

REQUEST FOR QUOTE (“RFQ”) FOR New Photocopier / Printer / Scanner – Multi-Functional Device (MFDs) Units

RQ213-2017-02

ISSUE DATE:	Wednesday November 15, 2017
DEADLINE FOR PROPONENT ENQUIRIES	Friday December 1, 2017, no later than 5 pm ET (local Toronto time)
DEADLINE FOR ISSUING ADDENDA & RESPONSES TO PROPONENT ENQUIRIES	Tuesday December 5, 2017
PROPOSAL SUBMISSION DEADLINE	Monday December 11, 2017, no later than 3:00pm ET (Toronto Local Time)
Shortlisted Proponents - Demos	Thursday December 14, 2017
Lease Contract Start Date	December 31 st , 2017

PROPONENT ENQUIRIES only by e-mail to: procurement@partnershipagaincancer.ca

****Proponents should reference this RFQ number (RFQ No. RQ213-2017-02) in the subject line of their correspondence.****

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1 BACKGROUND OF RFQ

1.1 Corporate Overview / Background

The Canadian Partnership Against Cancer (the Partnership) works with Canada's cancer community to reduce the burden of cancer through coordinated system-level change. Grounded in and informed by the experiences of those most affected by cancer, the organization plays a unique role working with partners to support multi-jurisdictional uptake of the knowledge emerging from cancer research and best practices in order to optimize cancer control planning and drive improvements in quality of practice across the country. Partners include provincial and territorial cancer programs; federal organizations and agencies; First Nations, Inuit and Métis organizations; national health and patient organizations; and individual experts who provide strategic cancer control insight and advice from both patient and professional perspectives.

Through sustained effort and a focus on the full cancer continuum from prevention and treatment through to survivorship and end-of-life care, the Partnership supports the collective work of the broader cancer control community in achieving long-term outcomes that will have a direct impact on the health of Canadians: reduced incidence of cancer, less likelihood of Canadians dying from cancer, and an enhanced quality of life of those affected by cancer. For more information, visit partnershipagainstcancer.ca. The Partnership has ongoing funding from Health Canada.

The current lease of **three (3)** Ricoh MPC5503 MFDs expire in January 2018. Similar / comparable new leased equipment is required to be delivered and installed at the office location of 145 King Street West, Suite 900, Toronto, Ontario by end of December 2017.

2 INSTRUCTION TO PROPONENTS

2.1 Invitation to Proponents

This **RFQ** is an invitation to vendors (the "**Proponents**") to submit proposals (the "**Proposals**") for **New MFDs and Related Services**, described in Schedule A – Proposal Response Form.

2.2 Enquiries

Proponents should forward all enquiries and other communications, via e-mail only to:
procurement@partnershipagainstcancer.ca

All enquiries should be made via e-mail to the e-mail address above and enquiries submitted in any other way will not be accepted or answered. Proponents acknowledge that all enquiries received from Proponents and corresponding responses provided by the Partnership will be disclosed to all Proponents by way of an Addendum.

All enquiries and communications should be received prior to the Deadline for Proponent Enquiries set out in Section 2.7.

2.3 Proposal Submission

Proponents should submit their Proposals in one envelope with the financial part using the Proposal Form, in Schedule C. The technical part will contain the rest of the Proposal.

Proposals should provide a concise description of your ability to satisfy the requirements of the RFQ. Emphasis should be placed on accuracy, completeness and clarity of content. All parts, pages, figures and tables should be numbered and labelled clearly. The Proposal should be organized as outlined below.

Cover Letter

A cover letter must accompany the Proposal, and must include the following information:

- name and address of the Proponent;
- name, title, telephone number, and e-mail address of the person authorized to commit to the Proponent on the contract; and
- name, title, telephone number, and e-mail address of the person to be contacted regarding the content of the proposal, if different from above.

Table of Contents

The table of contents should list all major components of the Proposal and associated page numbers.

Executive Summary

This summary (maximum one page) is for the Partnership's executive level review and must address the product(s) and services to be provided. It should be oriented toward non-technical personnel, contain a minimum of technical jargon and not include any pricing. A brief summary of your account management team should be provided in this section as well.

Proponent Proposal

Proponents should present and explain their response to each component of the RFQ listed. Failure to respond in this format could result in the elimination of your proposal from consideration. Provide details on your ability to meet each requirement. Answer all questions fully, by addressing each separately. If a requirement is not applicable, please explain why.

Proponents may offer any suitable alternative solutions they deem appropriate, however they must clearly explain these solutions and detail the differences between any new proposed models from those outlined in this RFQ.

Supporting documents requested in this RFQ are to be incorporated into your response document as attachments to the Proposal and must be labelled accordingly. Proponents may include any additional information necessary to evaluate their response in this section; however, the information provided must be brief and relevant. Do not integrate marketing materials into your response document, but rather supply them separately.

Proponents should submit **five (5) printed hard copies** of the Proposal with original signatures, packaged in a sealed envelope and labelled with the Proponent's name and address, delivered to the address below before the Proposal Submission Deadline set out in Section 2.7.

Canadian Partnership Against Cancer Corporation
145 King Street West, Suite 900
Toronto, ON M5H 1J8
Attention: Teresa DeFrenza

Proponents should also submit one electronic copy in Microsoft Word format or Portable Document Format (PDF), sent by e-mail to the e-mail address shown below before the Section 2.7 - Proposal Submission Deadline.

E-mail: procurement@partnershipagaincancer.ca

Proposals submitted in any other manner may not be accepted.

In the event of conflict or inconsistency between the hard copy and the electronic copy of the Proposal, the hard copy of the Proposal shall prevail. **Both the hard copy and electronic copy should be submitted before the Proposal Submission Deadline.** Failure to deliver either the hard or electronic copy to the Partnership, before the Proposal Submission Deadline may result in disqualification. It is the sole responsibility of the Proponent to ensure the hard copy and the electronic copy are received by the Partnership, before the Section 2.7 - Proposal Submission Deadline.

