



**REGIONAL DISTRICT  
of Fraser-Fort George**

**INVITATION TO QUOTE  
CS-20-04**

**SUPPLY OF 4RF CHANNEL UNITS  
AND TRIB SWITCHES**

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## **INVITATION TO QUOTE**

The Regional District of Fraser-Fort George (the “Regional District”) invites written Quotations from qualified Bidders to provide 4RF Channel Units and Trib Switches to be delivered to Prince George BC.

Invitation to Quote (ITQ) documents may be obtained on or after Thursday April 16, 2020:

- a) In a PDF (public document format) file format from the Regional District's website [www.rdffg.bc.ca](http://www.rdffg.bc.ca);
- b) On the BCBid® website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca)

All subsequent information regarding this ITQ, including amendments, addenda and answers to questions will also be available as above.

It is the sole responsibility of the Bidder to ascertain that they have received a full set of the ITQ documents, amendments and/or addenda. Upon submission of their Quotation, the Bidder will be deemed conclusively to have been in possession of a full set of the ITQ documents.

All questions relating to this project must be submitted by email to the Project Manager:

Melanie Perrin, Manager of Public Safety Operations  
Regional District of Fraser-Fort George  
155 George Street, Prince George BC V2L 1P8  
Email: [mperrin@rdffg.bc.ca](mailto:mperrin@rdffg.bc.ca)

### ITQ Schedule:

- Release Date: Thursday, April 16, 2020
- Deadline for Inquiries: 4:00pm PST: Tuesday May 5, 2020
- **ITQ Closing: 2:00pm PST:** **Wednesday, May 13, 2020**

### Quotation Submissions

Sealed Quotations will be received by the General Manager of Financial Services on the 3<sup>rd</sup> floor at the Regional District of Fraser-Fort George office, 155 George Street, Prince George, BC, V2L 1P8 until 2:00 p.m. local time, Wednesday May 13, 2020.

Emailed Quotations must be in a PDF format and labelled in the subject line “RDFFG ITQ CS-20-04 – Insert Bidder’s Name” and emailed to:

General Manager of Financial Services  
Email – [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca)

For closing purposes, the official time of receipt of Quotation submission is determined by the time of receipt of the email.

The Regional District will not accept or consider Quotations transmitted by facsimile or delivered to an email address other than the address identified.

The responsibility for submitting a response to this Invitation to Quote to the correct email address on or before the closing date and time, will be solely and strictly the responsibility of the Bidder.

Qualified Bidders must complete and submit pages 5 through 7, including the Schedule of Prices, Goods and Services Tax Information, and Conflict of Interest Disclosure Statement. Submissions received after the stated closing date and time will be disqualified and not considered by the Regional District. Each amendment and addenda must be signed by the Bidder and be included with their quotation submission.

Bidders will complete and submit three (3) copies of their Quotation. Each copy must be complete and unabridged and must not refer to any other copy for additional information, clarification, or details.

One of the three (3) copies, the original (containing original signatures), is to be clearly identified as the original Quotation. In the event of discrepancy between the original submission and the remaining two (2) paper copies, the original document will prevail. Should it be in question which submitted version is to be taken as the original, the Regional District's determination will be final and binding on all parties.

Quoted prices must remain in effect for thirty (30) days after the closing date and time. Quotations will be evaluated on the Quoted price and bidder's experience. The Regional District reserves the right to reject any and all Quotes; the lowest price will not necessarily be accepted.

All applicable taxes will be shown separately. The successful Bidder will be required to itemize taxes on all invoices submitted to the Regional District.

The following information **must be written on the outside of the sealed envelope containing the Quoted submission, as well as on the outside of the courier envelope (if sending by courier):**

Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George BC V2L 1P8

Invitation to Quote CS-20-04  
Supply of 4RF Channel Units and Trib Switches

Responding bidder's name and address.

To be considered, the Quotation must contain the original signature of an authorized signatory of the Bidder. By signing the Quotation, the Bidder is bound to statements made in response to this. Any Quotation received by the Regional District that is unsigned will be rejected.

**Quotations not submitted in strict accordance with these instructions or not complying with the requirements in this ITQ may be rejected.**

The Regional District will not be responsible for any costs incurred by Bidders which result from the preparation or submission of documents pertaining to this ITQ. The accuracy and completeness of the Quotation is the Bidder's responsibility. Should errors be discovered they will be corrected by the Bidder at their expense.

#### Regional District's Right to Reject Quote

The Regional District reserves the right to reject any and all Quotes; the lowest will not necessarily be accepted.

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The Regional District reserves the right, in its sole discretion, to waive informalities in Quotes, reject any and all Quotes, or accept the Quote deemed most favorable in the interests of the Regional District. No Bidder shall have any claim for any compensation of any kind whatsoever as a result of participating in this Invitation to Quote.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a Quote, a Bidder agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Bidder in preparing its Quote for matters relating to the Agreement or in respect of the competitive process, and the Bidder, by submitting a Quote, waives any claim for loss of profits if no agreement is made with the Bidder.

If a Quote contains a defect or fails in some way to comply with the requirements of the Invitation to Quote documents, which in the sole discretion of the Regional District is not material, the Regional District may waive the defect or accept the Quote.

The Regional District reserves the discretion to reject any Quote submitted by a Bidder, where one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that Bidder (or in the case of a Quote submitted by a Bidder who is an individual person, where that individual) is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

When submitting this Quote the Bidder must complete a Conflict of Interest Disclosure Statement (page 7).

The Regional District reserves the right to reject any Quote submitted by a Bidder that is, or whose principals are, at the time of bidding, engaged in a lawsuit against the Regional District in relation to work similar to that being Quoted.

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**SCHEDULE OF PRICES – QUOTED PRICE**

To supply radio equipment for the Regional Districts new Fire Operations Communication Centre, the Regional District's new Fire Operations Communication Backup Centre and Tabor Mountain communication site all located in Prince George BC.

- 1) Total Price (GST not included):
- a) Four (4) units of 4RF Aprisa XE Trib Switches  
(taxes not included) \$ \_\_\_\_\_
  - b) Twenty (20) units of 4RF Aprisa XE APXI-Q4EM cards  
(taxes not included) \$ \_\_\_\_\_
- 2) Quote Sum
- c) TOTAL Quote Sum (of a) and b))  
(taxes not included) \$ \_\_\_\_\_

Is GST payable?  Yes  No

Delivery Preference is June 15, 2020.  
State Delivery Date being Submitted: \_\_\_\_\_

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**GOODS AND SERVICES TAX INFORMATION**

Bidder: \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Phone Number

Are you a GST Registrant? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, please indicate your GST Registration Number

\_\_\_\_\_

If NO, Please fill in the following (check appropriate box):

Bidder qualifies as a small bidder under Section 148 of the legislation

Other: Specify \_\_\_\_\_  
\_\_\_\_\_

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**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**PROCUREMENT PROCESS**

**CS-20-04 SUPPLY OF 4 RF CHANNEL UNITS AND TRIB SWITCHES**

Bidder Name: \_\_\_\_\_

The Bidder, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Bidder on this Procurement Process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Bidder with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

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By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Name of Person Signing Disclosure

\_\_\_\_\_  
Authorized Representative of:

\_\_\_\_\_  
Signature of Person Making Disclosure

\_\_\_\_\_  
Date Signed