

Tender #: 2016-020

Standing Offer Agreement for the supply of Printed Materials

Release Date: November 29, 2016

Closing Deadline: December 9, 2016

2:00pm Newfoundland Time



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Newfoundland and Labrador Centre for Health Information**

1. ABOUT US

The Newfoundland and Labrador Centre for Health Information (the Centre) was established by the Government of Newfoundland and Labrador to provide quality information to health professionals, the public, researchers, and health system decision-makers. Through collaboration with the health system, the Centre supports the development of data and technical standards and maintains key health databases, prepares and distributes health reports and supports and carries out applied health research and evaluations. The Centre's mandate also includes responsibility for the provincial Electronic Health Record.

The Centre is a crown agency governed by a board of directors appointed by Lieutenant- Governor-in-Council and is managed by a president & chief executive officer.

Through all facets of its work, the Centre strives to achieve its vision of *Improved Health through Quality Health Information*.

2. PURPOSE

The Newfoundland and Labrador Centre for Health Information is issuing this tender to establish a **Standing Offer Agreement for the supply of Printed Materials** for a two (2) year term. This period may be extended upon written notice from the Centre up to a maximum of one (1) year.

3. SPECIFICATIONS

- The Centre has identified an itemized list of printing required and approximate annual quantities.
- Quantities listed in the specifications are estimates for tendering purposes and are approximates only. The Centre reserves the right to increase or decrease these amounts as required. There is no minimum or maximum order guarantee made.
- The intention is to purchase a quantity of all items upon award of the tender and any additional purchases will be made on an as and when required basis.
- Items ordered will contain Centre corporate branding and/or project branding (i.e. eDOCSNL, HEALTHe NL). Decision on branding will be made at time of order.
- In the event the Centre wishes to add items not listed in the Standing Offer it will arrange pricing with the Successful Bidder. For further clarity, no additional procurement process will occur for the agreement period.
- Escalation clause:

In the event of a printing cost escalation, the vendor shall provide notice of increase in the price of paper used for this requirement. The Centre must be notified within five (5) days of the

purchase order, indicating the price fluctuation of paper stock, as publically announced including the date it came in to effect. This notification must include documentation from at least three (3) Canadian paper mills who manufacture the grade specified in this requirement and one of those announcing that the increase or decrease is in fact from the manufacturer to the vendor either directly or through a distributor. If less than three (3) Canadian paper mills manufacture the specified grade, the majority of the mills making this grade must have announced a price change that did come into effect for escalation to be implemented.

Escalation will be implemented by using the percentage of the announced increase that came into effect by applying it to the transaction base price(s).

Upon receipt of the above notice and of the evidence of the price changes announced by the paper mills, if agreed by the Centre, then the price will be modified to reflect the fluctuation percentage of the paper costs to the Successful Bidder's supported base transaction prices.

- Submission must identify lead time required for each item when ordering.
- Submission must include any costs and lead times associated with text change to any documents listed when ordering new supply.
- Submission must include costs associated with any rush order if supply depleted.

Item #	Description	Example	Estimated Annual Quantities
1	Brochures; 3 panel fold; full colour Size: 12" x 9" folded to 4" x 9" Stock: "Digital" Gloss Text- 100 lb Ink Colours: 4 colour process two sides (Digital output) Finishing: Trim, fold & carton pack	https://www.nlchi.nl.ca/images/HEALTHe_NL-Brochure_05_20_2016.pdf	2000
2	Fact Sheets; 8 ½ x 11; full colour	https://edocsnl.ca/wp-content/uploads/2016/07/eDOCSNL-FAQ-07-27-2016.pdf	1500

3	Bag stuffer Size: 7" x 3.25 Stock: Gloss Text- 100 lb Ink Colours: 4 colour process two sides Finishing: Trim, elastic band & carton pack		10,000
4	Report Document	https://www.nlchi.nl.ca/images/NLCHI_Annual_Report_09_30_2016_web.pdf	100
5	Thank you cards and blank white envelopes Size: 8.5" x 5.5", score and fold to 4.25" x 5.5" Full colour		500
6	Poster full colour Size: 11 x 17 Stock: Digital Gloss Text Ink Colours: 4 colour process Finishing: carton pack		500

4. SUBMISSION FORMAT

To participate in the tendering process, bidders **must** complete the forms included in the appendices. The forms may contain protected sections and modifications will be limited to the entry of the required information (i.e. price, discounts, etc.). Other modifications are **not** permitted. It is the responsibility of the vendor to ensure that formulas and calculations are accurate. Those who do not comply with the above instructions will not receive further consideration.