2.4 Agreement for Deliverables

The Partnership will enter into an “Lease” for the provision of the MFDs Specifications with the selected Proponent. Proponents are required to provide their lease term documents with their Proposal.

2.5 Contract Period

It is the Partnership’s intention to enter into a Lease Agreement with only one (1) legal entity. The term of the Lease is to be for a period of up to **three (3) years less a day, with an option for two (2) additional terms of three (3) years, at the Partnership’s discretion with similar or updated state-of-the-art equipment.** It is the intention of the Partnership to engage the Proponent as a Vendor of Record (VOR). The leased equipment will be upgraded every three (3) years to meet the requirements of the Partnership and provide the state-of-the-art technology.

2.6 No Guarantee of Volume

The Partnership makes no guarantee of the value or volume of impressions.

2.7 RFQ Timetable and Process

The following is the schedule for this RFQ:

ISSUE DATE:	Wednesday November 15, 2017
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2.8 Submission Requirements

The Proposal should include:

- Fully completed Schedule A - Proposal Response Form executed by a duly authorized signing officer of the Proponent.
- Provide the names of all officers, directors and major shareholders of the Proponent and sign Schedule B – Form of Offer.
- Fully completed and executed by a duly authorized signing officer of the Proponent Schedule C – Financial Proposal with copy of lease terms and conditions.
- Describe your company’s commitment to offering these services. How long have you been offering these services in the market, what are the plans for expanding current service offerings or launching new services?
- Describe your organization’s future vision, and strategy for growth specifically with regard to advancement in your web service offerings.
- Please describe any other services offered by your organization that you would like us to be aware of as part of this request. These could include but not limited to buy-back programs, disposal services, recycling and/or redeployment programs.
- How many customers do you currently have who are currently utilizing the solution we are requesting? Include details such as the number of organizations that you service as well as their industries.

Failure to include any required components of the Proposal, as listed above may result in disqualification of the Proposal.

2.9 Evaluation Process and Criteria

Proposals will be reviewed and evaluated by an evaluation committee which is comprised of representatives of the Partnership (the “**Evaluation Committee**”).

Mandatory Criteria

- First, the Partnership will evaluate Proposals for compliance with the following Mandatory Criteria:

MANDATORY FORMS:
Proposal Response Form (Schedule A)
Form of Offer (Schedule B)
Financial Proposal Form (Schedule C)
References (Schedule D)

Any Proposal that does not meet the Mandatory Criteria may be disqualified. If a proposal is disqualified, it will not be further evaluated.

Rating Criteria

Next, the Partnership will evaluate and score Proposals based on the following rating criteria:

Evaluation Criteria	Weights	Minimum Required Score
Qualifications and experience of the Proponent <ul style="list-style-type: none"> As outlined in Section 2.8 - Submission Requirements References 	35%	n/a
Demos – For Shortlisted Proponents	15%	n/a
Financial Proposal (see Schedule C)	50%	n/a
Total	100%	65

NOTE: The Partnership reserves the right to revise the minimum required score threshold, if not enough Proposals have met the threshold.

Stages of the Proposal Evaluation

The Partnership may conduct the evaluation of Proposals in the following three (3) stages:

Stage I

Stage I will consist of a review to determine which Proposals comply with all of the mandatory requirements. Proposals which do not comply with all of the mandatory requirements, may, subject to the express and implied rights of the Partnership, be disqualified and not be evaluated further.

Stage II

Stage II may consist of a scoring by the Partnership of each qualified Proposal on the basis of the rating criteria. The Partnership will shortlist the top scoring Proposals and their respective Proponent organizations will be invited to an interview at the Partnership offices. Interviews (if required) to be scheduled, at a time that is convenient for the Partnership.

Stage III

Upon completion of Stage II for all Proposals, the sealed pricing envelope provided by the Proponent(s) that meet the Minimum Required Score will then be opened and Stage III may consist of a review of the pricing submitted for best value. The evaluation of price may be undertaken after the evaluation of mandatory requirements (Stage I) and any rated requirements (Stage II) has been completed.

Cumulative Score

At the conclusion of Stage III, the scores from Stage II and Stage III will be added and, subject to satisfactory reference checks and the express and implied rights of the Partnership, the highest scoring Proposal will be selected and the Proponent of that Proposal will be invited to enter into a Lease Agreement.

The Partnership intends to award an Agreement to the Proponent who submits the most advantageous Proposal to the Partnership as determined by the Partnership through the evaluation process.

The Proposal with the lowest price will not necessarily be selected. While price is a determinant in the selection process, it is to be clearly understood that there should be a full and complete understanding of the services/deliverables to be provided, demonstrated through the Proposal as presented. It is the intention of the Partnership to enter into an Agreement with the Proponent providing the best value to the Partnership as identified through the evaluation process.

If no Proponents demonstrate appropriate qualifications or experience, the Partnership reserves right in its sole discretion, without liability cost or penalty, to cancel this RFQ, or choose not to award an Agreement to any of the Proponents.

2.10 Pricing

The Proponent should assume that it is required to supply and installation all necessary equipment to undertake the lease. The Proponent should submit pricing (Schedule C – Financial Proposal).

3 SUPPLEMENTARY TERMS AND CONDITIONS

The Partnership may amend the schedule for this RFQ in its sole discretion at any time prior to the Proposal Submission Deadline.

3.1 All New Information to Proponents by way of Addenda

This RFQ may be amended only by a written addendum (an “Addendum”) in accordance with this section. If the Partnership, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all Proponents by Addenda made available to all Proponents in the same way as the original RFQ. Each Addendum shall form an integral part of this RFQ. Any amendments or supplements to this RFQ made in any other manner shall not be binding. It is the sole responsibility of the Proponent to ensure that it has received all Addenda pertaining to this RFQ. The Partnership will not take any responsibility for losses, misunderstandings, errors or omissions from the Proponent not having received or reviewed any and all Addenda.

