



Request for Proposals 2010-067

Supply of Internet Bandwidth Information Technology Services

March 9, 2010

CLOSING DATE: Proposals must be received before 4:00:00 p.m. Atlantic Time, as designated by the office clock, Wednesday, March 17, 2010.

Note: Proponents downloading this file, with the intention of submitting a Proposal, are required to register with the Dalhousie University Purchasing Department, at least three (3) days Atlantic Time, prior to the Proposal closing time and date, by emailing the Purchasing Department representative named in the Proposal document. Include your up-to-date contact information. Failure to do so may result in rejection of your Proposal.

**Dalhousie University
Purchasing Department**

Request for Proposals

DATE: March 9, 2010

PROPOSAL NUMBER: 2010-067/Supply of Internet Bandwidth

CLOSING DATE: Proposals must be received before 4:00:00 p.m. Atlantic Time, as designated by the office clock, Wednesday, March 17, 2010.

All to be in accordance with the following and the attached:

1. Information to Proponents: (4 pages)
2. Specifications: (1 page)
3. Terms and Conditions of Bidding: (1 page)
4. Terms and Conditions of Purchase Order: (2 pages)
5. Proposal Summary Form: (2 page)
6. Appendix A: (1 page)

Proponents are requested to submit one (1) original and one (1) exact copy of their Authorized Proposal, including the completed and signed original Proposal Summary Form, signed copy of each addendum (if any), and any other documentation requested throughout the Request for Proposals, or deemed relevant by the Proponent. Proposals must be submitted in a sealed envelope with the Proposal number clearly marked on the outside of the envelope. Electronic and facsimile Proposals will not be accepted.

Simply do not provide a Proposal on your own forms. Failure to provide a completed and signed copy of the Proposal summary form attached will result in your Tender being rejected.

Proponents are responsible for ensuring that they are aware of and have complied with any addenda by visiting www.interuniversity.ns.ca or contacting the Purchasing Representative named in the document. Addenda must be signed and returned before closing date and time specified to be compliant.

It is the Proponent's responsibility to ensure Proposals arrive at the office of the Manager, Purchasing, no later than the closing date and time specified, at the following address:

- **DELIVER PROPOSALS TO:**
Dalhousie University Purchasing Department
RE: 2010-067/Supply of Internet Bandwidth
1360 Barrington Street, Building B - Room B225
Halifax, Nova Scotia B3J 1Z1
- **PROPOSAL DOCUMENTS MAY BE OBTAINED AT:**
Dalhousie University Purchasing Department
1360 Barrington Street, Building B - Room B225
Halifax, NS B3J 1Z1

It is the Proponent's responsibility to clarify interpretation of any item in this Request for Proposals, before the closing date specified, by contacting:

Proposal Detail: Mike Drane, Director, Purchasing
Phone (902) 494-2363; Fax (902) 494-1534; E-mail: mike.drane@dal.ca

**REQUEST FOR PROPOSALS #2010-067
SUPPLY OF INTERNET BANDWIDTH
INFORMATION TO PROPONENTS**

1. SCOPE OF WORK

- 1.1 Supply of Internet Bandwidth for the approximate minimum period April 1, 2010 to March 31, 2011.
- 1.2 Dalhousie expects to award the contract to one Vendor.
- 1.3 When mutually agreeable between Dalhousie and the Successful Supplier(s), the agreement(s) may be renewed for additional one-year periods which shall not exceed up to a two year extension (total of three years).

2. CLOSING DATE

- 2.1 Proposals must be received before 4:00:00 pm Atlantic Time, as designated by the office clock, Wednesday, March 17, 2010. Proposals received after this time shall be rejected.

3. SITE VISIT

- 3.1 Proposers may request a site visit to inspect the proposed location of the equipment by contacting the purchasing representative named in this document. Only one site visit will be scheduled for each Proposer.