To obtain an electronic copy of the forms listed in the appendices, bidders are asked to download from <http://www.nlchi.nl.ca/index.php/procurement> or are invited to request one through procurement@nlchi.nl.ca.

Each of the specifications listed in the Specifications Section is mandatory. Assigning a price to any one module in the Vendor Response Pricing Table indicates the vendor's product can provide full and complete functionality for the module / functionality listed.

5. INQUIRIES AND CLARIFICATIONS

Vendors can direct their written inquiries and questions related to tenders to the Centre's Procurement Office via procurement@nlchi.nl.ca.

Oral responses to questions will not be provided. Responses will be posted to the website in the form of an addendum as they become available. The Centre will not disclose the source of any questions submitted by Vendors. **Deadline for questions is 4:00pm NST, December 7, 2016.**

Information obtained from any source outside the documents located on the website, is not official and may be inaccurate and therefore not binding.

6. TERMS AND CONDITIONS

- Prices quoted are to remain unchanged for the agreement period (2 years plus possible 1 year extension).
- Annual estimated quantities as stated are estimates made in good faith for the period of the agreement; however, the Centre reserves the right to increase or decrease these amounts as circumstances may require during the contract term of this standing offer agreement.
- Orders will be placed on an "as and when required basis" during the agreement period.
- In case of error in extension of prices, the unit price will govern.
- Equipment being requested by the Centre must be locally sales and service authorized.
- This Standing Offer Agreement shall be subject to cancellation by the Centre with 30 days written notice.
- Unless otherwise stipulated, the Successful Bidder must provide and pay for all materials, equipment and labour necessary to carry out the work. Unless otherwise specified the materials, equipment and workmanship shall be as specified and agreed upon.
- The Bidder warrants that there are no patents, trademarks or other rights restricting the use, repair or replacement of the goods or services furnished or any part thereof. The Bidder agrees to indemnify and save harmless the Centre from and against all claims filed or prosecuted in any manner because of such use, repair, or replacement of the goods or services being a violation of any patent, trademark, or other right.
- The invoices submitted by the supplier must provide the following information:

- Applicable Purchase Order Number
 - Vendors invoice number must be recorded on each invoice
 - Invoice must itemize the unit of purchase, catalogue number and serial numbers, if applicable.
 - HST must be listed separately on the invoice
- One copy of the attached Appendix A must be signed by an authorized officer of the company, and any other required documentation and samples must be enclosed with the tender bid.
 - The Bidder must not use the Centre's name or logo or make reference to this Tender in any advertising copy or other promotional materials or messages without the Centre's prior written consent.

7. GENERAL TERMS AND CONDITIONS

- During the open tender period any required additions, deletions or alterations to the tender requirements will be issued in the form of an addendum. All such changes will become an integral part of the tender. Addendums will be posted on <http://www.nlchi.nl.ca/index.php/procurement> . It is the vendor's responsibility to check the Centre's web site for any addendums to ensure their responses to the tender are complete and accurate.
- The Centre reserves the right to cancel this tender at any point.
- The Centre reserves the right to award the tender in whole or in part.
- Electronic submissions will be accepted. Suppliers can send their responses to procurement@nlchi.nl.ca
- The lowest-price bid or any tender will not necessarily be accepted (unless it meets all specific criteria).
- The purpose of the tender is to acquire the items listed in the Specifications section of the tender only. Cost estimates for additional items such as hardware, travel, training and system installation may be required, however, they will not form part of the evaluation process. The Centre would require this information for planning purposes only. In terms of hardware, vendors would be required to provide a detailed list of hardware requirements necessary to accommodate their solution.
- Tender price must include all applicable set-up, shipping/logistics and insurance costs (FOB ST. John's).
- Prices quoted must be exclusive of HST, be in Canadian currency, and have all other duties and levies included.
- The Successful Bidder must be licensed and authorized to do business in the Province of Newfoundland and Labrador.

