



**REGIONAL DISTRICT
of Fraser-Fort George**

**INVITATION TO TENDER
DS-25-01**

**SUPPLY AND DELIVERY OF
2025 Subaru Forester Sport**

Date Issued: March 25, 2025

Closing Location: Regional District Office
3rd Floor, 155 George Street,
Prince George, BC V2L 1P8

Closing Date and Time: **Wednesday, April 16, 2025**
2:00 pm (Pacific Standard Time) No
Public Opening

General Inquiries: Email Dana Ferguson: (dferguson@rdffg.bc.ca)

Note: Late submissions will not be considered

Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone 250-960-4400 / Toll Free 1-800-667-1959
www.rdffg.ca

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1.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George, hereinafter referred to as the Regional District, invites tenders for the supply and delivery of one 2025 Subaru Forester Sport.

1.1 Tender Documents

Invitation to Tender Documents may be obtained on, or after, Tuesday, March 25, 2025 as follows:

- a) in a PDF (public document format) file format from the Regional District's website at www.rdffg.ca;
- b) on the BC Bid® website at www.bcbid.gov.bc.ca;

All subsequent information regarding this Invitation to Tender (ITT), including amendments, addenda and answers to questions will also be available as above.

It is the sole responsibility of the Tenderer to ascertain that they have received a full set of the ITT documents. Upon submission of their tender document, the Tenderer will be deemed conclusively to have been in possession of a full set of the ITT documents.

Inquiries relating to this ITT must be made in writing by email to:

General Inquiries:

Dana Ferguson
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8
Phone: (250) 960-4400
Email: dferguson@rdffg.bc.ca

1.2 Tender Submissions and Closing Date

The Regional District will accept tenders submitted by direct delivery to the Regional District's main office. All tenders must be submitted to the Regional District's **General Manager of Financial Services by 2:00 p.m. (local time) on Thursday, April 16, 2025.**

All emailed documents must be in PDF format and should be in one combined file. Tenderers should ensure that the files should not collectively exceed **25MB**. Zip the files to reduce the size or email separately, if needed. Submitting the files via Drop Box, FTP, or similar programs, is not acceptable. Tenders must be submitted to purchasing@rdffg.bc.ca. The subject line of the email should read "DS-25-01 Invitation to Tender – Supply and Delivery of one Subaru Forester Sport – Attention General Manager of Financial Services."

OR:

Two (2) complete copies of the Tender must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the tender, as well as on the outside of the courier envelope/box (if sending by courier):

- 1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
- 2. Invitation to Tender, DS-25-01
Supply and Delivery of one 2025 Subaru Forester sport

3. Responding Tenderer's name and address.

To be considered, tenders must be signed by an authorized signatory of the tenderer. By signing the tender, the tenderer is bound to statements made in response to this ITT. Any tender received by the Regional District that is unsigned will be rejected.

Tenders submitted by fax electronically or not in original Regional District format will **NOT** be accepted. Any tender received after the closing date and time will be considered disqualified and will be returned to the Tenderer.

Tenders not submitted in strict accordance with these instructions or not complying with the requirements in this ITT may be rejected.

The Regional District will not be responsible for any costs incurred by tenderers as a result of the preparation or submission of a tender pertaining to this ITT. The accuracy and completeness of the tender is the tenderer's responsibility. Should errors in a tender be discovered, the tenderer shall be solely responsible for any additional costs incurred by that tenderer in the performance of the work and shall be solely responsible to correct any deficiencies or errors in that tender at their expense.

Quoted prices must remain in effect for sixty (60) days after the closing date and time.

1.3 Acknowledgement Letter

Upon receipt of this ITT, a potential tenderer is requested to complete and sign the Acknowledgement Letter and mail or email the signed Acknowledgement Letter to Dana Ferguson, at dferguson@rdffg.bc.ca.

A tenderer who signs and returns the Acknowledgement Letter is not obligated to submit a tender.

Any tenderer who does not submit the Acknowledgement Letter will not be sent any amendments, addenda, or answers to questions and their tender may be disqualified if it is incomplete or non-compliant as a result of the tenderer's failure to acknowledge receipt of an addendum in accordance with this ITT, or as a result of the tenderer's failure to comply with the requirements of an amendment or addendum to this ITT.

1.4 Regional District's Right to Reject Tender

The Regional District reserves the right, in its sole discretion, to waive informalities in tenders, reject any and all tenders, or accept the tender deemed most favorable in the interests of the Regional District. The lowest, or any tender, will not necessarily be awarded.

