



**SPECIFICATIONS FOR  
TENDER # 0871-1703  
SUPPLY ONLY OF  
THREE HUMIDIFIER UNITS FOR  
RUFUS GUINCHARD HEALTH CENTRE**

**CLOSING DATE: March 13th, 2016**

**CLOSING TIME: 2:00 PM (Newfoundland Time)**



## Invitation to Tender for Three Humidifier

### 1.0 General Provisions

#### 1.1 Intent

This invitation to Tender is intended to obtain the supply only of three Humidifier Units for the Rufus Guinchard Health Centre in Port Saunders, Newfoundland. The successful vendor will be responsible to supply the units FOB site as per the specifications listed in section 2 of this document.

#### 1.2 Client Background

Western Regional Health Authority (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 done by the Vendor.

## 1.4 Release of Information

### 1.4.1 While Tender is Open:

Amendments may be made to the tender documents and posted to the Western Health web site. It will be the responsibility of any vendor who places a bid to ensure the check for amendments prior to the closing. Questions concerning the tendering process or the product specifications must be forwarded in reasonable amount of time for closing to permit a reply. Potential must make every effort to ensure they know the full requirements of the products or services for the intended usage and to only bid products or services that fully meet the 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 of Materials Management  
Western Health  
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 Materials 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**  
**Materials Management Department, Western Health,**  
**Western Memorial Regional Hospital, First Floor,**  
**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 Purchasing Department meeting room on the First Floor at The Western Memorial Regional Hospital on the scheduled date and time. Anyone wishing to attend the opening should come to the Purchasing Department shortly before 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**

The product must be 3 Vapac Electrode Steam Humidifiers, Model LE132-PDH (480-600V/ 3PH/60Hz) or approved equal supply only FOB Rufus Guinchard Health Centre, Port Saunders, NL.

Any approved equals must have all the same functioning abilities and fit all the current connections. The approved equal must have as minimum the same warranty.

Potential bidders are encouraged to visit the site prior to closing date, if needed to ensure the product they are bidding will meet the requirement.

## 3.0 **Financial Considerations**

- 3.1 All applicable taxes shall be indicated in the Tender.

## 4.0 **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 \_\_\_\_\_

Email Address: \_\_\_\_\_

**Total Bid Price which meets all the required specification:**

**\$ \_\_\_\_\_ Per Unit\_ Tax Extra Yes \_\_\_\_\_ No \_\_\_\_\_**

**Total for three Units ( before taxes ) \$ \_\_\_\_\_**

## TENDER CHECKLIST

TENDER# 0871-1703

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.**