



**Materials Management
Toronto Catholic District School Board
80 Sheppard Avenue East
Toronto, Ontario
M2N 6E8**

TCDSB Directory

Request for Quotation

Reference: Q-026-09

Date: June 16, 2009

Closing Date: June 30, 2009

Closing Time: 3:00:00 p.m.

Zelia Roberto

Officer

Materials Management Department
Toronto Catholic District School Board
80 Sheppard Avenue East
Toronto, Ontario
M2N 6E8

Tel: (416) 222-8282 ext. 2210

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Sealed submissions will be received at the Toronto Catholic District School Board Catholic Education Centre located at the above address. The sealed submissions must be time-stamped and placed in the tender box located on the 4th floor in the Materials Management Department, before 3:00:00 p.m., local time, on June 30, 2009.

Late submissions will not be accepted or considered.

The Toronto Catholic District School Board (hereinafter known as “the Board”) wishes to receive prices from qualified vendors in the printing of TCDSB Directory as stated on the Bid Form. All goods will be FOB to one location in Metropolitan Toronto Area.

Preference may be given to established providers with a proven track record for this type of work.

CONDITIONS

- 1) Submission deadline is before 3:00:00 p.m. local time on the date indicated.
- 2) Tender is for a period of two (2) years from date of acceptance with an option to extend for an additional year at the Board’s discretion.
- 3) There will be no payments to bidders for work related to and materials supplied in the preparation and presentation of the Bidder’s response.
- 4) Submissions will be accepted only on the items listed. **The Board will award the whole tender to one supplier only.** The lowest price will not necessarily be accepted.
- 5) No alterations will be accepted after the specified closing time for submitting bids. However, bidders may alter or withdraw their bids at anytime before this closing time.
- 6) Any changes or revisions to this Quotation will be issued in writing as formal addendum to all bidders. It must be clearly understood that if there is any evidence of misleading or false information having been given, the TCDSB may, at its sole discretion, reject the bid
- 7) The TCDSB reserves the right to reject any bid whether or not completed properly and whether or not it contains all required information. Without prejudice to this right, the TCDSB may request clarification where any bidder's intent is unclear and may waive or request amendment where, in the opinion of the TCDSB there is a minor irregularity or omission in the information that is to be submitted in a required document.
- 8) Any award resulting from this Quotation may be subject to the successful conclusion of a contract between the bidder(s) and the TCDSB.
- 9) In the event that a successful bidder(s) fail(s) or refuse(s) to enter into and duly execute(s) a written contract within a reasonable time, the TCDSB reserves the right, at its sole discretion, to enter into contract with another vendor, not to accept any bid or to call for new bids.

BIDS DOCUMENT

Bidders shall promptly examine all the Bid Documents after receipt. Any errors, omissions, or ambiguities discovered therein should be reported to the person named in this document. If necessary and time permits, Addenda may be issued to all bidders before the tender closing date. Unless confirmed by Addendum, bidders shall not take into consideration any instructions or answers modifying the Bid Documents.

The Bid Documents shall consist of the following:

- Instructions to Bidders,
- Bid Form
- All addenda issued.

The Bidder's response shall consist of:

- the completed Bid Form included in these Bid Documents; and
- all other documentation submitted by the bidder in response to the statement of requirements as set out in these Bid Documents.

BID RESPONSE FORMAT

Submit prices for items as requested on BID FORM. Any inability to comply with the conditions or detail thereof must be clearly stated in the submission. For ease of evaluation, each bidder is required to respond using the same bid form provided. Failure to comply with this format may result in the bidder being disqualified.

QUANTITIES

The unit quantities are estimates only and are subject to Board revision. They are provided without commitment or liability to TCDSB.

DELIVERY

All goods FOB one location in Metropolitan Toronto Area. A return and restocking policy must be stated.

PRICES

Prices must be submitted in Canadian dollars. The prices included must include the cost of delivery to one location specified by the Board. Vendor(s) must pass on to the TCDSB, during the term of any contract awarded through this RFQ, any reduction in prices at the time of announcement from the manufacturer up until the time of shipment. Neither the lowest priced nor any bid shall necessarily be accepted.

PRICE PROTECTION

Prices are to be firm for the length of the contract. The intent of this requirement is to have capped pricing, as per original bid, for the entire term of the contract. However, if world or market conditions change, this statement would allow for justified price changes. The TCDSB would anticipate, however, that prices would be generally decreased and not increased. Written notification must be directed to Senior Manager, Materials Management.

PAYMENT TERMS

Board standard terms are net 30. Payment will be in Canadian funds. Please indicate payment discount options available.

TAXES

Taxes are to be excluded from all prices quoted.

SAMPLES

If requested, are to be forwarded to the Materials Management Department clearly marked with the name of the bidder and item number to which it refers. Brochures illustrating the units quoted must accompany the tender bid form.

NO LIABILITY FOR EXPENSES

The TCDSB shall not be liable for any expenses incurred in the preparation and submission of the bid.

IRREVOCABLE BID

The bid, once submitted, may be accepted by the TCDSB, in whole or in part, for a period of 90 days from the Closing Date and is irrevocable during that period.

RIGHTS TO DISQUALIFY

The TCDSB reserves the right to disqualify bids not submitted in strict accordance with the requirements of the Bid Documents.

RIGHT NOT TO PROCEED

The TCDSB reserves the right not to proceed with this Tender and to reject all or any of the bids.

RIGHT TO TERMINATE

The TCDSB may terminate this Tender for any reason or for no reason.

