



**THE CORPORATION OF THE DISTRICT OF SAANICH
OFFICE OF PURCHASING SERVICES**

2nd Floor - 770 Vernon Avenue, Victoria, BC V8X 2W7
Telephone: (250) 475-5494 Ext. 3481 Fax: (250) 475-5460
Email: purchase@saanich.ca

SALE OF SURPLUS EQUIPMENT QUOTATION FORM

TITLE: Sale of Surplus Equipment: Bouncy Castle		No.	Q 68/18
BUYER :	Linda Penner	PAGES:	Page 1 of 3 plus photos

CLOSING DATE AND TIME: November 20th, 2018 at 3:00 P.M.

NAME OF FIRM SUBMITTING BID

ADDRESS

CITY & POSTAL CODE

NAME OF PERSON SIGNING

SIGNATURE

DATE SIGNED AND SUBMITTED

EMAIL ADDRESS

TELEPHONE #

FAX #

INSTRUCTIONS TO BIDDERS

1.0 Submission

Responses to this Bid can be delivered to the Purchasing Services Section for the Corporation of the District of Saanich ("District") at the address noted on the cover page. The envelope should be marked with the name of the company submitting the Bid (the Bidder) and the Quotation Title, Number, Closing Date and Time.

2.0 Bid

The highest or any Bid will not necessarily be accepted.

3.0 Enquiries

3.1 Enquiries regarding submission requirements should be directed to:

Linda Penner, Office of Purchasing Services

Email: purchase@saanich.ca

3.2 The equipment may be viewed by contacting Deborah Clarke at deborah.clarke@saanich.ca or by phone at 250-475-5467.

3.3 The District, its agents and employees shall not be responsible for any information given by way of verbal communication.

3.4 Any questions that are received by the District that affect this Quotation may be issued as addenda by the District.

4.0 Pricing

The Bidder must show all pricing information in accordance with the section Pricing Information. Unit pricing will not be voluntarily made available as public information. Pricing is to be in Canadian funds.

5.0 Payment Terms

A cheque, money order or cash for the amount of the bid must accompany the submission of the quotation form to guarantee the bid. This deposit will be returned to the unsuccessful Bidders immediately after the award has been made.

6.0 Awards

In the event that only one eligible Bid is received, and/or Bid(s) are considered unacceptable, this Bid may be cancelled or re-issued without any change to the specifications.

7.0 Acceptance

All Bids received by the District are subject to acceptance within SIXTY (60) days after Closing Date.

8.0 Quality of Goods or Services

The District is selling these items on an "as is" basis. The District makes no representations or warranties as to the fitness, quality, suitability or state of repair of these items and accepts no responsibility whatsoever for any damages, loss, repairs, action, suits claims arising out of the failure, breakdown or use of these items.

9.0 Solicitation

If any director, officer, employee, agent or other representative of a Bidder makes any representation or solicitation to any Mayor, Councillor, officer or employee of the District with respect to the Quotation, whether before or after the submission of the Quotation, the District shall be entitled to reject or not accept the Quotation.

10.0 No Claim for Compensation

Except as expressly and specifically permitted in these Instruction to Bidders, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Quotation, and by submitting a Bid each Bidder shall be deemed to have agreed that it has no claim.

11.0 Moving and Transportation

Moving and transportation costs will be the responsibility of the successful Bidder and must be completed within 10 (ten) working days from the date of award.

12.0 Freedom of Information

All Quotations become the property of the District upon submission and will not be returned to the Bidders. Bidders must be aware that the District is a public body subject to the provisions of the Freedom of Information and Protection of Privacy Act. Quotations will be held in confidence by the District, subject to the provisions of the Freedom of Information and Protection of Privacy Act, or unless otherwise required by law.

13.0 Cancellation

The District reserves the right to cancel this Quotation at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by a Bidder as a result of that cancellation.

14.0 Addendums

Any and all addendums to this Bid opportunity will be posted on the District website. It is the sole responsibility of the Bidder to make sure that they are in receipt of all addendums prior to the Closing Date and Time.

PRICING INFORMATION

- Bidders are required to complete the following Pricing Table.
- A minimum bid of \$500.00 has been set on this equipment.
- Bidders should provide details on any assumptions regarding prices.

PRICING TABLE				
ITEM	QTY	UNIT	DESCRIPTION	PRICE
A.	1	ea	Bouncy Castle Blue – Under the Sea 15' x 15' Note: The tears noted in the attached photos are all small (an inch or two) and they are under the bottom of the inflatable. There are no problems with inflating and staying firm.	\$
				GST \$
				TOTAL COST \$