SPECIFICATIONS FOR

TENDER #0171-1716

SUPPLY OF SOFT DRINKS
FOR WESTERN HEALTH

CLOSING DATE: 20th of July 2015
CLOSING TIME: 2:00 PM (Newfoundland Time)
Invitation to Tender for Soft Drinks

1.0 General Provisions

1.1 Intent

This invitation to Tender is intended to obtain Soft Drinks for various facilities under the Western Regional Health Authority (Western Health). This Tender is concerned with the acquisition of Soft Drinks for the Western Health with consideration of the following:

- Ongoing service and maintenance 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.
- Training and training manuals.

1.2 Client Background

Western Health was established in 2005 by the Government of Newfoundland 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:

Bidders are welcome to attend the public opening. Total overall pricing will be disclosed if it is readily available. Western Health reserves the right review all data before any official award is issued. Also Bid information can be subject to release under official ATTIP requests or any other related legal requirements.
1.5 Communication during Tendering Period

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. Paul Wight  
Regional Director, Materiel's Management  
Western Health  
1 Brookfield Ave.  
Corner Brook, Newfoundland  
A2H 6J7  
Tel: (709) 637-5511  
Fax: (709) 634-2649  
Email: paulwight@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 Materiel's 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: Materiel's 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

1.6 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 Materials Management Office. 1st floor 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.

The Vendor shall provide no less than a 1-year warranty on the system. The Vendor agrees to provide free of charge all parts and labour necessary to repair the system during the first year of operation.

2.0 Product Specifications

Tender effective July 6th, 2015 for three years with the option to extend for another two years. The locations and product requirements are listed in Appendix A. The volumes will be subject to customer demand and locations may be added or subtracted during the term of the supply agreement.
3.0 **Product History and Vendor Reputation**

3.1 The Vendor shall provide a list of three (3) organizations where a similar Unit has been installed. Include a contact person for each organization.

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 $ ___. Pricing is to be indicated in Appendix A

Tax Extra Yes _____ No ____
TENDER CHECKLIST

TENDER #0171-1517

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.