3.2 Ownership of Proposals

All information obtained by the Partnership from Proponents in connection with this RFQ will remain with the Partnership and be retained for internal purposes. Information provided by Proponents in response to this RFQ may be disclosed by the Partnership if permitted or required by law.

3.3 Governing Law of RFQ Process

The RFQ process shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

3.4 Proponents to Follow Instructions

Proponents should structure their Proposals in accordance with the instructions in this RFQ. Where information is requested in this RFQ, any response made in a Proposal should reference the applicable section numbers of this RFQ where that request was made. Proponents responding to the RFQ should provide additional information related to contacts and their corporate identity and status.

The Proponents must submit a signed Form of Offer in the form of Schedule B with its Proposal.

The Proponent should identify a single point of contact through which all communications from the Partnership will be channeled.

Corporate information and signing authority: The legal status (incorporation, partnership, etc.) and registered legal name of the Proponent must be clearly identified in the Proposal, along with the name, title and telephone number of the individual who will be the Proponent’s signing authority for the Agreement. Proponents should also include their HST number or the relevant information required for taxation purposes.

3.5 Proponents Shall Bear Their Own Costs

The Proponent shall bear all of its own costs associated with or incurred in the preparation, presentation and submission of its Proposal including, if applicable, costs incurred for interviews, site visits or demonstrations.

3.6 Communication after Issuance of RFQ

Proponents shall promptly examine all of the documents comprising this RFQ and shall report any errors, omissions or ambiguities, and may direct questions or seek additional information by e-mail to the e-mail address set out in Section 2.2, before the Deadline for Proponent Enquiries set out in Section 2.6. No such communications are to be directed to the Partnership in any other manner. It is the responsibility of the Proponent to seek clarification from the Partnership on any matter it considers to be unclear. The Partnership is under no obligation to provide additional information; but, may do so at its sole discretion.

3.7 Partnership May Seek Clarification and Incorporate Response into Proposal

The Partnership reserves the right to seek clarification and supplementary information from Proponents after the Proposal Submission Deadline. The response received by the Partnership from a Proponent shall, if accepted by the Partnership, form an integral part of that Proponent's Proposal. The Partnership reserves the right to interview any or all Proponents to obtain information about or clarification of their Proposals. If the Partnership receives information at any stage of the evaluation process which results in earlier information provided by the Proponent being deemed by the Partnership to be inaccurate, incomplete, faulty or misleading, the Partnership reserves the right to revisit the Proponent's compliance with the mandatory requirements and/or adjust the scoring of the responses to the rated requirements.

3.8 RFQ Incorporated into Proposal

All of the provisions of this RFQ and its schedules are deemed to be accepted by each Proponent and incorporated into each Proponent's Proposal.

3.9 Confidentiality

All information received by the Proponent provided by or obtained from the Partnership in any form in connection with this RFQ either before or after the issuance of this RFQ:

- is the sole property of the Partnership and must be treated as confidential;
- is not to be used for any purpose other than replying to this RFQ and the performance of any subsequent Agreement; and
- shall be returned by the Proponent to the Partnership immediately upon the request of the Partnership.

3.10 Disqualification

The Partnership may disqualify a Proposal on grounds of faulty submission, improper conduct or provision of inaccurate or misleading information by the Proponent.

3.11 Reserved Rights

The Partnership, without liability, cost or penalty reserves the right to:

1. amend or supplement this RFQ at any time prior to five (5) calendar days before the Proposal Submission Deadline;
2. reject any or all Proposals in its absolute discretion;
3. make public the names of any or all Proponents;
4. verify with any third party any information set out in a Proposal;
5. check references other than those provided by any Proponent;
6. disqualify any Proposal that contains misrepresentations or any other inaccurate or misleading information;
7. make changes, including substantial changes, to this RFQ provided that those changes are issued by way of Addenda in the manner set out in this RFQ;
8. accept any Proposal in whole or in part;
9. cancel this RFQ process at any stage and/or issue a new RFQ for the same or similar services or deliverables;
10. adjust the scoring of or reject a Proponent's Proposal on the basis of:
 - (i) a financial analysis determining the actual cost of the Proposal when considering factors including quality, service, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established);
 - (ii) information provided by references;
 - (iii) the information provided by a Proponent pursuant to the Partnership exercising its clarification rights under this RFQ process; or
 - (iv) other relevant information that arises during this RFQ process; or
11. waive formalities and accept Proposals that substantially comply with the requirements of this RFQ.
12. This RFQ is not an offer to enter into a bidding contract (often referred to as "Contract A") or a contract to carry out the services contemplated in this RFQ (often referred to as "Contract B"). Neither this RFQ nor the submission of a response nor its receipt by the Partnership shall create any contractual rights or obligations whatsoever on either the Partnership or any Proponent, nor oblige the Partnership in any manner whatsoever.

3.12 Negotiations

The Partnership may award a contract on the basis of initial Proposals received, without discussion. Therefore, Proponents' Proposals should contain the Proponents' best terms/information, including all required documentation.

The Partnership reserves the right to enter into discussions/negotiations with the preferred Proponent. The Partnership has the right, as part of the discussion/negotiation to negotiate changes, amendments or modifications to the Proposal as submitted, without offering other Proponents the opportunity to amend their Proposals. There shall not be a binding contract unless and until the Partnership and the Proponent have entered into the Agreement for the provision of the services contemplated in this RFQ on terms and conditions acceptable to the Partnership and the preferred Proponent, at which time the preferred Proponent shall become the successful Proponent.

