



## Request for Quotation

RFQ-2019-03– Early Years Bus

**Issue date:** January, 2019

**Closing date:** 2:00pm PST, January 31, 2019

Prepared by: Desiree Money

Westbank First Nation Purchasing Department

301–515 Highway 97 South,  
Kelowna, BC V1J3Z2  
Telephone: (250) 769-2499  
Attention: Jonathon Mitchell

*Community. Leadership. Pride.*

## INTRODUCTION

### 1. REQUIREMENTS

Westbank First Nation (WFN) is accepting quotations for the supply of one (1) 24 passenger bus. The bus will require seat belts and air conditioning. Please refer to the section labeled 'Schedule "A" – Early Years Bus' for the full list of specifications.

### 2. QUOTATION SUBMISSION

- a. WFN is committed to sustainable business practice where practical and as such is **only** accepting quotations by e-mail to [purchasing@wfn.ca](mailto:purchasing@wfn.ca).
- b. All submissions will be held in strict confidence in the purchasing office. Proponents are requested to remit one (1) copy of their proposal electronically in Adobe format via e-mail to [purchasing@wfn.ca](mailto:purchasing@wfn.ca) ; and are to clearly identify the complete RFP number and name in the e-mail subject line of their submission.
- c. Quotations and other related documents received after the closing time may not be considered by WFN.
- d. The date and time recorded by WFN will take precedence over any machine initialed date and time information on Quotations or revisions.
- e. NOTE: If your response submission exceeds ten (10) MB of file size please contact Purchasing immediately for assistance.
- f. Quotations will not be opened publicly

### 3. CLOSING DATE AND TIME:

Quotations must be received no later than **2:00pm January 31, 2019**.

### 4. CONTACT:

All enquiries with respect to this Request for Quotation are to be directed to:

Jonathon Mitchell  
Purchasing Manager    [JLMitchell@wfn.ca](mailto:JLMitchell@wfn.ca)    250-769-4999 Ext. 1131

## **INSTRUCTIONS TO PROPONENTS**

Prospective Proponents are directed to carefully examine the following information. Failure to follow the instructions may result in disqualification of the Quotation.

### **1. REQUEST FOR QUOTATION FORMAT**

- a. Cover Page,
- b. Introduction - Page 1,
- c. Instructions to Proponents Pages 2 to 4,
- d. Schedule "A" – Early Years Bus (Filled) - Pages 5 to 6,
- e. Quotation Form (Filled) - Pages 7 to 8.

### **2. PARTICULARS AFFECTING AMOUNT OF QUOTATION**

Substitutions are not acceptable as Quotations shall be based on the Minimum Specifications as detailed herein. However, if there are variations in accessories that have been specified, equivalent alternatives may be considered if full descriptive data on the proposed alternatives is submitted with the quotation. WFN reserves the right to determine, at its sole discretion, whether the alternatives are equivalent to the items specified.

#### **Quotation Prices**

Quotation Prices must be in Canadian funds, duty, and delivery and other associated charges included in the Total Price.

The goods requested on the Request for Quotation are being purchased in respect of First Nation Band Management activities on reserve and therefore are not subject to Provincial or Goods and Services taxes.

#### **Quotation Validity**

Quotations shall be open for acceptance for at least 90 days after the closing date.

#### **Delivery**

The awarded supplier is to deliver the Bus to the WFN Lindley Building, Kelowna B.C, V1Z-3J2.

Any delivery fees must be defined in Section 7 – Quotation Form.

### **3. COMPLETION AND SUBMISSION OF QUOTATION**

#### **Form of Quotation**

- a. Proponents shall submit the Quotations on the Quotation Form included in the Request for Quotation. The Quotation Form is the only part of the document that must be submitted. Product trade brochures or product websites are encouraged.
- b. By submission of a Quotation Form, the Proponent acknowledges receipt of any and all addenda issued by WFN.
- c. Alteration, qualification or omission to the Quotation Form may render the Quotation liable to rejection by WFN.
- d. Where applicable, in the event of a discrepancy between the individual or unit prices and total bid amount, the individual or unit prices govern.

#### **Proponent's Expenses**

- a. Proponents are solely responsible for their own expenses in preparing a Quotation. If WFN elects to reject all Quotations, WFN will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Quotation, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.
- b. Further to the preceding paragraph, the Proponent, by submitting a Quotation, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect to the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its quotation and the Proponent, by submitting a quotation, waives any claim for loss of profits if no agreement is made with the Proponent.

#### **Signature on Quotation**

The Quotation must be signed by a person authorized to sign on behalf of the Proponent and to bind the Proponent to its quotation. Any unsigned Quotation will be rejected.

#### **Revisions of Quotation**

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its Quotation prior to the closing date and time. Upon closing time, all Quotations become irrevocable.

#### **Ownership of Quotations**

All documents, including Quotations, submitted to WFN become the property of WFN. They will be received and held in confidence by WFN.

#### 4. ACCEPTANCE OF QUOTATION

##### Lowest Quotation

The lowest or any quotation will not necessarily be accepted.

