



Request for Quotation

RFQ-2020-05 – Hybrid SUV and EV

Issue date: July 14, 2020

Closing date: 2:00pm PST, July 23, 2020

Prepared by: Jonathon Mitchell

Westbank First Nation Purchasing Department

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

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INTRODUCTION

1. REQUIREMENTS

Westbank First Nation (WFN) is accepting quotations for the supply of (1) mid-size Hybrid SUV and (1) one small Electric Vehicle. Please refer to the section labeled 'Schedule "A" – Hybrid SUV and EV Specifications' for a list of required 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.
- 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 ; and are to clearly identify the complete RFP number and name in the e-mail subject line of their submission.
- c. WFN reserves the right to lease or purchase one or both vehicles, or cancel this quotation.
- d. Quotations and other related documents received after the closing time may not be considered by WFN.
- e. The date and time recorded by WFN will take precedence over any machine initialed date and time information on Quotations or revisions.
- f. NOTE: If your response submission exceeds ten (10) MB of file size please contact Purchasing immediately for assistance.
- g. Quotations will not be opened publicly

3. CLOSING DATE AND TIME:

Quotations must be received no later than **2:00pm July 23, 2020**.

4. CONTACT:

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

Jonathon Mitchell
Purchasing Manager jlitchell@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" – Hybrid SUV and EV Specifications (Filled) - Pages 5 to 8,
- e. Quotation Form (Filled) - Pages 9 to 10

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(s) are to deliver the vehicles(s) to the WFN Lindley building, located at 101-515 Hwy 97S, Kelowna BC, V1Y-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	35%
Delivery Time	25%
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 will apply to the supplied purchase order.

SCHEDULE "A" – Hybrid SUV and EV Specifications

The specifications below are for (1) one Hybrid SUV similar or equal to a 2020 Toyota Highlander and (1) Small EV similar or equal to a Nissan Leaf. Westbank First Nation is requesting proposals for a new, current model year SUV, and a lightly used EV.

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 alternatives it believes to be the equivalent.

<i>Specifications based on a 2020 Toyota Highlander. Please elaborate manufacturer specifications in 'proposed specification' and 'comment' lines</i>				
SUV		Desired Specification	Proposed Specification	Comments
Summary	Make:	Any		
	Model:	Any		
	Type:	Hybrid SUV		
	Trim:	LE		
	Year:	Current Model Year		
	Colour:	White		
	Seats:	8		
	Drivetrain	AWD		
Mechanical	Fuel	Hybrid		
	Transmission	6 speed automatic		
	Engine	2.5 litre 4 cylinder		
	Fuel Tank Capacity	65 Litre		
	Wheelbase	112.2		
	Curb Weight	4497		
	Remote Vehicle Start	Yes		
	Length	194.9		
	Width	76		
	Height	68		
	Engine Immobilizer (theft system)	Yes		
	Block Heater	Yes		
Exterior	Doors	Full 4 Door		
	Tires	P235/65 R18		
	Wheels	18"		
	Spare Tire & Wheel	Full Size		
	Moon Roof	Yes		

<i>Specifications based on a 2020 Toyota Highlander. Please elaborate manufacturer specifications in 'proposed specification' and 'comment' lines</i>				
	SUV	Desired Specification	Proposed Specification Hybrid SUV	Comments
	Paint	White		
	Heated Power Mirrors	Yes		
	Splash Guards	Yes		
	Roof-Mounted side rails	Yes		
	Recovery Hooks	Yes		
	Underbody Shield Package	Yes		
	Colored front and rear bumpers	Yes		
	Interior	Speed/Tachometer/Odometer/Trip/Fuel/Water Temp/Battery Gauge	Yes	
Tilt Steering		Yes		
Air Conditioning		Yes		
AM/FM/CD & MP3 Player w/Steering Wheel Control		Yes		
Fuel/Tire/Service Warning		Yes		
Map/Dome Lighting		Yes		
12V DC Outlets		Yes (preferred)		
Rubber Floor Mats		4		
Floor Covering		Vinyl		
Seat Covers		Yes		
Wireless Technology		Bluetooth		
Rear View Camera		Yes		
Cargo Capacity		16'		
Touch Screen		Yes		
Safety	Airbag Sensors	Occupancy Sensor		
	Anti Lock Breaking System	Yes		
	Door Locks	Power		
	In Vehicle Communication System	Yes		
	Rear Child Safety Locks	Yes		
	Side Impact Beams	Yes		
	Blind spot monitor	Yes		
	Lane Tracing Assist	Yes		
Other				