The TCDSB reserves the right to cancel a contract upon giving 30 days written notice, if a new Board of Trustees, elected during the term of the contract, decides that the contract should be cancelled for whatever reason.

The TCDSB reserves the right to cancel a contract if required by Provincial Legislation.

The TCDSB may terminate a contract without notice if the successful bidder is in breach of its bid or any of the Bid Documents.

No employee or representative of the TCDSB is authorized to amend or waive the terms of the Bid Documents in any way unless the amendment or waiver is approved and signed by the Bid Coordinator.

EVALUATION PROCESS

In cases where the TCDSB is unable to ascertain the level of the bidder's compliance with the requirements from the bidder's response, the TCDSB may assume the most restrictive interpretation without resorting to requesting further information and clarification from the bidder. Should the need arise, verification of responses given will be done through any means possible.

ACCEPTANCE

A considerable delay may occur between the receipt of submissions and the announcement of awards. Submission requiring immediate acceptance by the Board may or may not be considered, at the Board's option.

RIGHT TO CONTRACT FOR IDENTICAL OR SIMILAR GOODS

By entering into a Contract, the TCDSB shall not limit its right to contract for identical or similar goods from any other source should the vendor be unable to furnish the required item or service within the required time frame.

CANADIAN CONTENT

In the case of all things being equal, the TCDSB reserves the right to allow preference to the response having the higher local content, in the following order: Toronto, the Province of Ontario, Canada.

LOBBY

TCDSB has established a procedure with respect to lobbying on competitive tenders, RFP's or RFQ's. The Lobbying Disclosure regulation applies to all purchases. Details may be viewed at www.tcdsb.org/policyregister/FP01.html

The TCDSB reserves the right to alter the schedule of events or cancel the Tender on 48 hours notice without any penalty or cost to the TCDSB.

TREATMENT OF INFORMATION

- 1) All requirements, documentation, and information obtained by the bidder in connection with this Tender are the property of the TCDSB and must be treated as confidential and not used for any purpose other than for replying to this Tender, and for fulfillment of any subsequent contract(s) if awarded.
- 2) All information obtained by the TCDSB from bidders in connection with this Tender, will remain with the TCDSB. This information will be retained for public records purposes subject to the provisions of the Municipal Freedom of Information and Privacy Protection Act, R.S.O. 1990, (MFIPPA).
- 3) Any information the bidder wishes to identify as proprietary and have maintained as confidential, excluding unit pricing information, MUST be clearly identified as such and any proposed restrictions on disclosure specified.
- 4) It should be noted that for purposes of a report to the Board, per unit costs will be reported in a public report to the Board and will not be considered confidential.
- 5) The Board under the provisions of MFIPPA may be ordered by the Information and Privacy Commissioner of Ontario to disclose information identified as proprietary and confidential.
- 6) Bids will be disqualified if information relevant to the evaluation process cannot be retained for possible disclosure in established audit processes.

DECLARATION

No person, firm or corporation other than the bidder has any interest in this quotation or the subject matter herein.

This submission is made by the bidder without any connection, knowledge, comparison on figures or arrangements with any other person or persons making a submission for the same work, and is in all respects fair and without collusion or fraud.

No employee of the Board is, will or has become interested, directly or indirectly, as a contracting party, partner, surety or otherwise howsoever in or in the performance of the Contract, or in the supplies, work or business in connection with the Contract or in any portion of the profits thereof, or in any of the moneys to be derived there from.

SUBMISSIONS

Responses must be addressed and delivered on or before 3:00:00 p.m., local time, on June 30, 2009, in a sealed package to the following address:

Tender Box, 4th Floor, Materials Management Department
Catholic Education Centre
Toronto Catholic District School Board
80 Sheppard Avenue East
Toronto, Ontario
M2N 6E8
Reference: RFQ for TCDSB Directory – Q-026-09

Late submissions will not be accepted. No Facsimile transmissions will be accepted.

All submissions must be date and time stamped and placed in the tender box located on the 4th Floor in the Materials Management Department at the Catholic Education Centre.

Submissions delivered after the date and time specified will not be received or considered and will be returned unopened. Submissions delivered to an address other than as specified will not be considered. The bidder remains solely responsible for the method and timing of the delivery of the bid to the Board office noted above.

BID FORM
Q-026-09
TCDSB DIRECTORY

	<u>Quantity</u>	<u>Price</u>
Size: 24" x 18" flat, folded to 4" x 9"		
Stock: White Plainfield, 70 lbs.		
Finish: Trim, accordion gatefold		
Artwork: TCDSB to provide text on disk, MS Word or PDF file Map (Electronic files provided on Quark XPress)		
Ink: Front : full colour – 4" x 9" (after folded) Inside : 2 colour		
Delivery: September, 2009	10,000	\$ _____
January, 2010	5,000	\$ _____
September, 2010	10,000	\$ _____
Total	25,000	\$ _____
<p>Text provided electronically in PDF format and/or MS Word format, with graphic files embedded as jpegs in RGB set-up. Graphic files (logos, photographs) can also be provided separately. Some adjustments to text, graphics may need to be made. Document needs to be colour separated by printer.</p> <p>Map can be provided electronically as raster-based word files. Printer will need to colour separate.</p>		

Quotation Signature:

Firm Name: _____

Signature of Authorized Company Official: _____

Printed Name: _____

Date: _____

Contact Info:

Tel: _____

Fax: _____

e-mail: _____