- Tenders will be opened publicly at the Centre's building, 70 O'Leary Avenue, St. John's, immediately following the tender closing date (scheduled to be 2:00pm Newfoundland Time, unless otherwise stated). In the event the Centre is closed due to poor weather conditions or other unscheduled closure the tender opening will occur on the next business day at the originally scheduled time (scheduled to be 2:00pm unless otherwise stated). Vendor names only will be released at the time of the opening.
- The successful vendor's name will be posted on the website when the tender is awarded. No pricing information will be released.
- Faxed bids will not be accepted.
- Under no circumstances will extensions be granted. Late responses will be returned unopened. The onus rests with the vendor to contact the Centre to confirm receipt of its proposal before the tender deadline.
- Proposals submitted shall be final and may not be altered by subsequent offerings, discussion or commitments unless the vendor is requested to do so by the Centre.
- Tender evaluation and award of contract for the item will be done in accordance with the procedures outlined in the latest revised *Public Tender Act* and the associated Centre for Health Information procedures.
- In the event that more than one bidder submits equal bids (tie), the Centre will select a preferred bidder in an unbiased way.
- The Centre reserves the right to use the mathematical principles for rounding if the situation warrants.
- The Centre reserves the right to incorporate previous supplier performance, if the situation warrants, as additional/supplemental criteria in the evaluation of the tender. For further clarity, if a supplier did not meet terms, conditions or other commitments from a previous procurement offering, the Centre may not award a tender opportunity to this supplier. This remains the case although the poorly performing supplier provided the lowest bid and met all specifications.
- The Centre may require vendors to provide a product demonstration with their bid. This demo will be incorporated into the tender evaluation process. If an evaluation copy of the software does not integrate well with the Centre's current infrastructure, the bid may be disqualified.

8. INSTRUCTIONS TO BIDDERS

Vendors must submit their bid, with tender number clearly identified, before 2:00 pm Newfoundland Time (unless otherwise stated) using either of the methods below:

1. Electronic submissions – bids must be received by the deadline at procurement@nlchi.nl.ca; or
2. By mail or courier – bids must be received by the deadline at
NL Centre for Health Information

70 O'Leary Avenue
St. John's, NL A1B 2C7
Attn: Supply Chain and Contracts Lead

Please note: regardless of submission method, sample items must arrive to the Centre by the deadline.

Appendix A:

Vendor Profile

(Electronic copies of the appendices can be obtained by visiting www.nlchi.nl.ca/index.php/procurement or request through procurement@nlchi.nl.ca)



**Printed Materials SOA
Tender #: 2016-020**

Contractor Information:

Company Name and Address:

Telephone Number: _____

Fax Number: _____

Email: _____

Web Address: _____

I agree with all of the terms and conditions of this tender (including those posted at www.nlchi.nl.ca/index.php/procurement Yes _____ No _____

I have read and understood each of the addendums posted to the Centre's website relative to this tender Yes _____ No _____

Name and Contact information for local sales and service rep:

Authorized Company Representative Signature

Authorized Company Representative Print

Company

Date

Appendix B:

Vendor Response Pricing Table

(Electronic copies of the appendices can be obtained by visiting www.nlchi.nl.ca/index.php/procurement or request through procurement@nlchi.nl.ca)

Vendor Response Table 2016-020 Standing Offer for Printed Materials					
Product (Full description available in Section 3 of Tender Document)	Lead time (Days)	Lead time after text change (Days)	Estimated Annual Quantity (each)	Unit of Measure (ex. Box of 500)	Unit Price (ex. 1 Box of 500)
1. Brochures 3 panel fold; full colour Size: 12" x 9" folded to 4" x 9" Stock: "Digital" Gloss Text- 100 lb Ink Colours: 4 colour process two sides (Digital output) Finishing: Trim, fold & carton pack			2,000		
2. Fact Sheets; 8 ½ x 11; full colour			1,500		
3. Bag stuffer Size: 7" x 3.25 Stock: Gloss Text- 100 lb Ink Colours: 4 colour process two sides Finishing: Trim, elastic band & carton pack			10,000		
4. Report Document			100		
5. Thank you cards and blank white envelopes Size: 8.5" x 5.5", score and fold to 4.25" x 5.5" Full colour			500		
6. Posters full colour Size: 11 x 17 Stock: Digital Gloss Text Ink Colours: 4 colour process Finishing: carton pack			500		

**All unit prices must be inclusive of set-up fees and shipping