If for any reason, the Partnership is unable to negotiate a successful contract with the selected Proponent, the Partnership may terminate the negotiations and may either terminate the RFQ process or proceed to enter into negotiations with another Proponent, who shall thereupon become the selected Proponent. This process would continue until a contract has been executed, the RFQ process is terminated.

SCHEDULE A – PROPONENT RESPONSE FORM

Proponents are required to complete the following information and submit it along with their Quotation:

Description of Service, Deliverable or Specification Requirement	Is the Proponent able to meet this requirement? Yes / No	Provide further clarification / details / comments as appropriate to articulate the Proponent's or the MFDs capability. Note: If Proponent's equipment / service exceeds Partnership's requirements, then describe.
MFDs Equipment and Service Requirements:		
1. The Proponent will provide a new (not refurbished, not used) MFDs to the Partnership.		
2. Print Management Server.		
3. Automatic document feeder.		
4. Booklet finisher – 2,500 sheet booklet finisher – staple and saddle-stitch booklets of up to 20 sheets. This requirement is only for 1 of the 3 leased equipment.		
5. The Proponent will directly handle all queries from the Partnership for the MFDs (no third party or subcontractor arrangements allowed).		
6. Proponent will directly perform warranty and service work on the MFDs (no third party or subcontractor arrangements allowed).		
MFDs Equipment Requirements:		
7. Printing speed of up to 60 colour pages per minute minimum. Automatic duplexing		
8. Capacity to manage monthly average minimum (See table end of Schedule A)		
9. Scan to email and file. Print Resolution minimum of 1200 x 1200 dpi		
10. Two and three-hole punch.		
11. Cover insertion tray.		
12. Visible operator notification. Locked print functionality.		

Description of Service, Deliverable or Specification Requirement	Is the Proponent able to meet this requirement? Yes / No	Provide further clarification / details / comments as appropriate to articulate the Proponent's or the MFDs capability. Note: If Proponent's equipment / service exceeds Partnership's requirements, then describe.
13. MFDs can accommodate paper sizes minimum 8.5 x 11 (letter), 8.5 x 14 (legal) and 11 x 17 (ledger)		
14. MFDs can accommodate paper weight and type, minimum requirement 20 lb. bond up to 100 lb. – 14 pt. cover stock duplexed; should also be able to handle minimum 30% PCW recycled paper, tab stocks, perforated stocks, self-sealed forms.		
15. Minimum four paper trays (two of which are high capacity paper trays.)		
MFDs Service Requirements:		
16. The MFDs must meet a Service Level Agreement minimum of 95% up-time. The Proponent is provide sample evidence of the proposed MFDs up-time.		
17. Maximum four (4) hour resolution time for service. (from time of call to fix, unless a non-standard part needs to be ordered).		
18. The Proponent will assist the Partnership with printer and scanner related network issues, if required.		
19. The Proponent will recycle all used toner cartridges.		
Reporting Requirements:		
20. Real time utilization reports on request: Monthly volume of colour Monthly volume of black Duplex volumes		
21. Service report to include: History of service calls; resolution time; total up-time per month; and per year		

Description of Service, Deliverable or Specification Requirement	Is the Proponent able to meet this requirement? Yes / No	Provide further clarification / details / comments as appropriate to articulate the Proponent's or the MFDs capability. Note: If Proponent's equipment / service exceeds Partnership's requirements, then describe.
Environmental requirements:		
22. The Proponent will recycle the MFDs at the end of the lease.		
23. The MFDs has a sleep mode function.		
24. The MFDs is 100% Energy Star compliant.		
Technology:		
25. The MFDs to support standard operating systems and be capable of printing with Windows 7 / Mac Drivers, Postscript & PCL6, active directory integrated, scan to email (double sided), remote monitored for toner and maintenance / management, SIP comp & fax comp, Skye for Business, Wifi & Ethernet comp, support for SNMP ver 2 or better, DHCP comp, printer setting pad protected, web administration, 120v – 60 Hz, future proof for new features thru fireware and LPR (line printer remote) for queued printing or Follow-me software functionality.		
26. The Proponent is to identify all hardware, software, and other infrastructure that must be provided by the Partnership that is required or recommended to support the MFDs.		
Please describe:		
27. The MFDs is to have a data cleaning or data wiping technology to ensure constant erasing of hard drives, eliminating end of life concerns on the device. Typically referred to as data erasure.		

Description of Service, Deliverable or Specification Requirement	Is the Proponent able to meet this requirement? Yes / No	Provide further clarification / details / comments as appropriate to articulate the Proponent's or the MFDs capability. Note: If Proponent's equipment / service exceeds Partnership's requirements, then describe.
29. At no additional cost new operating systems as they become standard over the term of the contract must be supported with software or hardware upgrades as they become available.		
30. The MFDs must be network capable.		
31. The Proponent is to confirm that training program will be provided for Partnership staff at no cost. Identify targeted user groups. Identify key training content with number of required hours:		
Please describe:		
Brochure:		
32. The Proponent is to provide a brochure of the proposed MFDs, if available.		
33. The Proponent is to provide the full technical specification sheet(s) for the proposed MFDs. The Proponent is required, to identify on the specification sheet(s).		
MFDs size:		
34. The allocated space for MFDs is about 6'L x 4'W, with height as 9'0 or so. Please verify with in Schedule E – HOK's Drawings.		

Consumable Supplies

The all inclusive lease price shall include the cost of all consumable supplies required to operate the equipment such as toner, developer, fuser oils, drums, plates or belts, staples or staple wire etc. (non-inclusives are paper, and electrical power).

MODEL	CONFIGURATION	ANNUAL VOLUME	AMV
MPC5503 B/W	2 PFU, Finisher, 2/3 Hole Punch	85118	7093
MPC5503 Colour		288337	24028
MPC5503 B/W	2 PFU, Finisher, 2/3 Hole Punch	51068	4256
MPC5503 Colour		164639	13720
MPC5503 B/W	2 PFU, Bookler Finisher, 2/3 Hole Punch	79374	6615
MPC5503 Colour		110863	9239
Totals		779399	64951

SCHEDULE B – FORM OF OFFER

The Proponent must not amend this Form in any way other than by providing the requested information. This form must be completed, signed and submitted as part of the Proponent's Proposal.

