



**SPECIFICATIONS FOR  
TENDER 0171-1712  
SUPPLY OF MCAFEE SUPPORT RENEWAL FOR ONE YEAR**

**CLOSING DATE: 27th of June 2017**

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



## **SUPPLY OF MCAFEE SUPPORT RENEWAL FOR ONE YEAR**

### **1.0 General Provisions**

#### **1.1 Intent**

This invitation to Tender is for the supply of McAfee Support Renewal for One Year for Western Regional Health Authority (Western Health). Delivery will be to our Corner Brook location.

This Tender is concerned with the acquisition of McAfee Support Renewal for One Year:

- 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.
- Future enhancement availability.

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 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. 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. All Bids, including attachments and any documentation, submitted to and accepted by Western Health in response to this tender become the property of Western Health. A Bidder's Bid package may be subject to disclosure under the Access to Information and Protection of Privacy Act, 2015. By submitting a Bid, the Bidder agrees to the appropriate disclosure of the information supplied, subject to the provisions of the Act. Western Health cannot guarantee the confidentiality of the content of any Bid after tender close.

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.

## 2.0 Product Specifications

### 2.1 Supply of the McAfee One Year Support Renewal must be as follows:

Please indicate the before tax delivered price FOB Western Health, Corner Brook, NL

PART#	DESCRIPTION	QTY	UNIT COST	EXTENDED COST
EPAYFM-AA-GI	INSTI STANDARD MFE ENDPOINT PROTECTION ADV 1YRGL P+ 1001-2000U	1700		
CDAYFM-AA-GI	1YR STANDARD MFE COMPLETEDATA PRTXN ADV GOLD P+ 1001-2000	45		

**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 # 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.**