



THE CORPORATION OF THE DISTRICT OF OAK BAY

**2167 OAK BAY AVENUE,
VICTORIA, B.C.V8R 3G2**

INVITATION TO QUOTE

FOR

Supply and delivery of One (1) Half Ton Pickup Truck (Fire Department)

ITQ NUMBER: OBFD 27-2024

ITQ ISSUE DATE: September 17, 2024

ITQ CLOSING TIME: October 17, 2024 @ 2:00 pm local time.

COPIES: Submit one (1) signed PDF electronic copy of the Quotation to the Contact Person by email, as described in Section 6.

CONTACT PERSON: Email Address: purchasing@oakbay.ca

ALL INQUIRIES MUST BE SUBMITTED IN WRITING TO THE CONTACT PERSON

1.0 INTRODUCTION

The Corporation of the District of Oak Bay ("District") invite interested suppliers to submit quotations ("Quotations") for the supply of the product(s) described in Appendix A.

The District requires a half ton pickup truck for the fire department. The truck would be used in various capacities including duty officer, movement of personnel and support at emergencies.

2.0 SPECIFICATIONS

The specifications for the Products set out in Appendix A are the minimum specifications the Purchaser would like the Products to meet. Suppliers should submit Quotations that meet or exceed these minimum specifications.

3.0 TERMS AND CONDITIONS

- (i) Quotations will be subject to the purchase order terms and conditions of the District of Oak Bay (the "Terms and Conditions").
- (ii) Delivery requirements for the Products will be provided in any Purchase Order issued as a result of this Invitation to Quote ("ITQ").
- (iii) Respondents are strongly discouraged from including their own terms and conditions in Quotations. The District reserves the right to reject a Quotation that contains any such respondent terms and conditions or any other terms unacceptable to the District.

4.0 INQUIRIES

All inquiries concerning this ITQ, including without limitation questions related to discrepancies, omissions, ambiguities and conflicts should be made in writing to the contact person designated on the first page of this ITQ ("Contact Person").

5.0 FORM OF QUOTATION

Respondents should submit completed Quotations comprised of:

- (i) the Spreadsheets embedded in Appendix A; and
- (ii) the Quotation Form attached as Appendix B.

Quotations not meeting the submission requirements, stated in this section, may be rejected by the District. In addition, Quotations should be signed by an authorized signatory of the respondent. Quotations that are not signed may, at the discretion of the District, be rejected.

6.0 SUBMISSION INSTRUCTIONS

- (i) Respondents must submit Quotations via e-mail to purchasing@oakbay.ca on or before **October 17, 2024** at 2:00pm local time ("Closing Time").
- (ii) Respondents should provide one (1) signed PDF copy of the Quotation.

- (iii) Respondents submitting quotes via e-mail are encouraged to limit files names to fifty (50) characters and to avoid using special characters (including, not limited to; ~, #, %, & *, {, }, \, <, >, /, |, ").
- (iv) The maximum file size accepted will be 20MB. It is the responsibility of the proponent to ensure the email submitted is within the maximum file size limit. Zip files will be accepted.
- (v) Delays caused by any computer related issues will not be grounds for an extension of the Closing Time. The District cannot be held responsible in any way for lost, misdirected, illegible or obscured emails. It is the sole responsibility of the submitting party to confirm a clear receipt of the transmission to the correct email address.
- (vi) Proposals received electronically at the email address above with a time stamp after the Closing Time will be returned unopened to the Proponent. It is recommended that the Proponent request an email from purchasing@oakbay.ca to verify that their proposal has been received.

7.0 QUOTATION PRICE

Quotations should cover all costs of the respondent for providing the Products in accordance with the Terms and Conditions. Prices quoted should be DDP (Incoterms 2010), the Purchaser's receiving dock and include any applicable duties, but exclude GST and PST.

If there are any discrepancies in a respondent's Quotation between the unit prices and the extended totals the unit prices will be deemed to be correct and the District may make corresponding corrections to the extended totals and total prices. If there are any omissions, the District may reject the Quotation.

8.0 DURATION OF QUOTATIONS

Quotations will remain fixed and be open for acceptance by the Purchaser for sixty (60) calendar days following the Closing Time.

9.0 SUPPLIER'S QUALIFICATIONS

By submitting a Quotation, a respondent represents that it has the expertise, qualifications, resources and relevant experience to supply the Products. The bidder may not claim, after submission of a quote, that there was a misunderstanding with respect to the conditions imposed by the documents. No verbal agreement made or conversation at any time with any officer or employee of the District shall affect or modify any of the terms or obligations herein stated, nor be any representation or warranty. Any respondent submitting a quote must be a factory authorized dealer for the equipment.

10.0 ACCEPTANCE OR REJECTION BY THE DISTRICT

A Quotation will be an offer to the Purchasers which the District may accept at any time (subject to Section 8.0 [Duration of Quotations]) by issuing a written purchase order to the respondent.

The District may at its absolute discretion accept a Quotation, reject any or all Quotations, or enter into negotiations with the respondent with respect to the terms of its Quotation or any other matter related to this ITQ. The lowest or any Quotation will not necessarily be accepted. The District reserves the right to award individual items from any quote at its absolute discretion.

If the District accepts a Quotation, such acceptance will create a contract comprised of:

- (a) the purchase order issued by the Purchaser;
- (b) the Quotation;
- (c) Appendix A; and
- (d) the Terms and Conditions.

11.0 NO OBLIGATION TO ACCEPT

The District is under no obligation to enter into any contract for the supply of the Products from any respondent described in a Quotation.

