



**REQUEST FOR QUOTATION  
FOR THE PROVISION OF CITY WORKSTATION AND UPS  
FOR THE CITY OF IQALUIT**

**Quotation Request Issued 29<sup>th</sup> June 29 2022**

**QUOTATIONS DUE: 4<sup>th</sup> July 15 2022 before  
3:00PM E.T.**

**2022-RFQ-135**



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## 1.0 GENERAL

### 1.1 Introduction

The City of Iqaluit is seeking Quotations from qualified vendors for the supply of goods as outlined in Appendix B, FOB City of Iqaluit, Nunavut.

## 2.0 INSTRUCTIONS TO BIDDERS

### Submission

**2.1.0** Bidders must submit electronic (PDF) copies of their Quotes, emails are to be received before 3:00am **ET on July 15, 2022** addressed to

Procurement Agent, Corporate Services  
City of Iqaluit  
[s.oladimeji@iqaluit.ca](mailto:s.oladimeji@iqaluit.ca)

**2.1.1** Emails should be clearly marked in the subject line with **Workstation and UPS equipment – IT Reference # 2022-RFQ-135.**

**2.1.2** Bidders shall submit a quotation identifying the unit costs and total costs corresponding the list of goods in Appendix A, as well as the Bid Form in Appendix B.

**2.1.3** The total size of email submissions should be less than 9MB in size to facilitate delivery and adequate time must be allowed for delivery. It is the Bidder's responsibility to confirm successful receipt of the email submission prior to the deadline.

**2.1.4** The final decision on whether to accept late Bids is at the City's discretion.

**2.1.5** Incomplete Bids will not be accepted.

**2.1.6** Bidders must provide unit pricing for each item, where applicable. In the event of a conflict or mathematical error, the unit prices shall govern. All prices bid must be in Canadian Dollars exclusive of GST. The City does not pay Provincial Sales Taxes (PST). Where unit prices are not provided for any of the line items, the quote will be deemed not Responsive and will be disqualified.

**2.1.7** Unless otherwise stated, equivalents to the items detailed in this document are acceptable. Where materials are required to conform to "Standards Specification" (e.g. CSA. CGSB. ASTM), or are described by a trade name, model or manufacturer, this is for the purpose of establishing and defining the nature and minimum quality acceptable but does not prevent bidders from offering alternative goods, nor does it preclude the City from considering or accepting alternatives.



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**2.1.8** Bidders should provide with the quotation, documents that clearly show that the alternative(s) offered are equal or exceed the standards specified. The City, in its sole discretion reserves the right to accept or reject the alternative offered as responsive or not responsive as the case may be.

**2.1.9** The bidder warrants that its bid was submitted without collusion between itself and any other Bidder.

**2.1.10** There will be no public opening for this RFQ

**2.1.11** The City has the right to cancel this RFQ at any time and for any reason

**2.1.12** The City is not obligated to accept the lowest bid or any bid as a result of this RFQ

## **2.2 Inquiries and Amendments.**

**2.2.0** All inquiries concerning this RFQ are to be directed by email only to:

Samuel Oladimeji

[s.oladimeji@iqaluit.ca](mailto:s.oladimeji@iqaluit.ca)

**2.2.1** The deadline for submitting inquiries is three (10) business days prior to the date and time of the submission deadline.

**2.2.2** The City reserves the right to make amendments to this RFQ up to 24 hours prior to the closing date and time. Amendments will be issued and available on the city website at <https://iqaluit.ca/business/tenders-proposals>

**2.2.3** Verbal explanations or instructions are not binding.

## **2.3 Shipping and Handling**

**2.3.1** Order may be shipped via sea lift or air freight (Canadian North)

**2.3.2** All prices must include charges for packaging and F.O.B to City of Iqaluit and, accept no separate additional charge unless otherwise noted.

**2.3.3** Delivery of goods must be made within the time and to the destination stipulated on the Bid Form in Appendix B.

**2.3.4** Once awarded, the supplier must provide the following information to the City [f.choquette@iqaluit.ca](mailto:f.choquette@iqaluit.ca) for each pallet, crate, skid, etc.: the gross shipping weight in kilograms, and the length, width and height in meters.

**2.3.5** The contractor shall ensure that any goods or materials classified as "DANGEROUS GOODS" pursuant to either the Transportation of Dangerous Goods Acts, (Canada), or the Transportation of Dangerous Goods Act (Nunavut), shall be properly packaged, labeled, and shipped in accordance with such Acts.



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## Appendix A - Specifications

| Item | Description  | Qty | Unit | Product Number |
|------|--|-----|------|----------------|
| 1    | Lenovo Think Centre M70q Gen 2                                   | 20  | EACH | 11MY001SUS     |
| 2    | Lenovo Think Vision T24i-20                                      | 40  | EACH | 61F7MAT1US     |
| 3    | Schneider Electric 850VA APC Security Battery                    | 80  | EACH | BE850G2        |
| 4    | Schneider Electric APC by Schneider Electric Back UPS PRO 1500VA | 20  | EACH | BR1500MS2      |
| 5    | Logitech C920S PRO HD WEBCAM                                     | 30  | EACH | 960-001257     |
| 6    | Logitech S-120 2.0 Speaker System                                | 30  | EACH | 980-000012     |
| 7    | Logitech MK540 Wireless Keyboard Mouse Combo                     | 20  | EACH | 920-008671     |

The successful proponent is to provide the following equipment's as per chart below:



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## APPENDIX B – BID FORM

Complete the bid form including quantities, unit price and total, not including tax.  
Product number identified in Appendix A.  
Any proposed substitutes must be clearly identified.

| Item                         | Description  | Qty | Unit Price | Total     |
|------------------------------|--|-----|------------|-----------|
| 1                            | Lenovo Think Centre M70q Gen 2                                   | 20  |            |           |
| 2                            | Lenovo Think Vision T24i-20                                      | 40  |            |           |
| 3                            | Schneider Electric 850VA APC Security Battery                    | 80  |            |           |
| 4                            | Schneider Electric APC by Schneider Electric Back UPS PRO 1500VA | 20  |            |           |
| 5                            | Logitech C920S PRO HD WEBCAM                                     | 30  |            |           |
| 6                            | Logitech S-120 2.0 Speaker System                                | 30  |            |           |
| 7                            | Logitech MK540 Wireless Keyboard Mouse Combo                     | 20  |            |           |
| <b>SUBTOTAL (Items 1-7):</b> |  |     |            | <b>\$</b> |
| Applicable Taxes:            |  |     |            | <b>\$</b> |
| <b>TOTAL (incl. GST):</b>    |  |     |            | <b>\$</b> |

Bidder Name: \_\_\_\_\_

INITIALS \_\_\_\_\_