Tenders which contain qualifying conditions or otherwise fail to conform to the instructions contained in this ITT may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration tenders which are non-conforming because they do not contain the content or form required by the ITT, or for failure to comply with the process for submission set out in this ITT, whether or not such non-compliance is material.

The Regional District reserves the right to reject a tender based on potential or perceived conflict of interest on the part of a tenderer. Without limitation, the Regional District reserves the discretion to reject any tender where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the tenderer, 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; or

- b) in the case of a tender submitted by a tenderer 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 a tender, the respondent is required to complete, sign, and include with their proposal a Conflict of Interest Disclosure Statement (page 12).

The Regional District reserves the right to reject any tender submitted by a tenderer who is, or whose principals are, at the time of tendering, engaged in a lawsuit against the Regional District in relation to work similar to that being tendered.

1.5 Claims for Compensation

No tenderer shall have any claim for compensation of any kind whatsoever as a result of participating in this ITT.

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 tender, a tenderer agrees that they will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Tenderer in preparing their Tender for matters relating to this ITT or in respect of the competitive tender process, and the Tenderer, by submitting a tender, waives any claim for loss of profits if a contract is not entered into with the Tenderer.

1.6 Proof of Ability

A Tenderer will be competent and capable of supplying the product. The Regional District may request proof of ability.

1.7 Discrepancies or Omissions

Tenderers finding discrepancies, errors, or omissions in this ITT, or requiring clarification on the meaning or intent of any part therein, should immediately request in written form by email to Dana Ferguson, dferguson@rdffg.bc.ca. Upon receipt of the written request for clarification, Dana Ferguson will send written instructions or explanations to all parties registered as having returned the Acknowledgement Letter. The Regional District will not accept responsibility for any damages, costs or expenses incurred by a tenderer in reliance on oral instructions. Any work done in preparation of a tender after discovery of discrepancies, errors or omissions in the ITT will be done at the tenderer's risk unless the discrepancy, error or omission is reported to Dana Ferguson in accordance with this provision.

NOTE: The last day that requests for clarification or inquiries may be made is Monday, April 14, 2025, at 4:30 pm (local time) in order that addendums, if necessary, are issued in time for all tenderers to complete their submission and have it delivered to the Regional District office prior to the closing time and date of the ITT.

1.8 Examination of Contract Documents

The Tenderer shall be deemed to have satisfied themselves as to the sufficiency of the tender for the product and the prices stated on the Tender Form. These prices shall cover all their obligations under the Tender, and all matters necessary for the proper supply of the product.

2.0 **TENDER FORMAT**

Tenderers are asked to respond in the manner outlined below and submit **two (2) complete copies** of their tender. The following format and sequence, with all pages consecutively numbered, is to be followed in order to provide consistency in tenders and to ensure each tender receives full and complete consideration.

- a. Tenderers will complete pages 9 through 12:
 - Tender Form: to be completed, signed, and witnessed
 - Specification Sheet to be completed
 - Goods and Services Tax Information
 - Conflict of Interest Disclosure Statement
- b. Additional information that the tenderer may choose to provide.
- c. All amendments and addenda, if any, issued for this ITT. Each amendment and addendum must be signed by the tenderer and included with the tender and will form part of the tender and contract documents.

3.0 CONTRACT

3.1 Award of Contract

All tenderers will be advised, in writing, as to the awarding of the Contract.

The Regional District may, in its sole discretion, delay the date of awarding the Contract if deemed appropriate by the Regional District.

The Regional District intends to award the Contract to a Tenderer who most closely meets the conditions and specifications herein for the lowest price.

The Dealership Service Agreement together with the Tender documents forms the Contract.

The Regional District reserves the right to disqualify any tender that fails to meet any of the requirements or specifications herein.

The Regional District reserves the right not to proceed with the award of any contract resulting from this tender process.

3.2 Timeline

March 25, 2025	Tender documents available
April 14, 2025	Deadline for Inquiries
April 16, 2025	Tender opening and analysis at Regional District

4.0 OWNERSHIP AND FREEDOM OF INFORMATION

Tenders will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this ITT. Each tender should clearly identify any information that is considered to be confidential or propriety information. Tenderers are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, including tenders, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for tenderers, upon request by a tenderer, subject to the *Freedom of Information and Protection of Privacy Act*.

