



SPECIFICATIONS FOR

TENDER 0171-1701

**SUPPLY OF ENDOSCOPE DRYING AND STORAGE CABINETS
FOR WESTERN HEALTH**

CLOSING DATE: Feb 23rd, 2017

CLOSING TIME: 2:00 P.M. (Newfoundland Time)



Invitation to Tender

1.0 General Provisions

1.1 Intent

This invitation to Tender for the supply of **Endoscope Drying and Cleaning Cabinets** the Western Memorial Regional Hospital in Corner Brook and the Sir Thomas Roddick Hospital in Stephenville, NL. Specifications for the products required are provided within section 2 of this document. Potential bidders must supply products that fully meet the requirements for the intended use.

1.1.1 Western Health reserves the right to order additional units at the same price for a period up to and including 31 December 2017. Other Health Boards within Newfoundland and Labrador may avail of this tender as needed.

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 sites. 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.

Potential bidders can call Western Health to get clarification regarding the bidding process or product specifications.

1.4.2 **At Tender Opening:**

1. The names of the bidders, and overall bid price(s) will be read out.
2. Where the overall bid price(s) cannot be readily determined, no pricing will be released.

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.

1.5 **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. Paul Wight
Regional Director Materials Management
Western Health
P.O. Box 2005
1 Brookfield Avenue
Corner Brook, Newfoundland
A2H 6J7
Tel: (709) 637-5386
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, First Floor, 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
- Without:
- reducing the quality of the product required or affecting the intended use of the product
 - significantly impacting 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. Western Health reserves the

right cancel the tender at any time prior to issuing a contract to purchase any product or service from this tender.

1.6.2 The Tenders shall be opened in the Purchasing Department meeting room on the first floor at The Western Memorial Regional Hospital on the scheduled date and time. Vendors are welcome to attend the opening.

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.

2.0 Product Specifications

We are seeking to purchase enclosed Endoscope storage and drying cabinets that are designed to meet current CSA standards for hospital environments. The cabinets must fit the designated space and be able to accommodate up to 40 endoscopes at Western Memorial Regional Hospital and 10 Endoscopes at Sir Thomas Roddick Hospital.

2.1 Must fit into footprint and connect to electrical connections as per drawings supplied. Drawings attached.

Yes _____ No _____

Comment _____

2.2 Must be constructed of a 304/316 stainless steel or other durable material suitable for hospital use and easily cleaned and disinfected.

Yes _____ No _____

Comment _____

2.3 Cabinet may contain an antimicrobial finish or other technology to retard bacterial growth.

Yes _____ No _____

Comment _____

2.4 Must accommodate vertical storage of 40 GI Endoscopes.

Yes _____ No _____

Comment _____

2.5 Must supply individual endoscope storage baskets for safe storage of endoscopes if required.

Yes _____ No _____

Comment _____

2.6 Constant 0.3um HEPA filtered interior air flow (Minimum).

Yes _____ No _____

Comment _____

2.7 Self-contained 0.3um HEPA filtered constant airflow that connects to individual scopes to purge interior channel of endoscope (Minimum).

Yes _____ No _____

Comment _____

2.8 LED interior lighting optional.

Yes _____ No _____

Comment _____

2.9 Must supply attachments to connect endoscopes to air source.

Yes _____ No _____

Comment _____

2.10 Maximum 120v, 15 amp circuit CSA approved

Yes _____ No _____

Comment _____

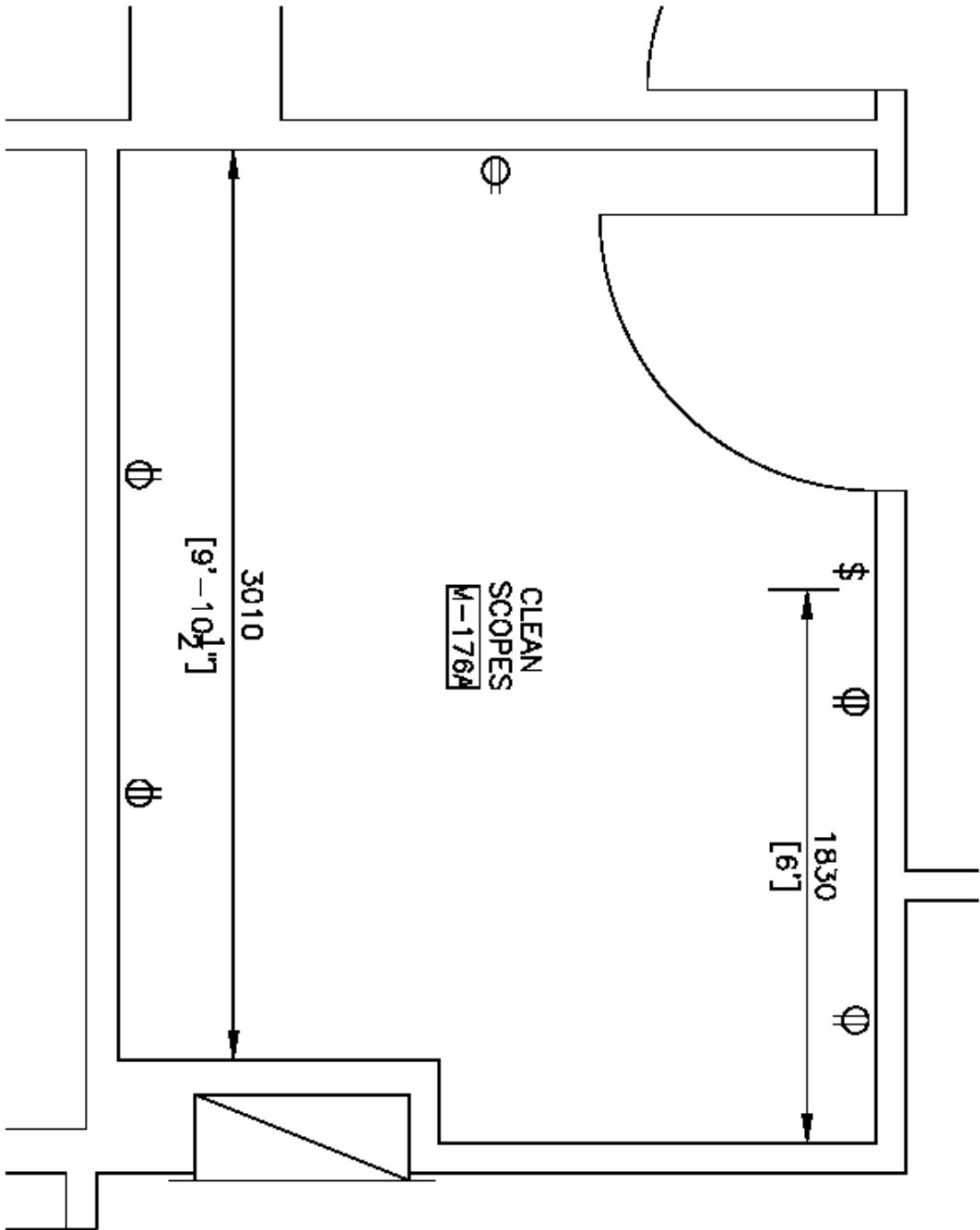
2.11 Must meet current CSA standard for endoscope cabinet storage.