4. COMMENCEMENT/COMPLETION

- 4.1 The agreement resulting from this RFP will run for one to three year(s) beginning approximately, April 1, 2010. The successful Supplier will be required to have all services and equipment on site, installed, and tested by this date.

5. CONTRACT DOCUMENTS IDENTIFICATION

- 5.1 The Contract Documents will be a Dalhousie University Purchase Order.

6. TAXES

- 6.1 All prices shall be Harmonized Sales Tax (HST) extra.
- 6.2 Where applicable, the Proponent shall indicate HST as a separate item on all documentation. The successful Proponent shall provide their HST Registration Number on all invoices.

7. DEFINITIONS

In this Request for Proposals, the following words or phrases have the corresponding meanings:

- 7.1 "Contract Documents" means Dalhousie University Purchase Order.
- 7.2 "Proposal Summary Form" means a written and legal document signed, sealed and submitted by the Proponent for the consideration of Dalhousie University, containing the Proposal price, and completion/delivery time.
- 7.3 "Proposal Documents" means this Proposal and those documents listed in the Proposal Form - Appendix A to Proposal.
- 7.4 "Proposal Price" means monetary sum identified by the Proponent in the Proposal Form.

8. PROPOSALCALL

- 8.1 Proposals signed and dated must be received in sealed envelopes, before the stipulated date and time specified in the Request for Proposals and marked as follows:
Dalhousie University Purchasing Department
RE: 2010-067/Supply of Internet Bandwidth
1360 Barrington Street, Building B-Room B225
Halifax, Nova Scotia B3J 1Z1
- 8.2 Proposals submitted after the above time shall be considered noncompliant.
- 8.3 Proposal acceptance for award of contract will follow from a detailed review of the status and suitability of Proposals for the Project, which will be carried out by the Owner.
- 8.4 No facsimile or electronic Proposals, or amendments thereto, will be accepted.
- 8.5 Non-compliant Proposals will not be considered for the Project and the Proponent will be notified.

9. AMENDMENTS

- 9.1 Amendments to a submitted Proposal will be permitted if received in writing, in a sealed envelope, prior to Proposal closing time and if endorsed by the same party or parties who signed and sealed the Proposal.

10. PROPOSAL INELIGIBILITY:

- 10.1 Proposals that are not provided in sealed envelopes, executed on the forms provided by the owner, unsigned, improperly signed, illegible, contain mathematical errors, erasures, and alterations, will be declared non-complaint. **The “Proposal Summary Form” must be signed as an acknowledgement of receipt and understanding of the documents (including Special Provisions and Addenda where applicable).**
- 10.2 Proposals submitted after the date and time specified will be declared non-compliant and will be returned to the Proponent unopened, or kept on file for Purchasing records at the discretion of the Purchasing Department.
- 10.3 Proposal Forms and Addenda submitted by facsimile transmission or email will be declared non-compliant.
- 10.4 Proposals that fail to include signed addenda will be declared non-compliant.
- 10.5 There will be no obligation to receive unsolicited information, whether written or oral, from any Proponent.

11. CONFIDENTIALITY OF INFORMATION

- 11.1 All documents, information, specifications, tracings, or attachments provided by Dalhousie University and pertaining to this Proposal remains the property of the University and shall be treated in strict confidence by the Proponent. No part of this Proposal may be transmitted to, or discussed with a third party, nor reproductions made thereof, without prior written consent of the University, except for the purpose of this Proposal.

12. OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

- 12.1 All documents, including Proposals, submitted to The Owner become the property of the Owner.

13. COMMUNICATION

- 13.1 The University will not assume responsibility for oral instructions or suggestions. Should the Proponent find discrepancies in, or omissions from the specifications, or should the Proponent be in doubt as to their meaning, the Proponent shall notify the Purchasing Department, who may if necessary, send written addenda to all Proponents.
- 13.2 It is the Proponents responsibility to clarify interpretation on any item in these documents, by contacting the representatives in the Proposal. Clarifications requested by the Proponents must be submitted in writing by 4:00 p.m. Atlantic Time, three working days before the closing date. The reply will be in the form on an addendum, a copy of which will be forwarded to known Proponents no later than 4:00 p.m. Atlantic Time, two working days before the closing date.
- 13.3 The Proponent shall notify the Owner immediately upon finding discrepancies or omissions from the Proposal Documents.
- 13.4 Clarifications and alternates requested by the Proponents will be clarified in the form of an Addendum.

14. ADDENDA

- 14.1 Addenda may be issued during the Proposal call.
- 14.2 All addenda become part of the Proposal documents. Include cost in the Proposal price unless otherwise stated. The Proposal price must include any changes or clarifications set out in the addenda.
- 14.3 Only written addenda shall be binding.
- 14.4 All addenda must be signed and submitted before closing date and time specified to be compliant. Signed addenda submitted by facsimile or electronic communication will not be accepted.

15. INDEMNITY

- 15.1 The successful Proponent will be required to provide Dalhousie with proof that it owns all intellectual property rights in the equipment and software that is supplied and with an indemnity against claims regarding any violations of the intellectual property rights of third parties.

16. CORPORATE REFERENCES

- 16.1 Proponents shall provide three corporate references along with information on the type and scope of business that you are providing these organizations. If you have been the Supplier for a contract similar in nature to the one envisaged in this Proposal, provide that information, along with the name and telephone number of a contact person. The University reserves the right to contact references without prior consent of the Proponent (Appendix A).

17. EVALUATION BY THE UNIVERSITY

- 17.1 The University shall evaluate all valid Proposals and select the Proposal most attractive to the University and which, in the sole discretion of the University, is deemed to be in the best interest of the University.
- 17.2 Without limiting the meaning of the terms "most attractive" and "the best interest of the University", the following criteria normally will be included in the evaluation of Proposals:
 - 17.2.1 Compliance to Proposal Specifications
 - 17.2.2 Compliance to Contractual Terms and Conditions
 - 17.2.3 Total evaluated cost
 - 17.2.4 Delivery/completion time
 - 17.2.5 Experience of Proponent on projects of similar size and scope

- 17.2.6 Previous experience with the University
- 17.2.7 Superior design features considered advantageous to Dalhousie
- 17.2.8 Operating and maintenance costs (where applicable)
- 17.2.9 Reliability/reputation of product being supplied (where applicable)
- 17.2.10 Adaptability and modification potential to meet future University needs
- 17.2.11 Ease of integration with current University operations
- 17.2.12 Environmental impact
- 17.2.13 Corporate Ethics Policy
- 17.3 Where the University has stated specifications that must meet a "minimum" standard, a Proponent may include a project or product which exceeds said standards provided there are advantages to the University in terms of operating or capital costs or other relevant factors.
- 17.4 The University reserves the right to clarify any portion of a Proposal with any Proponent, and to negotiate with one or more Proponents during the evaluation process.

