



OFFER REQUEST FORM

Purchasing Department
301 Frank Beinder Way
Castlegar, BC V1N 4L3
Phone: 250 365-1209
Fax: 250 365-6568

CODE RFO#: 4374
DATE: June 7, 2012
CLOSING DATE: June 14, 2012
PAGE: 1

TO SUPPLIER:

Please bid net prices at which you agree to furnish any or all of the following items, delivered prepaid, F.O.B. to the destination noted below. Offers must be made on this form and signed in full. Prices must be based on our units, extended and totalled. The delivery guarantee section below must be completed.

DESTINATION WILL BE: Nelson, BC

SPECIFICATIONS

Are the items offered exactly as described, including the brand name and model? Answer "Yes" or "No" in the column headed "MFGRS. SPECS.". If the answer is "NO" complete specifications and brand name and model must be shown below or attached and any deviations from the specifications plainly noted.

Item No.	Qty	Unit	Description	Mfgs Specs Yes/No	Price per Unit	Total Amount
1	1		Epilogue Zing 24 <u>or equivalent</u> Laser Cutter minimum 60 Watt (preferably 80 Watt) * Cutting surface minimum 24 x 12" * Maximum size 36 x 24" * Cooling system for laser (water/freon or air) * Rotary engraver * Vacuum table if applicable * Cutting table with reduced back reflection * Engraving software / postscript drivers * Air extraction / exhaust * Additional lenses for laser focus See over for additional requirements .../2			
TOTAL (do not include HST / GST / PST)						

We have read the conditions noted above and on the REVERSE side; agree thereto and have stated hereon the prices at which we will furnish and deliver the items as specified.

DELIVERY GUARANTEE:

We guarantee delivery to destination with _____ calendar days after receipt of order.

PAYMENT DISCOUNT:

We will allow _____% discount if accounts are: (a) paid within _____ days, or (b) paid by the _____th of the month following. (a) and (b) above shall be clear calendar days from date of acceptance of the items by the College, or receipt of invoices by the Purchasing Department, whichever is later.

 (Firm Name)

 Address

 (Name and Title of Signing Officer)

 Address

 (Fax Number)

 SIGNATURE

 (Date)

 (Telephone Number)



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Item #	Qty	Unit	Description	MFRS SPEC Yes/No	UNIT PRICE	TOTAL PRICE
			<p>Please supply <u>pricing with educational discount</u>, and provide <u>regular warranty</u> and/or <u>extended warranty</u> particulars.</p> <p>Note - please supply complete specifications on model you are offering, and identify applicable approved rating for Canada (CSA, ULC or other).</p> <p>Decision to purchase will be based on best value to College, pending budgetary requirements are met.</p>			
TOTAL (do not include GST / PST / HST)						

(Firm Name)

 Address

(Name and Title of Signing Officer)

 Address *(Fax Number)*

 SIGNATURE

(Date) *(Telephone Number)*

GENERAL CONDITIONS

- 1) Offers must be submitted on this offer form.
- 2) One copy of Offer Form to be retained by bidder.
- 3) Unless otherwise stated on the face hereof Prices are:
 - a) to INCLUDE all taxes and charges, except the HST / GST / PST.
 - b) to INCLUDE delivery.
 - c) to be firm for 30 calendar days from Closing Date.
- 4) If delivery time varies from item to item, or if delivery is to be spread over a period of time, a delivery schedule must be attached.
- 5) The College reserves the right to accept or reject all or any part of this Offer, unless otherwise stated by bidder.
- 6) In case of a mistake in extension of price, unit price will govern.
- 7) All electrical equipment offered must be C.S.A. or Province of B.C. Electrical Energy Board approved and shall bear the appropriate approval sticker.
- 8) The College is not bound to accept the lowest or any offer.
- 9) ANY REPAIRS, SERVICE, REPLACEMENT, etc., in conjunction with the WARRANTY/ GUARANTEE shall be at no cost to the College.
- 10) This completed Offer Form, Specifications, General Conditions and any attachments hereto shall become part of any Contract entered into between the successful bidder and Selkirk College. Time shall be the essence of this contract.
- 11) Any and all reports, documents, software, or other items of any nature whatsoever, created by the successful contractor in the performance of the contract issued due to the RFO, whether completed or not, shall be delivered to Selkirk College upon request or upon completion of the contract. Selkirk College shall own all patents and copyright in any work created by the successful contractor during the performance of the contract.
- 12) Unless otherwise stated on the face hereof, the Manager of Finance has conduct of the contract.
- 13) All questions regarding this RFO are to be made to Stefanie Zaytsoff. Email purchasing@selkirk.ca. Fax: 250 365 6568; Phone 250 365 1209/1284.