



361A Old Finch Ave.
Toronto, ON M1B 5K7
www.torontozoo.com

Telephone: 416-392-5900
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Chair
Councillor Raymond Cho

Chief Executive Officer
John Tracogna

Chief Operating Officer
Robin D. Hale

2018-11-19

**REQUEST FOR QUOTATION
SUPPLY AND DELIVERY OF KRAFT PAPER BAG
RFQ 101 (2018-12)**

The Toronto Zoo invites you to submit a quote for the supply and delivery of printed Kraft paper shopping bags, on a non-exclusive basis, for the Toronto Zoo's Guest operations for the years 2019 and 2020. Delivery to the Retail Stores, Toronto Zoo, 361A Old Finch Ave, Toronto, ON M1B 5K7.

The Quotation package includes Instructions, Terms & Conditions, Specifications, and Forms. Quoted prices shall remain in effect for a period of sixty (60) days from the Quotation due date.

Due Date: Your quotation must be completed, and received by the Supervisor, Purchasing & Supply, Toronto Zoo, Administrative-Support Centre, 361A Old Finch Ave., Toronto, Ontario, M1B 5K7 or by fax (416) 392-5934 by:

Tuesday 2018-12-04, 1200 hours (noon, local time)

The Board of Management of the Toronto Zoo reserves the right to reject any or all quotes or to accept any quote, should it deem such an action to be in its interests.

If you have any queries regarding this request for quote - please contact Peter Vasilopoulos, Supervisor of Purchasing & Supply, 416-392-5916.

Yours truly,

Paul K. Whittam
Manager, Financial Services

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1.0 INSTRUCTIONS

- 1.1 Complete ALL FORMS in section 4.0 and return by due date and time received on or before **Tuesday, 2018-12-04, by 1200 hours (noon)** or your Quotation will not be considered. Include signed copies of any addenda with your submission package.
- 1.2 Quotations must not be submitted by facsimile, email or any other electronic format.
- 1.3 Show itemized cost of HST if applicable
- 1.4 Use the attached submission label, when you submit your response in a sealed envelope or package and deliver to the Toronto Zoo.
- 1.5 Unless otherwise indicated herein, the prices stated are payable in Canadian Funds.
- 1.6 Quotation prices shall remain in effect for a period of sixty (60) days from the Quotation due date.
- 1.7 Include product information, samples, and pictures, as necessary.
- 1.8 Quote discounts or quantity price breaks separately on FORMS.
- 1.9 If applicable, suggested alternative products are acceptable, however all such products must be quoted separately and should not replace the Toronto Zoo requested product, work or service.
- 1.10 It is the responsibility of the Bidder to understand all aspects of the RFQ and to obtain clarification if necessary before submitting their quotation.
- 1.11 For any technical questions concerning the contract terms and conditions of this RFQ, please contact:

Peter Vasilopoulos
 Supervisor, Purchasing & Supply
 Tel: 416-392-5916
 Fax: 416-392-6711
 E-mail: pvasilopoulos@torontozoo.ca

For any technical queries concerning the specifications of this RFQ, please contact:

Erika Lewis,
 Supervisor, Guest Operations
 Tel: 416 392-9116
 E-mail: elewis@torontozoo.ca

2.0 GENERAL REQUIREMENTS:

The Guest Operations Unit of the Toronto Zoo stocks printed shopping bags for all on site Guest operation outlets. These are used to package customer purchases and for promotion of the Toronto Zoo. The following are the requirements for the years 2019 and 2020.

Sample of each bag listed should be provided with your submission

2.1 Quantity and Description of Requirements (2019):

- 40,000 - 7" X 10" Kraft Paper Notion Bag
- 40,000 - 13" X 6" X 15" Kraft Celebrity Shopper Bag
- 60 RMS - 20" X 30" Eco White Tissue Paper

2.2 Specifications and Design details – Natural Kraft Paper

- i. Made from 100% recycled materials, bag must be recyclable and biodegradable.
- ii. Bags must also be FSC certified and/or derived from Sustainable Forestry Initiative (SFI).
- iii. Recycled Logo and FSC logo must appear on all bags
- iv. Design on both sides of bag
- v. Toronto Zoo Logo (two colours Green #376C, Brown #476C)
- vi. Pricing to also be given for plain kraft bags – no ink
* Please note, approvals of proofs must be signed off by the Toronto Zoo before bags go to print

2.3 Delivery

Annual releases for 2019 will be March and July. Storage must be provided by vendor, and the release dates may change.

- 7" X 10" Kraft paper Notion Bag – Mar 20K / Jul 20K
- 13" X 6" X 15" Kraft Celebrity Shopper Mar-20K / Jul-20K
- Tissue paper Mar-30RMS/Jul-30RMS

Annual releases for 2020 will be March and July, quantities TBD

2.4 Sustainability Information

- Provide in detail the manufacturing process or content of post-consumer waste used to manufacture the Kraft bag, biopolymers (corn starch and cotton seeds), use of environmental safe ink and chlorine free process.
- Confirm if printer is as FSC Certified Printer
- Provide listing of environmental logos or symbols including but not limited to FSC paper, (100%, mixture or recycled) and certification.