12.0 NO TENDER

This ITQ is not a tender. The District may negotiate changes to any terms of a Quotation with one or more respondents, including without limitation prices and terms and conditions in Appendices A and B, and may invite prices from other suppliers who have not submitted quotations.

13.0 PROPONENT'S EXPENSES

Respondents are solely responsible for their own expenses incurred in preparing and submitting Quotations, for attending any meetings, negotiations or discussions with the District, or their representatives and consultants, relating to or arising from this ITQ. The District will not be liable to any respondents for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by any respondent in preparing and submitting a Quotation, or participating in negotiations for a contract, or any other activity related to or arising out of this ITQ.

14.0 CONFIDENTIALITY

All Quotations become the property of the District and will not be returned to the respondents. All Quotations will be held in confidence by the District except as required by law.

15.0 RISK REGARDING ELECTRONIC COMMUNICATIONS

Respondents are responsible to ensure their Quotations are received by at the specified e-mail address by the Closing Time. The District will not be responsible for ensuring the Districts' email system is in working order, able to receive transmissions, or not engaged in receiving other transmissions such that a respondent's transmission cannot be received. The District will have no liability to any person if an email communication or transmission is not received by the District, or is received in less than its entirety or is not received in a timely way or by a time specified in this ITQ. Respondents are solely responsible for ensuring their Quotations are received by the District.

All email communications with, or delivery of documents to, the Contact Person will be deemed as having been received by the Contact Person on the dates and times indicated on the Contact Person's electronic equipment.

16.0 TRADE AGREEMENTS

The District is subject to the terms and conditions of applicable current Trade Agreements.

APPENDIX A PRODUCT SPECIFICATIONS AND FORMS

To be included and submitted by the vendor.

1.0 INTRODUCTION

This is an invitation to quote on the supply and delivery of One (1) Half Ton 4x4 pickup truck for the Oak Bay Fire Department as per the specifications listed below. Please note the District may consider other factors such as experience and delivery time in the evaluation. Purchases are subject to budget availability.

Option	Vehicle Make	Model	Year
1			
2			
3			

*The Quoted New Vehicles must comply with government regulations and requirements including Federal government Motor Vehicle Safety Act, BC Motor Vehicle Act, and WorkSafeBC Regulations.

Specific Requirements	Yes/No	Alternate Specification
Powertrain (Engine): 3.5L PowerBoost Hybrid		
Powertrain (Drive): 4X4		
Powertrain (Transmission): Automatic		
Wheelbase: 145"		
Box Length: 5.5'		
Box: Spray-in liner		
Box Cover: Hard, folding tonneau cover		
Trailer Package: Integrated Brake Control w/ Class IV hitch receiver.		
Cab Style: 4 door Supercrew cab		
Cab Seating: 40/console/40 front, bench rear		
Power Locks and Windows		
Rear camera		
Rear proximity sensors		
Bluetooth connectivity		
Air Conditioning		
Navigation System		
Colour – Metallic gray or white		
Delivery Date by vendor*		

*Delivery date may be considered in the evaluation of this quotation.

APPENDIX A (CON'TD)

PRICING AND REFERENCES

To be included and submitted by the vendor.

All prices to be stated in Canadian Currency and FOB to the District of Oak Bay.

Purchase		
Half Ton Pickup Truck as described in Schedule A – Specification List		
Option 1	Unit Cost Half ton pickup truck	
	PST	
	GST	
	Total	
Option 2	Unit Cost Half ton pickup truck	
	PST	
	GST	
	Total	
Option 3	Unit Cost Half ton pickup truck	
	PST	
	GST	
	Total	

References

Provide three (3) client references for supply of similar or like nature.

1	Client Name:	
	Client Contact:	
	Telephone:	
	Email:	
	Make/Model supplied:	
2	Client Name:	
	Client Contact:	
	Telephone:	
	Email:	
	Make/Model supplied:	
3	Client Name:	
	Client Contact:	
	Telephone:	
	Email:	
	Make/Model supplied:	

APPENDIX B QUOTATION FORM

To be completed and submitted by the vendor.

INSTRUCTIONS: THE QUOTATION MUST BE SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 6 OF THE ITQ.

ITQ Number: ITQ OBFD 27-2024

ITQ Name: Supply and delivery of One (1) Half Ton Pickup Truck

SUBMITTED BY:

- 1) I/We, the undersigned, having received and carefully reviewed the Invitation to Quote (the "ITQ") including the Terms and Conditions, as defined in the ITQ and Product Specifications attached as Appendix A to the ITQ and submit this Quotation in response to the ITQ.
- 2) I/We offer to provide the Products to the Purchaser for the total price listed in this Quotation, plus applicable PST/GST, which offer may be accepted by the Purchaser at its discretion.
- 3) I/We confirm that this Quotation will be open for acceptance for the number of days following the Closing Time as specified in the ITQ.
- 4) If this offer is accepted by the District, said offer and acceptance will create a contract as described in:
 - (a) the purchase order issued by the Purchaser.
 - (b) this Quotation.
 - (c) the Product specifications set out in Appendix A [Product Specifications and Forms] of the ITQ; and
 - (d) the Terms and Conditions

This Quotation is submitted this ____ day of _____, 2024 in response to ITQ #OBFD 27-2024 for the Supply and delivery of One (1) Half Ton Pickup Truck.

Company: _____

Address: _____

Authorized Signature: _____

Name: (print) _____

Title:

Telephone:

Email address: