FOR TRAINING INCLUDED  Yes □  No □

NOTE: TENDER RESPONSES MAY BE REJECTED IF YOU ANSWER “NO” TO ANY OF THE ABOVE QUESTIONS.