**REQUEST FOR PROPOSALS #2010-067
SUPPLY OF INTERNET BANDWIDTH
SPECIFICATIONS**

1. Dalhousie currently subscribes to a total of more than 650-Mbps of Internet service from two suppliers; one of the contracts for this service expires 31 March 2010. We wish to contract for Internet service for a minimum of 12 months, beginning approximately 1 April 2010 at our Killam data centre, 6225 University Avenue, Halifax (the “delivery location”).
2. Our requirements for the purpose of this RFP are expected to be 250-Mbps and may increase during the life of the contract. We expect to split our total bandwidth requirements between the successful Proposer from this RFP and our second existing supplier, based upon our assessment of the responses and upon our changing requirements.
3. Proposers should indicate their cost per Mbps per month for services between 250-Mbps and 500-Mbps. The ability to burst beyond the contract rate will be considered highly desirable.
4. Proposers must quote Internet service delivered to University’s gigabit ethernet port at the delivery location.
5. We may wish to add or remove bandwidth from any supplier during the term of the contract as requirements change (i.e. possible reduction in bandwidth for the student summer break). If there is a penalty or cost for doing so, it must be identified in the Proposal.
6. BGP-4 peering with a full routing table is required.
7. Proposers are requested to indicate the full extent of the services to be provided. All rates shall include labour and material costs, including delivered costs to the room in which the equipment will be installed. If the Proposer offers different levels of service as an option, the Proposer should include a complete description, and pricing on these options.
8. This RFP is for Internet connectivity only. DNS Server, Mail Server, News Server, or any similar servers are not required from the vendor.
9. Proposers will identify any and all restrictions or special conditions that will be placed on Dalhousie on the use of the Internet service.
10. The successful Vendor shall ensure that qualified employees are available for emergency service call-outs on a 24-hour per day, 7-day per week basis, inclusive of all statutory holidays.
11. Planned maintenance and repair work must be scheduled by the successful Vendor for outside of normal hours of operation, and notification must be provided to Dalhousie a minimum of 48 hours in advance, emergencies excepted. The normal hours of operation per day shall be 7:00 a.m. to midnight local time, 7 days per week. The Vendor will also provide for a call out procedure.
12. Proposers should indicate the service level to which they are willing to commit, including both scheduled and non-scheduled service interruptions.

13. PROPONENT INNOVATION

- 13.1. The University encourages Proponent innovation. If a Proponent offers goods or services different than those specified in the Proposal, and, these may be of advantage to the University, Proponents are strongly encouraged to submit as many of these alternatives as they see fit. These should be clearly identified as alternatives and shall be considered at the sole discretion of the University.

TERMS AND CONDITIONS OF BIDDING

1. PROPOSAL SUBMISSION

- 1.1 These terms and conditions constitute an integral part of this Request for Proposals (Proposal Document) and the registered Proponent (Proponent) acknowledges acceptance by signing the Proposal Summary Form. Proposal Submissions (Proposals) are to be submitted on the forms provided and/or in the format specified in the Proposal Document. Furthermore, Proposals that do not include one signed copy of the Proposal Summary Form will be rejected.
- 1.2 All communication regarding this Proposal Document shall be directed to the University contact named in the Proposal Document. The University will not assume responsibility for verbal instructions or suggestions. Should the Proponent find discrepancies in, or omissions from the specifications, or should the Proponent be in doubt as to the meaning of any part of the Proposal Document, the Proponent shall notify the University, who may issue written addenda to all Proponents.
- 1.3 The submission of a Proposal shall be deemed proof that the Proponent is satisfied as to all provisions of the Proposal Document. The University will not entertain claims based on assertion by the Proponent that it was uninformed or unaware of specifications, terms or conditions.
- 1.4 All Proposals shall be sealed and must be received in writing. Electronic Proposals (e.g., phone, fax, email), and amendments thereto, will not be considered unless expressly stated in the Information to Proponents section of the Proposal Document.
- 1.5 The Proposal Document number and title must appear on Proposals, including the outer packaging. The Proponent should initial each page of the Proposal.
- 1.6 All Proposals shall be in enough detail to allow the University to determine the Proponent's position from the documents received. The University may refuse to consider any Proposal that does not include documentation or other information specified in the Proposal Document.
- 1.7 All materials submitted in response to this Proposal Document shall become the property of the University.
- 1.8 All costs incurred in preparing a Proposal, or presenting or elaborating upon a Proposal, shall be borne solely by the Proponent.
- 1.9 The University will evaluate Proposal's based on the evaluation criteria specified in the Proposal Document. The lowest or any Proposal will not necessarily be accepted.

2. GENERAL

- 2.1 The Proponent declares that the Proposal is not made in connection with any other Proponent submitting a Proposal for the same goods or services and is in all respects fair and without collusion or fraud.
- 2.2 The Proponent represents that it does not discriminate based upon race, color, religion, sex, marital status, age, national origin, or disability.
- 2.3 It is the responsibility of the Proponent to ensure that no representative extends entertainment, gifts, gratuities, discounts or special services, regardless of value, to an employee of the University, or any member of the University Board of Governors, Senate, Faculty or Departments. Proponents shall report to the Manager, Purchasing, any attempt to obtain such favours. Furthermore, Proponents shall disclose if any University employee is involved with the Proponent's company in any way.
- 2.4 All documents, information, specifications, tracings, or attachments provided by the University and pertaining to this Proposal Document remain the property of the University and shall be treated in strict confidence by the Proponent. No part of this Proposal Document may be transmitted to, or discussed with a third party, nor reproductions made thereof, without prior written consent of the University.
- 2.5 Proponents are advised that no commitment shall exist until such time as the successful Proponent receives official written notice from the University.
- 2.6 The University reserves the right to cancel the Proposal process at any time. In the event of any such cancellation, the University shall not be obligated to pay any costs, damages or claims of any type or kind to any Proponent or potential Proponent.
- 2.7 The successful Proponent shall agree to all University Terms and Conditions of Purchase Order.

TERMS AND CONDITIONS OF PURCHASE ORDER

1. *Unless waived or otherwise agreed in writing by the University*, this Purchase Order and its terms and conditions shall not be altered, amended, varied, or modified. Any inconsistent or additional terms or conditions proposed by the Supplier are hereby rejected and shall not bind the University in any way. In the event that the terms and conditions of this Purchase Order are in conflict with, or differ from, the Supplier's terms and conditions, the terms and conditions of this Purchase Order shall prevail.
2. All documents, information, specifications, blueprints, tracings, or attachments provided by the University and pertaining to this Purchase Order must be treated in strict confidence by the Supplier and must not be transmitted to, or discussed with, a third party, nor reproductions made thereof, without prior written authorization of the University.
3. Unless otherwise specified, all shipments shall be delivered FOB destination, offloaded and installed (where specified), freight prepaid and included. It is the Supplier's responsibility to arrange full and complete protection of all shipments to the University. No additional charges of any kind, including charges relating to boxing, packaging or cartage will be allowed unless specifically agreed to in writing by the University. All packaging must adequately protect the goods given their specific nature. The Supplier shall ensure that University's property is kept clean of any rubbish or surplus materials resulting from the supply of goods or services. Title to goods, and the risk of loss or damage to such goods, shall transfer from the Supplier to the University upon delivery of the goods to, and acceptance of them by, the University.
4. The Supplier guarantees that goods or services will be delivered in accordance with the specification, drawing, sample, or quotation referenced or attached hereto, and agrees that this guarantee shall survive acceptance of goods or services by the University. Goods or services delivered which are not in accordance with this condition may be returned to the Supplier, or rectified by the Supplier, at the Supplier's expense, at the option of the University.
5. In the event of the Supplier's failure to deliver as and when specified, the University may cancel this Purchase Order in whole or in part without prejudice to other rights and remedies, and may return part or all of any shipment at the Supplier's expense.
6. Payments will be made in Canadian funds unless otherwise stated on this Purchase Order. Where applicable, the dates and amounts of cash discounts shall be established by receipt of correct invoice or correct material according to the terms of the Purchase Order, whichever is later.
7. Where applicable, the University may withhold any and all payments due under this Purchase Order until the Supplier furnishes a statutory declaration as provided by a notary public stating that all invoices for labour and material provided to the Supplier relating to this Purchase Order have been paid in full.
8. Regardless of payment, all goods and services shall be subject to inspection and approval by the University without limitation as to time. The University may reject the goods and/or services, in whole or in part, and/or terminate the Purchase Order if, in the opinion of the University, the goods and/or services, in whole or in part, are unsatisfactory, non-conforming to Purchase Order specifications, or if the Supplier has breached any term or condition of this Purchase Order.
 - 8.1 In the case of rejected goods, the University may either return the goods to the Supplier at the Supplier's risk and expense, or, advise the Supplier to remove the rejected goods, at the Supplier's risk and expense, whereupon any responsibility of the University with respect to the rejected goods shall absolutely cease.
 - 8.2 In the case of rejected services, the University may either require the Supplier to re-perform the services at the Supplier's expense, or terminate the Purchase Order without payment and obtain the services from another source, at the Supplier's expense.
9. In addition to the University's rights at law and any Supplier warranties, and regardless of payment, the Supplier shall, at its own expense, replace any goods or parts thereof or redo any services which become defective or unusable as a result of faulty manufacture, design, material or workmanship for a minimum period of one (1) year (unless otherwise specified) from:
 - 9.1 The date of acceptance of work and/or materials in the event such goods and services are purchased for the University's use; or,
 - 9.2 The date of the acceptance by the University of the entire project for the purposes of which the University ordered the goods and services covered by this Purchase Order.
 - 9.3 Specific warranties relating to goods or equipment shall survive this clause. The Supplier warrants that the goods or services covered by this Purchase Order are fit and safe for the purpose or use for which they are intended.