To the Canadian Partnership Against Cancer:

1. Proponent Information

(a) The full legal name of the Proponent is:

(b) Any other relevant name under which the Proponent carries on business is:

(c) The jurisdiction under which the Proponent is governed is:

(d) The name, address, telephone, facsimile number and e-mail address of the contact person for the Proponent is:

(e) The Proponent is:

Proponents must select one of the following choices.

- an individual {Provide HST/GST #}
- a sole proprietorship {Provide HST/GST #}
- a corporation {Provide HST/GST #}
- a partnership {Provide HST/GST #}
- a joint venture {Provide HST/GST #}
- an incorporated consortium {Provide HST/GST #}
- a consortium that is a partnership {Provide HST/GST #}
- other legally recognized entity: {Specify type, provide HST/GST # or state "N/A".}

2. Offer

The Proponent has carefully examined the RFQ documents and has a clear and comprehensive knowledge of the Services required under the RFQ. By submitting the Proposal, the Proponent agrees and consents to the terms, conditions and provisions of the RFQ, and offers to provide the Schedule A – Proposal Response Form, in accordance therewith at the price set out in the Financial Proposal, as Schedule C.

3. Mandatory Forms

(a) The Proponent encloses herewith as part of the Proposal, the mandatory forms provided and set out below:

MANDATORY FORMS:	Yes	Page
Proposal Response Form (Schedule A)		
Form of Offer (Schedule B)		
Proposal Form (Schedule C)		
References (Schedule D)		

4. Price

The Proponent has submitted its price in accordance with the instructions in the RFQ and in the form set out at Schedule C.

5. Addenda

The Proponent is deemed to have read and accepted all Addenda issued by the Partnership prior to the Deadline for Issuing Addenda. The onus remains on the Proponent to make any necessary amendments to the Proposal based on the Addenda. The Proponent confirms that it has received the following Addenda:

ist Addenda numbers or, if no Addenda were issued, state “None”.

6. Validity

The Proponent agrees that its Proposal shall be valid for ninety (90) days following the Proposal Submission Deadline.

7. Conflict of Interest

The Proponent, by submitting the Proposal, confirms that to its best knowledge and belief no actual or potential Conflict of Interest exists with respect to the submission of the Proposal or performance of the contemplated Agreement other than those disclosed in this Form of Offer. Where the Partnership discovers a Proponent’s failure to disclose all actual or potential Conflicts of Interest, the Partnership may

disqualify the Proponent or terminate any Agreement awarded to that Proponent as a result of this procurement process.

Conflict of Interest includes, but is not limited to, any situation or circumstance where:

- a) in relation to the RFQ process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to
 - i. having or having access to information in the preparation of its Proposal that is confidential to the Partnership and not available to other Proponents;
 - ii. communicating with any person with a view to influencing preferred treatment in the RFQ process; or
 - iii. engaging in conduct that compromises or could be seen to compromise the integrity of the RFQ process and render that process non-competitive and unfair; or
- b) in relation to the performance of its contractual obligations under the Agreement, the supplier's other commitments, relationships or financial interests
 - i. could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or
 - ii. could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations;

Proponents must choose one of the following two options

The Proponent declares that: (1) there was no Conflict of Interest in preparing its Proposal; and (2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

OR

The Proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its Proposal, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ. The details of the actual or potential Conflict of Interest are as follows:

8. Disclosure of Information

The Proponent hereby agrees that any information provided in this Proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this Proposal by the Partnership to its advisers retained for the purpose of evaluating or participating in the evaluation of this Proposal.

9. Execution of Agreement

The Proponent understands that, in the event its Proposal is selected by the Partnership, in whole or in part, the Proponent agrees to finalize and execute a Lease Agreement.

I confirm that this Form of Offer has been completed with no changes to the text provided in the RFQ.

Signature of Witness:	Signature of Proponent representative:
Name of Witness:	Name and Title of Proponent representative:
	Date: I have authority to bind the Proponent.

SCHEDULE C – FINANCIAL PROPOSAL

Respond to the requirements below in the space provided. Note that the price quoted must be inclusive of all requirements indicated in the RFQ and Proponent must clearly identify all charges related to the requirements.

Description	Unit	Price
Quarterly all-inclusive lease fee	Quarterly	\$
Per colour copy	Per copy	\$
Per black copy	Per copy	\$
Service callout – between 8:00 a.m. – 4:30 p.m. (non-warranty work)	Per Hour Per Person /	\$
Service callout – after hours (non-warranty work)	Per Hour Per Person /	\$
Confirm how services fees are calculated into the lease and / or per copy costs		

Pricing Terms	Responses
1. All prices to be provided in Canadian currency.	
2. All pricing to include and itemize applicable taxes.	
3. All expenses and service fees that are in excess of normal charges require the prior written consent of the Partnership.	

This Proponents Submission is made entirely in accordance with **RQ213-2017-02** by your signature hereunder, it is deemed that you have read and agreed to all terms and conditions in the same manner as had such terms and conditions appeared above your signature, and that you have the authority to bind the Proponents.

Signature of Proponent representative:
Name and Title of Proponent representative:
Date:
I have authority to bind the Proponent.

SCHEDULE D - REFERENCES

1. Provide three (3) references from companies utilizing the leased MPDs and other services (specifically your proposed dealer network) that the Partnership is seeking to procure and are of similar scope and size to the Partnership. At least one of these companies should be a current customer who contracted with you within the past year. One reference must be from a former customer who terminated their relationship with you for a reason other than their or your change in management.

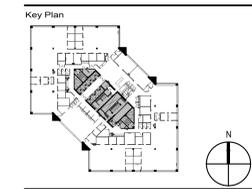
Each reference should include the company name, a brief description of the services provided to the customer, length of relationship, and contact information consisting of:

- contact name
- title
- telephone number
- e-mail address

At the Partnership's discretion, the Proponent's reference(s) may be interviewed to assist with the rating of the Proponent's services and responsiveness to client's support requirements. The areas which would be addressed include, but are not limited to:

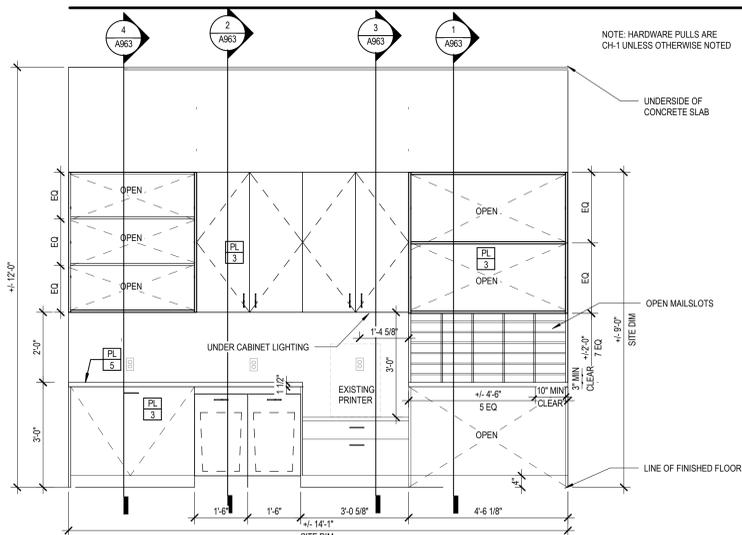
- overall satisfaction (Proponent staff, service)
- quality and quantity of support
- expected versus actual performance
- emergence of any 'additional costs'
- effectiveness and efficiency of Proponent

SCHEDULE E – HOK’s DRAWINGS

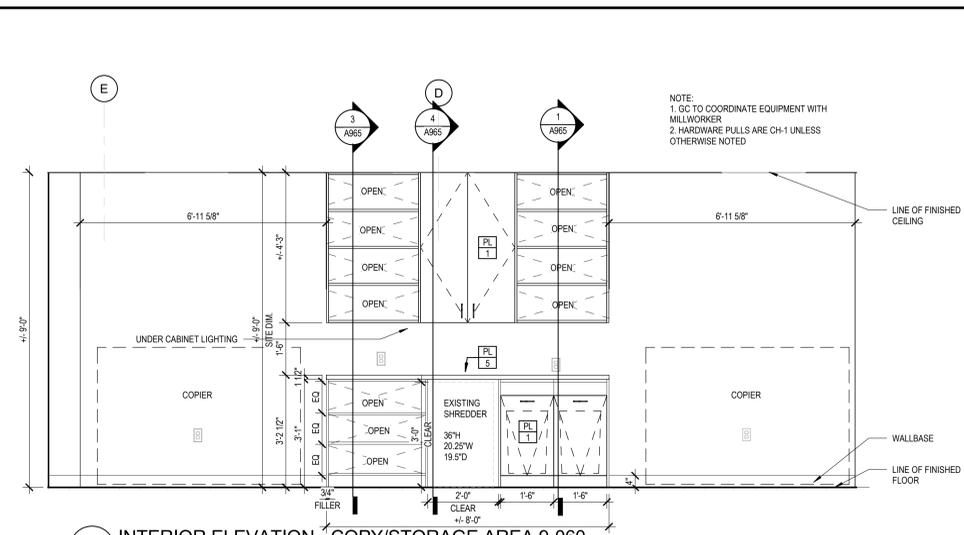


Professional Seals

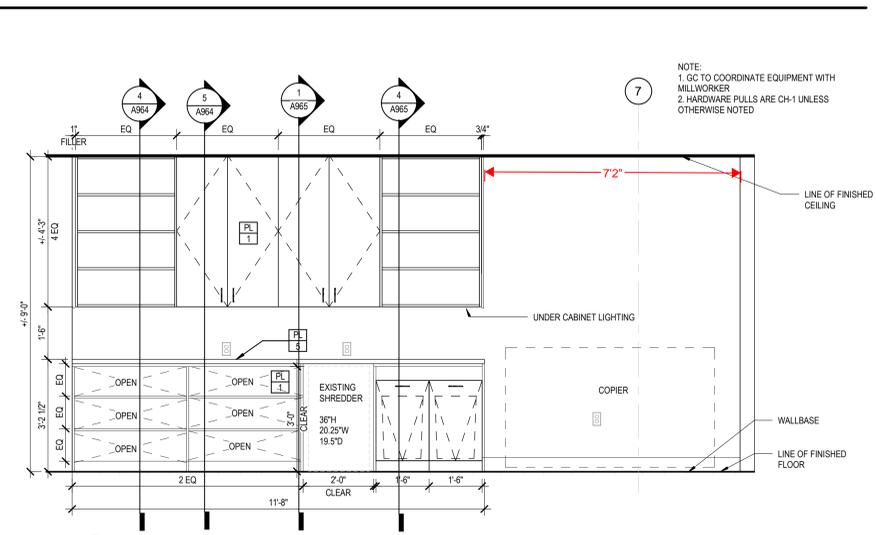
No.	Description	Date
1	ISSUED FOR TENDER	2017-06-26
2	ISSUED FOR CONSTRUCTION	2017-07-27



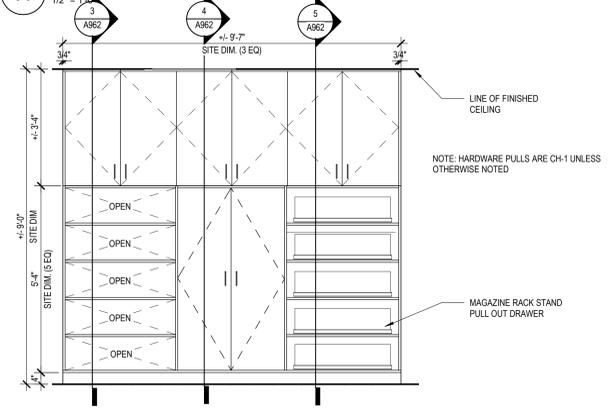
17 INTERIOR ELEVATIONS - COURIER 9-006
 1/2" = 1'-0"



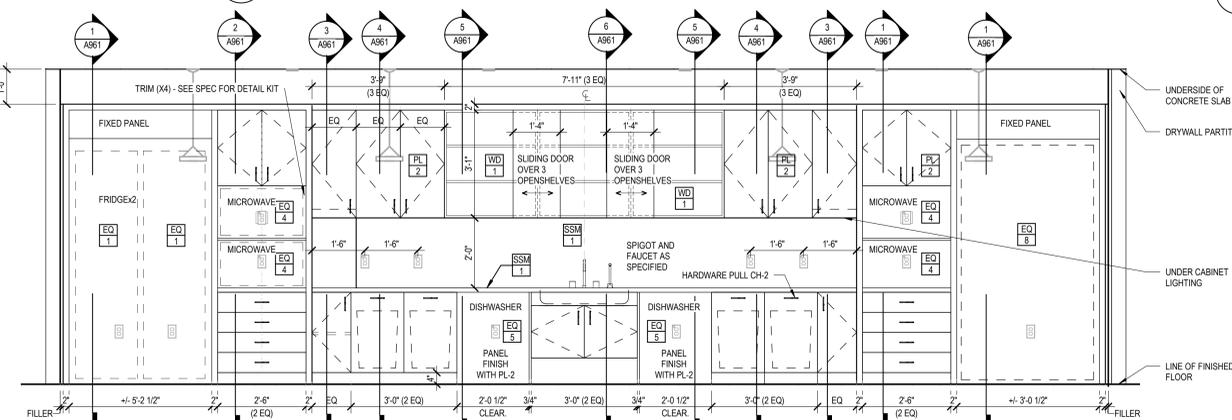
16 INTERIOR ELEVATION - COPY/STORAGE AREA 9-060
 1/2" = 1'-0"



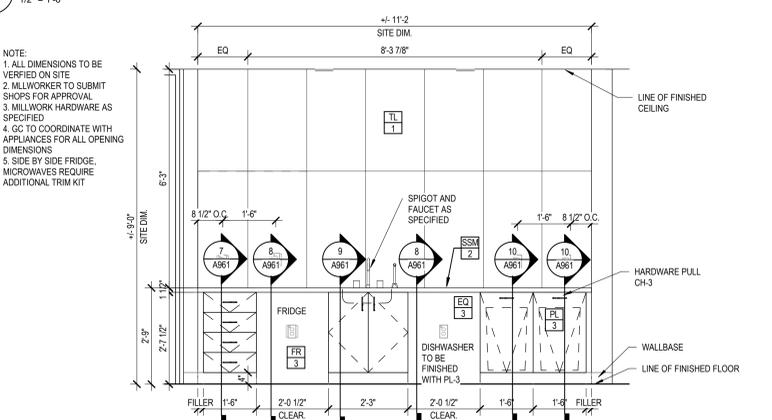
15 INTERIOR ELEVATION - COPY AREA 9-041
 1/2" = 1'-0"



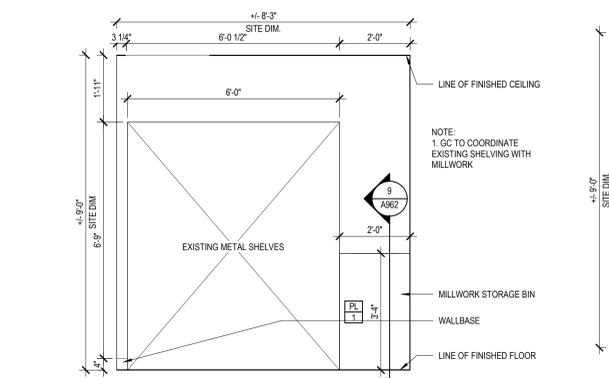
14 INTERIOR ELEVATION - STORAGE AREA 9-093
 1/2" = 1'-0"



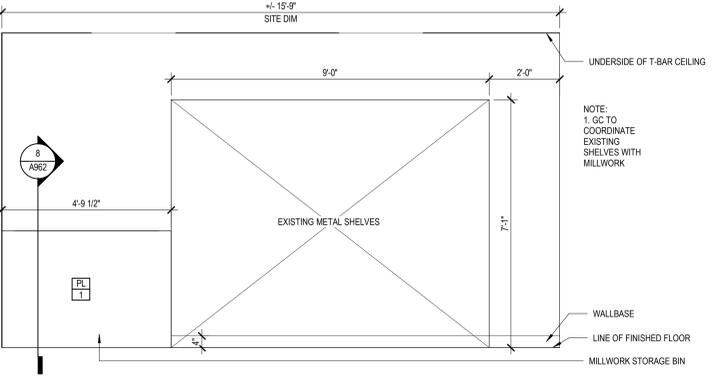
13 INTERIOR ELEVATION - CAFE 9-048
 1/2" = 1'-0"



