



# **REGIONAL DISTRICT of Fraser-Fort George**

**INVITATION TO QUOTE PS-24-04**

**SUPPLY OF C&D TEL 12-180Fa 12 VOLT 180 AMP HOUR BATTERIES**

Regional District of Fraser-Fort George  
155 George Street, Prince George BC V2L 1P8  
Telephone 250-960-4400 / Toll Free 1-800-667-1959 / Fax 250-562-8676  
<http://www.rdffg.ca>

---



**TABLE OF CONTENTS**

<b>INVITATION TO QUOTE – Supply of C&amp;D TEL 12-180 Fa 12 Volt 180 amp hour batteries</b> .....	<b>3</b>
<b>SCHEDULE OF PRICES</b> .....	<b>6</b>
<b>GOODS AND SERVICES TAX INFORMATION</b> .....	<b>7</b>
<b>CONFLICT OF INTEREST DISCLOSURE STATEMENT</b> .....	<b>8</b>



**INVITATION TO QUOTE – Supply of C&D TEL 12-180 Fa 12 Volt 180-amp hour batteries**

The Regional District of Fraser-Fort George (the “Regional District”) invites written Quotations from qualified Bidders to provide 47 C&D TEL 12-180 Fa 12Volt 180-amp hour batteries for the Regional District’s Volunteer Fire Departments and Communication Sites, located in Prince George BC and the surrounding area.

**ITQ DOCUMENTS**

Invitation to Quote (ITQ) documents may be obtained on, or after May 7, 2024 as follows:

- a) in a PDF (public document format) file format from the Regional District’s website at [www.rdffg.ca](http://www.rdffg.ca); or
- b) on the BC Bid 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.

**Questions relating to this ITQ must be emailed directly to the Project Manager:**

Bonnie Seitz, Community Services Leader  
[bseitz@rdffg.bc.ca](mailto:bseitz@rdffg.bc.ca)

**Deadline for question submissions is 4:00 p.m. (local time) Wednesday May 15, 2024.**

Those questions that are determined to be of a common interest to all potential Bidders will be summarized and posted as Addendum(s) on the websites.

**ITQ SCHEDULE**

- Issue Date: Tuesday, May 7, 2024
- Deadline for Inquiries: 4:00pm PST, Wednesday, May 15, 2024
- **ITQ Closing: 2:00pm PST, Wednesday, May 22, 2024**
- Award Date: Anticipated Thursday, May 23, 2024

**DELIVERY OF QUOTES AND CLOSING DATE**

Qualified Bidders must complete and submit pages 6 through 8, including the Schedule of Prices – Quoted Price, Goods and Services Tax Information, and Conflict of Interest Disclosure. Each amendment and addenda must be signed by the Bidder and be included with their quotation submission.

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.

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 accept Quotes submitted by email or by direct delivery to the Regional District main office. All Quotes must be submitted to the Regional District's General Manager of Financial Services by 2:00 p.m. (local time) on Wednesday May 22, 2024.

Submissions must be directly delivered to the Regional District in one of two ways.

### **Email Submission**

Email format with the Quote attached to the email in a PDF, or equivalent, format and emailed to [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca). The subject line should read ITQ PS-24-04 – Insert Bidder's Name. Maximum collective file size able to be received by the Regional District is 35 MB.

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

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.

### **Hard Copy Submission**

Bidders submitting in hard copy 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.

Hard copy format, including three (3) copies, must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the Quote, as well as on the outside of the courier envelope (if sending by courier):

1. Attention: General Manager of Financial Services
2. Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8
3. Invitation to Quote,  
PS-24-04 Supply of C&D TEL 12-180Fa 12 Volt 180-amp hour batteries
4. Responding Bidder's name and address

Quotes submitted by fax or delivered to an email address other than the address identified will **NOT** be accepted. Please do not carbon copy any other Regional District emails. Any Quote received after the closing date and time will be considered disqualified.

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.

### **Rejection of Quote**

The Regional District may, in its sole discretion, reject any and all Quotes, or accept the Quote deemed most favourable in the interests of the Regional District. The lowest, or any Quote, will not necessarily be awarded.



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

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.

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.

Without limiting any other provision of this ITQ, the Regional District may, in its sole discretion, reject a Quote submitted by a Bidder, if the Bidder or any officer or director of a corporate Bidder, is, or has been within a period of two years prior to the Closing Time, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to the Regional District.



**SCHEDULE OF PRICES**

To provide 47 C&D TEL 12-180Fa 12 Volt 180-amp hour batteries, for the Regional District's Volunteer Fire Departments and Communication Sites. Quoted price stated below to include delivery of cylinders to 2259 Quinn Street, Prince George BC.

PRICE per C&D TEL 12-180 Fa 12 Volt 180-amp hour batteries                   \$ \_\_\_\_\_

PRICE for shipping directly to 2259 Quinn Street                                           \$ \_\_\_\_\_

Is GST Payable?                    Yes                    No

State expected delivery date: \_\_\_\_\_

NOTE: There is no forklift at the Quinn Street location, the truck should have a powered drop gate.

\_\_\_\_\_  
Authorized Signatory Signature

\_\_\_\_\_  
Name and Title (Please Print)

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Contact



**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 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 \_\_\_\_\_



**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

PS-24-04 Supply of C&D TEL 12-180 Fa 12 Volt 180-amp hour batteries

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 big 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