10. The Supplier warrants and agrees that it has complied, and will continue to comply, with all applicable Workers' Compensation and Employment Insurance Laws in the Province of Nova Scotia, and all other applicable laws, codes, regulations, rules and orders. The Supplier agrees to indemnify the University and save the University harmless if the Supplier fails to comply with the foregoing and, in the event of such failure, the University may cancel this Purchase Order without penalty. The Supplier further warrants that the prices set forth in this agreement are valid under all pertinent laws, orders and regulations.
11. Where work is performed on University premises, or is performed at other premises on behalf of the University, the Supplier may be required to provide proof satisfactory to the University that the Supplier has valid subsisting public liability and property damage insurance, and owned and non-owned automobile insurance, showing the types of coverage, and the amounts and the effective dates of the insurance, which shall not be less than \$2,000,000 (two million dollars) combined limit each accident or occurrence for bodily injury and property damage inclusive limits. Where the work to be performed warrants it, the University may require that the Supplier's liability insurance include the University as an Insured with respect to work performed by, or on behalf of, the Supplier.
12. Dangerous goods shall be shipped in compliance with all applicable environmental laws, rules, regulations and procedures. For all goods or materials subject to Workplace Hazardous Material Information System (WHMIS) legislation, Material Safety Data Sheets shall accompany the goods, and all applicable packaging shall bear the appropriate WHMIS labels.
13. The Supplier agrees to indemnify and hold harmless, the University, its Board of Governors, Senate, employees, students, servants and/or agents from and against all loss or expense by reason of the liability imposed by law upon the University, its Board of Governors, Senate, employees, students, servants, and/or agents, for damage, injury or expense because of bodily injury, including death, at any time resulting from, or sustained by any person or persons, or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this Purchase Order due to negligent or wrongful acts or omissions of the Supplier. The Supplier further agrees to indemnify and hold harmless the University, its Board of Governors, Senate, employees, students, servants, and/or agents from all claims, demands, losses, costs, damages, actions, suits, or proceedings initiated by third parties arising from the negligence or wrongful acts or omissions of the Supplier, its employees and other persons for whom the Supplier is in law responsible.
14. The Supplier shall pay all royalties and patent license fees required for the performance of this Purchase Order, and at the Supplier's own expense, defend all suits and proceedings against the University and indemnify the University against any award of damages, demands, losses, charges or costs made against the University if such suits or proceedings are based on any claim that any of the products or services supplied constitute an infringement of a patent by the Supplier. If any of the goods or services constitutes an infringement of patent and its use is enjoyed, the Supplier shall, at the Supplier's own expense, procure for the University, the right to continue using the product or service, replace or modify the product or service so it becomes non-infringing and meets the needs of the University, or pay the University for loss of use of the product or service.
15. It is the responsibility of the Supplier to ensure that no representative of the Supplier will extend entertainment, gifts, gratuities, discounts or special services, regardless of value, to an employee of the University, or any member of the University Board of Governors, Senate, Faculties or Departments. The Supplier shall report to the Manager, Purchasing, any attempt to obtain such favours. Further, the Supplier shall disclose if any University employee is involved with the Supplier's company in any way.
16. Fire, flood, explosion, strikes, lock-out, epidemic, accident, shortage of transportation, or other causes beyond the reasonable control of the University or the Supplier, which prevent the Supplier from delivering or the University from receiving and/or using any of the items covered by this Purchase Order, shall operate to suspend deliveries during the period required to remove such cause, subject however, to the University's right to cancel any such delayed order.
17. The Supplier shall not assign or sub-contract its interest in this Purchase Order without the prior written consent of the University. The Terms and Conditions of this Purchase Order shall survive any assignment, and shall not relieve the Supplier of its contractual obligations.
18. The law applicable to this Purchase Order shall be the law in the Province of Nova Scotia, an appeal to the Supreme Court of Canada excepted. The agreement between the parties shall be binding upon them and their successors, executors and administrators.
19. Time shall be of the essence in the performance of this Purchase Order.