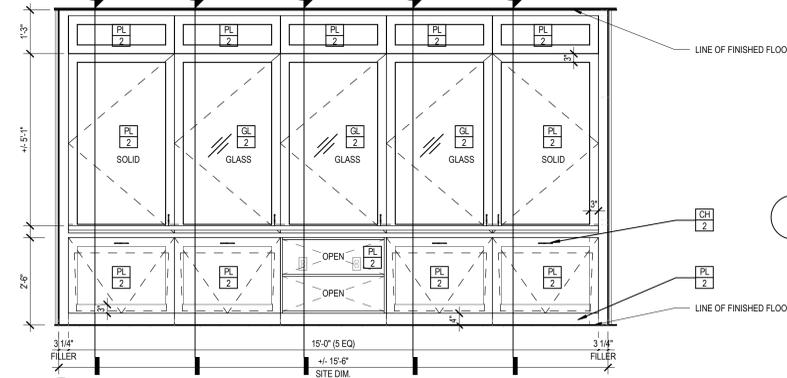
12 INTERIOR ELEVATION - COFFEE RM 167
 1/2" = 1'-0"



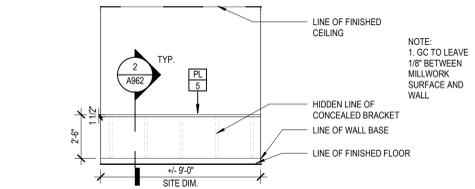
11 INTERIOR ELEVATION - STORAGE RM 9-043 A
 1/2" = 1'-0"



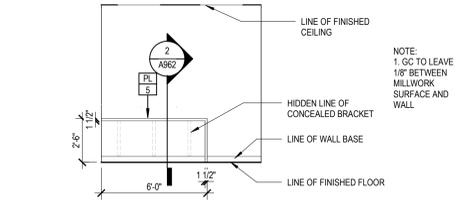
10 INTERIOR ELEVATION - STORAGE RM 9-043 B
 1/2" = 1'-0"



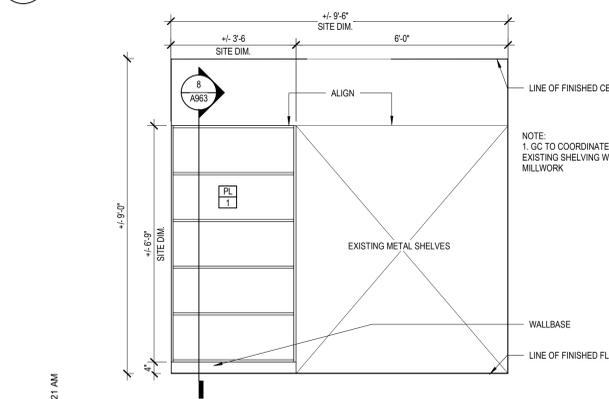
9 INTERIOR ELEVATION - LIBRARY
 1/2" = 1'-0"



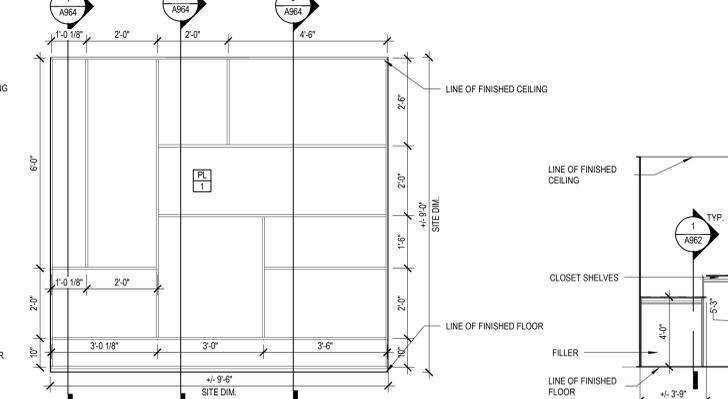
8 INTERIOR ELEVATION - DUO RM 9-066, 18, 20, 62&64
 1/4" = 1'-0"



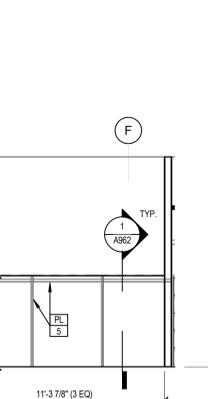
7 INTERIOR ELEVATION - DUO RM 9-021
 1/4" = 1'-0"



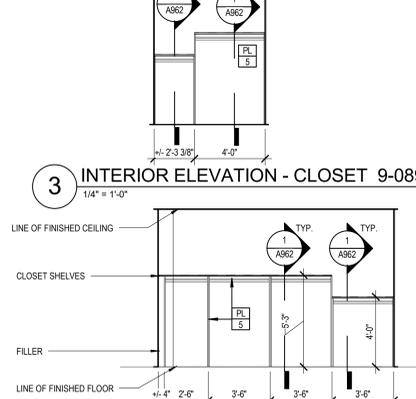
6 INTERIOR ELEVATIONS - STORAGE RM 9-037
 1/2" = 1'-0"



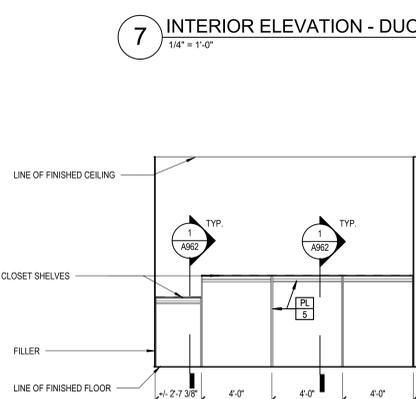
5 INTERIOR ELEVATION - STORAGE RM 9-016
 1/2" = 1'-0"



4 INTERIOR ELEVATION - CLOSET 9-008
 1/4" = 1'-0"



3 INTERIOR ELEVATION - CLOSET 9-089
 1/4" = 1'-0"



2 INTERIOR ELEVATION - COAT CLOSET 9-053
 1/4" = 1'-0"



1 INTERIOR ELEVATION - COAT CLOSET 9-005
 1/4" = 1'-0"