Yes _____ No _____

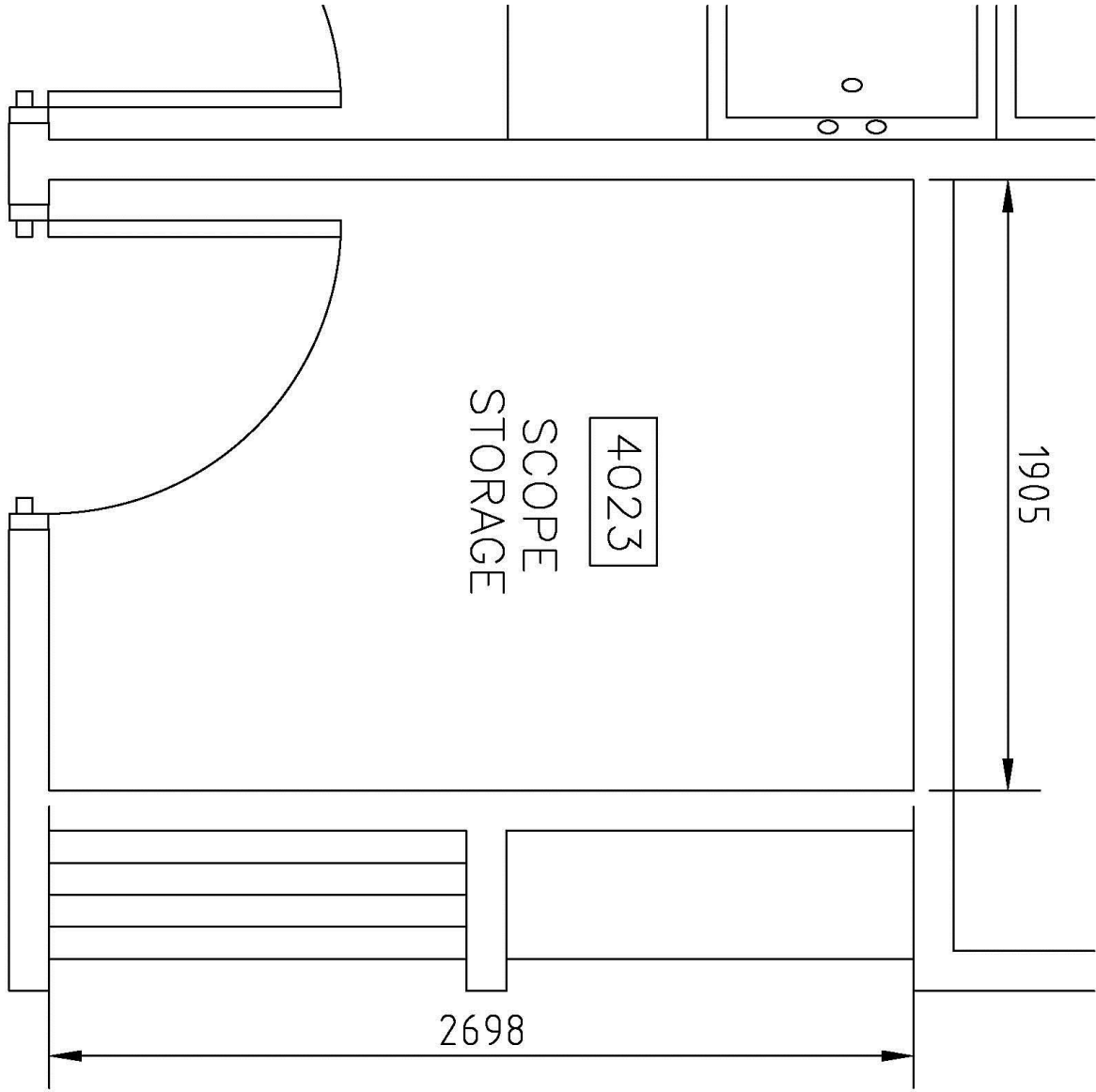
Comment _____

2.12 The Drying and Storage Cabinets proposed for each site must fit into the storage rooms in a manner which permits ergonomic use. Drawing for each sites room are shown below:

Western Memorial Regional Hospital Scope Room



Sir Thomas Roddick Hospital Scope Room



3.0 Financial Considerations

3.1 All applicable taxes shall be indicated in the Tender.

3.2 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.

4.0 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 CHECKLIST

TENDER 0171-1701

DID YOU INCLUDE

- | | | |
|---|------------------------------|-----------------------------|
| HAS TENDER SUBMISSION BEEN SIGNED | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| COPY OF REQUIRED TENDER DOCUMENTS | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| COPY OF BROCHURES (IF REQUESTED) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| COPY OF WCB LETTER OF GOOD STANDING (IF REQUIRED) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| COPY OF PROOF OF INSURANCE (IF REQUIRED) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| AMOUNT OF TAX NOTED ON REQUEST FOR QUOTATION FORM | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| OPTIONAL PRICING FOR TRAINING INCLUDED | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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