Specifications based on a Nissan Leaf. Please elaborate manufacturer specifications in 'proposed specification' and 'comment' lines

EV		Desired Specification	Proposed Specification	Comments
Summary	Make:	Any		
	Model:	Any		
	Type:	Small car		
	Trim:	LE		
	Year:			
	Colour:	White		
	Seats:	5		
	Drivetrain	FWD		
Mechanical	Fuel	Electric		
	Transmission	automatic		
	Engine	160 KW		
	Battery	62 KWH Lithium-ion Battery		
	Quick charge	Yes		
	Regenerative Braking System	Yes		
	Curb Weight	1737		
	Length	176.4		
	Width	70.5		
	Height	61.6		
Exterior	Doors	Full 4 Door		
	Tires	P215/55 R16		
	Wheels	16"		
	Spare Tire & Wheel	Full Size		
	Moon Roof	Yes		
	Paint	White		
	Heated Power Mirrors	Yes		
	Splash Guards	Yes		
	Fog Lights	Yes		
	One-Touch Rear Hatch	Yes		
	Underbody Shield Package	Yes		
	Colored front and rear bumpers	Yes		
Interior	Speed/Tachometer/Odometer/Trip/ Fuel/Water Temp/Battery Gauge	Yes		
	Tilt Steering	Yes		
	Air Conditioning	Yes		
	AM/FM/CD & MP3 Player w/Steering Wheel Control	Yes		
	Fuel/Tire/Service Warning	Yes		

<i>Specifications based on a Nissan Leaf. Please elaborate manufacturer specifications in 'proposed specification' and 'comment' lines</i>				
	SUV	Desired Specification	Proposed Specification	Comments
	Map/Dome Lighting	Yes		
	12V DC Outlets	Yes (preferred)		
	Rubber Floor Mats	4		
	Floor Covering	Vinyl		
	Seat Covers	Yes		
	Wireless Technology	Bluetooth		
	Rear View Camera	Yes		
	Interior	116		
	Touch Screen	Yes		
	Safety	Airbag Sensors	Occupancy Sensor	
Anti Lock Breaking System		Yes		
Door Locks		Power		
In Vehicle Communication System		Yes		
Rear Child Safety Locks		Yes		
Side Impact Beams		Yes		
Blind spot monitor		Yes		
Lane Tracing Assist		Yes		
Other				

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.

Schedule "A" – Hybrid SUV	
Proposed Hybrid SUV Price as per Specifications Offered (SUV):	\$
Environmental Levies, Delivery Fee, Document Fee, etc. (SUV)	\$
Sub Total:	\$
Taxes - Not Applicable:	N/A
Total Price:	\$
Schedule "A" – EV	
Proposed EV Price as per Specifications Offered (EV):	\$
Environmental Levies, Delivery Fee, Document Fee, etc. (EV):	\$
Sub Total:	\$
Taxes - Not Applicable:	N/A
Total Price:	\$

LEASES

Please state below lease payments matching the SUV and EV proposed in Schedule "A" in 48 month terms

Vehicle	Fees/Charges/Delivery	Lease Payment Amount 48 month	Buyout	Notes
Hybrid SUV (Schedule "A")				
EV (Schedule "A")				

DELIVERIES

Please state below the earliest date the proposed SUV and EV can be expected after award.

Vehicle	Day	Month	Year	Notes
Hybrid SUV (Schedule "A")				
EV (Schedule "A")				

VALUE ADDED / EXTRA SERVICES

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

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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.

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

