

Tender Terms and Conditions

Updated: March 28, 2018

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Newfoundland and Labrador Centre for Health Information**

1.0 SUBMISSION FORMAT

To participate in the tendering process, vendors **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, vendors 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.

2.0 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. Please check tender document for deadline for questions.

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

3.0 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 <https://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 product shipping/logistics and insurance costs (FOB ST. John's).
- Prices quoted must be in Canadian currency and all other duties and levies included.
- 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).
- The successful vendor's name will be posted on the website when the tender is awarded. No pricing information will be released.
- From the specifications listed in the document, the Centre reserves the right to order a different quantity of products than what is listed in the tender (no new products will be added).
- 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 Procurement 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.
- Notification of tender may be available on other websites, but the Centre website is the official source for tender documents and information.

4.0 INSTRUCTIONS TO BIDDERS

Vendors must submit their bid, with tender number clearly identified, before 2:00 pm Newfoundland Time (unless otherwise stated) on the closing date to the address below:

NL Centre for Health Information
70 O'Leary Avenue
St. John's, NL A1B 2C7
Attn: Business Services Officer