



**REGIONAL DISTRICT
of Fraser-Fort George**

Checkpoint Security Management

INVITATION TO QUOTE IT-19-01

Prepared by:
Regional District of Fraser-Fort George
155 George Street, Prince George, BC, V2L 1P8
Telephone 250-960-4400 / Toll Free 1-800-667-1959 / Fax 250-562-8676
<http://www.rdffg.bc.ca>



Table of Contents

PART 1: GENERAL	Error! Bookmark not defined.
1. Introduction	3
2. Award of Contract	4
3. Regional District's Right to Reject Quotation.....	4
4. Payment.....	4
SCHEDULE OF PRICES	5
CONFLICT OF INTEREST DISCLOSURE STATEMENT	6
GOODS AND SERVICES TAX INFORMATION.....	7

1. Introduction

The Regional District of Fraser-Fort George invites written quotations from qualified contractors to provide software and licenses for Checkpoint Next Generation Security Management Software in order to allow the Regional District to centrally manage its network of Checkpoint security appliances. The Regional District is also looking for quotes to provide at least 3 and up to 20 additional security appliances for installation in partner municipalities and volunteer fire halls.

Quotations will be received until 10:00 a.m. local time, Wednesday June 19th, 2019 at the Regional District office, 155 George Street, Prince George, BC V2L 1P8. Vendors must complete and submit the **Schedule of Prices, Conflict of Interest Disclosure Statement and Goods & Services Tax Information**. Submissions received after the stated closing date and time will be disqualified and not considered by the Regional District.

ALL quotations must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the quotation as well as on the outside of the courier envelope if sending by courier:

1. Matthew Thomson, Technology Analyst, Information Technology
Regional District of Fraser-Fort George
2. Invitation to Quote IT-19-01
Checkpoint Security Management Software
3. Responding Vendor's name and address

Quotations submitted by fax, or not in original Regional District format will NOT be accepted.

Invitation to Quote documents may be obtained on or after Wednesday, June 12, 2019:

- a) In a PDF (Public Document Format) file format from the Regional District's website at www.rdffg.bc.ca.

Quoted prices must remain in effect for thirty (30) days after the closing date and time.

All applicable taxes will be shown separately. The successful supplier will be required to itemize taxes on all invoices submitted to the Regional District.

All inquiries relating to this Invitation to Quote must be directed to:

Matthew Thomson, Technology Analyst, Information Technology
Regional District of Fraser-Fort George
Phone: 250-960-4424 / Fax: 250-563-7520
Email: mthomson@rdffg.bc.ca

2. Award of Contract

The Regional District intends to award this quotation based on price and may award different parts of the quotation to different vendors if that is deemed most favourable in the interests of the Regional District.

The Regional District reserves the right to disqualify any quotation that fails to meet any requirement of this Invitation to Quote.

A purchase order issued to the Contractor will indicate acceptance of their quote. No work will proceed without a purchase order issued by the Regional District.

The Regional District reserves the right to not award this quotation, at its sole discretion.

3. Regional District's Right to Reject Quotation

The Regional District reserves the right to reject any and all quotes; the lowest will not necessarily be accepted.

The Regional District reserves the right, in its sole discretion, to waive informalities in Quotes, reject any and all Quotes, or accept the Quote deemed most favourable in the interests of the Regional District.

No Vendor shall have any claim for any compensation of any kind whatsoever as a result of participating in this Invitation to Quote.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a quote, a Vendor agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Vendor in preparing its quote for matters relating to the Agreement or in respect of the competitive process, and the Vendor, by submitting a quote, waives any claim for loss of profits if no agreement is made with the Vendor.

If a Quote contains a defect or fails in some way to comply with the requirements of the Invitation to Quote Documents, which in the sole discretion of the Regional District is not material, the Regional District may waive the defect or accept the Quote.

The Regional District reserves the discretion to reject any quote submitted by a Vendor, where

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that Vendor) is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.
- b) In the case of a quote submitted by a Vendor who is an individual person, where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District

When submitting a quote, the Vendor is required to complete a Conflict of Interest Disclosure Statement (page 10).

The Regional District reserves the right to reject any Quote submitted by a Vendor that is, or whose principals are, at the time of tendering, engaged in a lawsuit against the Regional District in relation to work similar to that being quoted.

4. Payment

The Contractor will provide an invoice to the Regional District for the items agreed to by the Regional District for the amount detailed in the quote. The final invoice must be submitted within one week of the Contract completion date. The Contractor will identify taxes separately on the invoice.

The Regional District will verify receipt of the software and licenses before making payment. Payment will be made within thirty (30) days of the Contractor submitting the invoice.



SCHEDULE OF PRICES

1) Checkpoint Security Management Software Prices to show cost of software for 25 gateway and 50 gateway licenses. Part Numbers: CPSM-NGSM25 / CPSM-NGSM50	PRICE (25)	
	PRICE (50)	
2) Enterprise Standard Support – Security Management Software For CPSM-NGSM25 and CPSM-NGSM25	PRICE (25)	
	PRICE (50)	
3) Checkpoint Security Appliance Minimum 3 and up to 20 units. Looking at 1430 and 1450 units. No wifi or poe options required.	CPAP-SG1430-NGTP (per unit)	
	CPAP-SG1450-NGTP (per unit)	
4) Enterprise Standard Support - Checkpoint Security Appliance Minimum 3 and up to 20 units. Looking at 1430 and 1450 units. No wifi or poe options required.	CPAP-SG1430-NGTP (per unit)	
	CPAP-SG1450-NGTP (per unit)	

CONFLICT OF INTEREST DISCLOSURE STATEMENT

PROCUREMENT PROCESS

IT-19-01 – Checkpoint Security Management

Vendor Name: _____

The Vendor, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Vendor on this Procurement Process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Vendor with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Signature of Person Making Disclosure

Date Signed



GOODS AND SERVICES TAX INFORMATION

The following must be completed:

Supplier:

NAME _____

ADDRESS _____

CITY _____

PROVINCE _____

POSTAL CODE _____

PHONE NUMBER _____

FAX NUMBER _____

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, please fill in the following (check appropriate box):

Supplier qualifies as a small supplier under Section 148 of the legislation

Other: Specify _____

SIGNATURE OF AUTHORIZED PERSON

PRINT NAME

TITLE

DATE