##### Owner's Discretion

- a. Quotations that contain qualifying conditions or otherwise fail to conform to the Instructions to Proponents may, at the sole discretion of WFN, be disqualified or rejected. WFN may, however, in its sole discretion, retain for its consideration Quotations that are non-conforming because they fail to comply with the instructions to Proponents with regard to content, form, submission process or any other matter.
- b. WFN retains the separate right to waive irregularities in the Quotation Form if in WFN's sole discretion such irregularities are of a minor or technical nature.
- c. WFN reserves the right to award multiple contracts, i.e. to more than one Proponent, should it deem this to be in the best interest of WFN.
- d. WFN may, in its absolute discretion, reject and Quotation submitted by a Proponent if the Proponent or any other officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in a legal action against WFN or its elected or appointed officers or employees in relation to any other contract for works or services.
- e. In the event that all of the Quotations received are over budgetary expectations, WFN reserves the right to set aside the Request for Quotation and negotiate with the lowest priced or any Proponent, or with any firm whether or not it's submitted a Quotation.
- f. WFN reserves the right not to proceed with award to any Proponent if it determines, at its sole discretion that not entering into a contract with any of the Proponents would be in the best interest of WFN.

#### 5. EVALUATION

Quotations will be evaluated using the following criteria:

Criteria	Percentage
Price	35%
Specifications	15%
Delivery Time	45%
Value added Services	5%
Total	100%

#### 6. PURCHASE ORDER

WFN will not be obligated in any manner to any potential supplier whatsoever until a Purchase Order has been issued by WFN respecting a Quotation. WFN Terms and Conditions of Purchase, as found on [www.WFN.ca](http://www.WFN.ca) will apply to the supplied purchase order.

**Schedule “A” – Early Years Bus**

These specifications are for (1) one Bus similar or equal to a 2019 Ford T-Series Micro Bird MBII. Westbank First Nation is requesting proposals for a new, current model year vehicle that meets or exceeds the specifications detailed in Schedule “A”– Bus Specifications.

Except where stated otherwise herein, the Specifications describe what is considered necessary to meet the performance requirements of WFN and Proponents should bid in accordance with such Specifications, or if the Proponent cannot meet the Specifications, the Proponent may offer an alternative which it believes to be the equivalent.

*Specifications' were based on a 2019 Ford T-Series Micro Bird Bus. Please elaborate manufacturer specifications in 'proposed specification' and 'comment' lines*

Bus Specifications		Desired Specification	Proposed Specification Early Years Bus	Comments
<b>Summary</b>	Max Capacity	25		
	Model:	Domestic		
	Wheelbase	138” SRW		
	Engine	3.7LK Gas		
	Year:	Current Model Year		
	Colour:	White		
<b>Mechanical</b>	Fuel Tank	25 Gallons		
	Transmission	6 - spd automatic		
	Brakes	4-wheel anti lock		
	GVWR	9,500 lbs		
	Alternator	220 amp		
	Remote Vehicle Start	Yes (preferred)		
	Trailer Wiring and Hitch	Yes		
	Tires	235/65R16 (SRW)		
<b>Other</b>				

Bus Specifications Cont.		Desired Specification	Proposed Specification Early Years Bus	Comments
<b>Interior</b>	Seatbelt	Lap belts		
	Air Conditioning	Yes		
	AM/FM/CD & MP3 Player w/Steering Wheel Control	Yes		
	Fuel/Tire/Service Warning	Yes		
<b>Extras</b>	Backup Alarm	Yes		

**7. QUOTATION FORM**

**This page and all the Quotation Form pages, including Schedule "A" and the Authorised Signing Officer, must be submitted, i.e. pages 5-8.**

WFN is exempt GST and PST, therefore, neither should be noted nor included in the prices.

<b>Schedule "A" – Early Years Bus</b>	
Proposed Bus Price as per Specifications Offered:	\$
Net Price (FOB Destination - WFN Lindley Building):	\$
Environmental Levies:	\$
Sub Total:	\$
Taxes - Not Applicable:	N/A
<b>Total Price:</b>	<b>\$</b>

**BUS LEASE**

Please state lease payments matching the proposed Bus in Schedules "A" on a 48 month terms with 20k down.

Bus	Fees/Charges/ Delivery	Lease Payment Amount	Buyout	Notes
Early Years Bus				

**BUS DELIVERY**

Please state below the earliest date the proposed Bus can be delivered after receipt of a WFN Purchase Order.

Bus	Day	Month	Year	Notes
Early Years Bus				

**VALUE ADDED / EXTRA SERVICES**

Please provide extra details or value added information the proponent feels gives them a competitive advantage over their competitors.



The undersigned agrees that they have read and fully understand the terms, conditions and specifications contained herein and agrees to be bound by the same at the prices quoted. If a purchase order is issued by WFN to the undersigned, the undersigned will be bound and will comply with the terms and conditions contained in the Request for Quotation and the purchase order which will constitute the full and complete agreement between the parties.

<b>Authorized Signing Officer</b>			
<b>Legal Business Name:</b>			
<b>Other names your company operates under:</b>			
<b>Address:</b>			
<b>City:</b>		<b>Province:</b>	
<b>Telephone:</b>		<b>Email:</b>	
<b>Signature:</b>			
<b>Title:</b>		<b>Date:</b>	