ACKNOWLEDGEMENT LETTER

The undersigned has received a full set of ITT DS-25-01 Supply and Delivery of one 2025 Subaru Forester sport.

Authorized Signatory Signature

Name of Tenderer

Name (Please print)

Address

Title

City, Province, Postal Code

Phone Number

Email

Date

I/We presently intend ☐ to provide ☐ not to provide a Tender.

Please return immediately by email to:

Dana Ferguson
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Email: dferguson@rdffg.bc.ca

TENDERER CHECKLIST

Before submitting your Tender, check the following points:

- ☐ Have you submitted the Acknowledgement Letter?
- ☐ Has the Tender Form been signed?
- ☐ Has the Goods and Services Tax Information been completed?
- ☐ Has the Specification Sheet been completed?
- ☐ Has the Conflict of Interest Disclosure Statement been completed?
- ☐ Are all amendments and/or addenda, if any, included and signed?
- ☐ Have you included two (2) complete copies of your tender submission?
- ☐ Is the submission enclosed in a fully labelled **sealed** envelope?
- ☐ Are the tender submission envelope and the courier envelope both labelled fully?

Note: Your tender may be disqualified if ANY of the applicable foregoing points have not been complied with.

Two (2) complete copies of your Tender must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the tender, as well as on the outside of the courier envelope/box (if sending by courier):

- ☐ Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
- ☐ Invitation to Tender DS-25-01
Supply and Delivery of one 2025 Subaru Forester Sport
- ☐ Tenderer's name and address

OR

All emailed documents must be in PDF format and should be in one combined file. Tenderers should ensure that the files should not collectively exceed **25MB**. Zip the files to reduce the size or email separately, if needed. Submitting the files via Drop Box, FTP, or similar programs, is not acceptable. Tenders must be submitted to purchasing@rdffg.bc.ca. The subject line of the email should read "DS-25-01 Invitation to Tender – Supply and Delivery of one Subaru Forester Sport – Attention General Manager of Financial Services."

TENDER FORM

Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8

ATTENTION: General Manager of Financial Services

The price tendered shall be in Canadian funds and include duties, royalties, handling, levies, transportation, delivery, dealer preparation, overhead, profit and all other charges. The Goods and Services Tax and the Provincial Sales Tax are to be shown separately.

According to the tender specifications, pricing is to be submitted to provide the following F.O.B.(*free on board*) to Prince George, BC and shall be good for duration of 90 days from date of tender opening:

1. Supply and delivery of one 2025 Subaru Forester Sport to all terms and conditions outlined in the Specification Section herein.

Price –Subaru Forester sport	\$ _____
Delivery Charges	\$ _____
Environmental Levy (Tire and Battery)	\$ _____
GST	\$ _____
PST	\$ _____
Total Tender Sum	\$ _____

State delivery date _____

Signature of Authorized Signatory

Name of Tenderer

Name of Authorized Signatory (Please print)

Address

Title

City, Province, Postal Code

Email

GOODS AND SERVICES TAX INFORMATION

Supplier: _____
Name _____

Address _____

City _____ Province _____

Postal Code _____ Phone Number _____

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

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

☐ Supplier qualifies as a small supplier under s.148 of the legislation

☐ Other: Specify _____

Signature of Authorized Person

Print Name

Title

Date

SPECIFICATION SHEET

We understand the difficulty of designing a specification sheet that conforms to all of the different manufacturer's specifications. As a result, we have included a column for the Tenderer to confirm compliance with the specification or specify variations. This column **must be completed and submitted** and will be a factor in determining the successful Tenderer.

ITEM	SPECIFICATIONS	COMPLIANT (YES/NO)	STATE THE VARIATION OF ITEM BEING SUPPLIED OR ADDITIONAL INFORMATION
Model	2025 Subaru Forester Sport		
Trim	Sport		
Exterior Colour	White		
Interior Colour			
Tires	All terrain M&S		
Remote start	Required		
Keys	3 sets of keys		
Additional Items (Supply prices)	<ul style="list-style-type: none"> • Undercoat/rust proofing (specify product) • All-weather liner package • Cargo separator 		
Warranty	State Warranty		
Delivery	State delivery date to the Regional District (155 George Street, Prince George, BC)		

CONFLICT OF INTEREST DISCLOSURE STATEMENT

DS 25-01 Supply and Delivery of one 2025 Subaru Forester Sport

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:

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

Signature of Person Making Disclosure

Date Signed