**REQUEST FOR PROPOSALS #2010-067
SUPPLY OF INTERNET BANDWIDTH
PROPOSAL SUMMARY FORM**

1. SCOPE OF WORK

- 1.1 Supply of Internet Bandwidth for the approximate minimum period April 1, 2010 to March 31, 2011.
- 1.2 Dalhousie expects to award the contract to one Vendor.
- 1.3 When mutually agreeable between Dalhousie and the Successful Supplier(s), the agreement(s) may be renewed for additional one-year periods which shall not exceed up to a two year extension (total of three years).

2. EXAMINATION

- 2.1 The undersigned Proposer has carefully examined the site of the work described herein; has become familiar with local conditions and the character and extent of the work; has carefully examined every part of the proposed contract, and thoroughly understands its stipulations, requirements, and provisions.

3. PRICE DETAIL

- 3.1 If a Proposal is accepted, the successful Proponent may make no variation of any quoted prices except for changes due to increases or decreases in eligible government taxes or duties, governmental transportation tariffs, or decreases in the price of technology.
- 3.2 All prices are assumed to be in Canadian Funds unless otherwise specified by the Proponent.

4. VALIDITY OF OFFER

- 4.1 Unless otherwise specified by the Proponent, Dalhousie will consider all Proposals irrevocable and valid for acceptance for a period of forty-five (45) days from the Proposal closing date.

5. BASIS FOR AWARD

- 5.1 It is the intention of the University that if awarded, to award a portion of the total requirements to more than one Proposer. However the University reserves the right to award the total requirements to one Proposer.

6. ARITHMETIC CHECKS

- 6.1 In cases where the extended unit price is incorrect, the unit price on the original Proposal Summary Form will be used and the total corrected.

Proposals are requested to be **no more than a two-page (2 page) summary** of the essential costs and benefits of your offer, plus the Proposal Summary Form.

TERMS OF PAYMENT (minimum 30 days) _____

**PLEASE INDICATE IF YOU ARE WILLING TO ACCEPT
PAYMENT VIA MASTERCARD CREDIT CARD:** YES NO

NAME OF FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE: _____ **FAX:** _____ **EMAIL:** _____

**PRINTED NAME OF PRIMARY CONTACT PERSON WITH AUTHORITY TO COMMIT ON BEHALF
OF THE PROPONANT:** _____

SIGNATURE: _____ **DATE:** _____

EMAIL: _____

Appendix A to Proposal Summary Form

INSTRUCTIONS: Complete this Form and submit.

REFERENCES

Proponents shall provide three corporate references along with information on the type and scope of business that you are providing these organizations. If you have been the Supplier for a contract similar in nature to the one envisaged in this Proposal, provide that information, along with the name and telephone number of a contact person. The University reserves the right to contact references without prior consent of the Proponent.

Previous Scope & Product Supplied	Age	Contact/Telephone

I declare that the information provided is true and correct to the best of my knowledge.

Name of Bidder

Signature