3.0 TERMS AND CONDITIONS

3.1 Definitions:

“Board” or “Zoo” means the Board of Management of the Toronto Zoo

“Vendor” “Contractor” or “Consultant” means the person or persons or Corporation to whom the purchase order is issued.

“Services” or “Work” means everything that is necessary to be performed, furnished delivered by the Consultant to meet the Consultant’s obligation under this Contract;

3.2 Vendor Assurance: Unless otherwise stated, the goods, material, articles, equipment, work or services, specified or called for in or under this Quotation, shall be delivered or completely performed, as the case may be, by the Vendor as soon as possible and in any event within the period set out herein as the guaranteed period of delivery or completion.

3.3 Time of the Essence: For all requests made by the Toronto Zoo to the Contract, time is of the essence. The acceptance of a late performance, with or without objections or reservations by the Toronto Zoo, shall not waive the right to claim damages for such breach nor constitute a waiver of the requirement of timely performance of any obligation remaining to be performed.

3.4 Invoicing: Unless otherwise indicated herein, the prices stated are payable in Canadian Funds at the head office of the Board. Any Goods and Services Tax applicable shall be shown as a separate item. The Vendor’s GST registration number must be indicated on the invoice. The Vendor shall clearly show any special charges such as packaging and freight as separate items on the invoice. Payments to non-resident Vendors may be subject to withholding taxes under the Income Tax Act (Canada). Unless a non-resident Vendor provides the Board with a letter from Revenue Canada, Taxation waiving the withholding requirements, the Board will withhold the taxes it determines are required under the Income Tax Act (Canada). All payments are subject to terms of Net 30 days from receipt of goods/services.

3.5 Right to Cancel: The Board shall have the right to cancel at any time this Quotation or any contract or any part of any contract resulting from this Quotation in respect of the goods, material, articles, equipment, work or services set out in this Quotation or any such contract or part of such contract, not delivered or performed at the time of such cancellation, and the Board will not be responsible to make any payments in respect of any such goods, materials, articles, equipment, work or services and shall not incur any liability whatsoever in respect thereto. In the event that the Vendor fails or neglects by any act or omission to comply with any of the conditions set out herein, this Quotation or any contract resulting from this Quotation may be unconditionally cancelled by the Board without notice to the Vendor.

3.6 Official Agreement: No verbal arrangement or agreement, relating to the goods, material, articles, equipment, work or services, specified or called for under this Quotation, will be considered binding, and every notice advice or other communication pertaining thereto, must be in writing and signed by a duly authorized person.

3.7 Pricing Quoted prices shall remain in effect for a period of sixty (60) days from the Quotation due date.

3.8 Worker’s Rights: The Vendor shall comply with the conditions of the Board relating to Worker’s Rights, a copy of which is available on application to the Manager, Fair Wage and

Labour Trades Office, City of Toronto, 18th Floor, West Tower, City Hall, Toronto, Ontario, M5H 2N2 or by phone at 416-392-7300.

- 3.9 Indemnity:** The Vendor shall at all times well and truly save, defend, keep harmless and fully indemnify the Board, the Toronto Zoo Foundation and their servants, employees, officers or agents, hereinafter called the “Indemnities”, from and against all actions, suits, claims, demands, losses, costs, charges, damages, and expenses, brought or made against or incurred by the Indemnities, its or their servants, officers, employees, agents or invitees in any way relating, directly or indirectly, to goods, material, articles or equipment supplied or to be supplied, or to the supplying of goods or services, pursuant to this Quotation, or any other claim, action, suit, demand, loss, cost, charge, damage or expense relating to copyright, trademark or patent with regard directly or indirectly with any such goods, services, material, articles or equipment or the supply or performance thereof.
- 3.10 Liability for Acts of Vendor Employees, Contractors or Agents:** The Vendor acknowledges responsibility and accepts liability for the acts of any of its employees, contractors and agents while on Toronto Zoo property. The Toronto Zoo reserves the right to request background checks for any individual providing the services requested on behalf of the Vendor.
- 3.11 Incurred Costs:** The Bidder shall bear all costs and expenses with respect to the preparation and submission of its quotation and the bidder participation in the quotation process, including but not limited to: site visits and inspections, all information gathering processes, interviews, preparing responses to questions or requests for clarification from the Board, preparation of questions for the Board, and contract discussions and negotiations. The Board shall not be responsible for or liable to pay any quotation costs of any bidder regardless of the conduct or outcome of the Quotation Request, Purchase Order process, or Contract process.
- 3.12 Guaranty of Quotation:** All goods, material, articles, equipment, work or services, specified or called for in or under this Quotation, shall be supplied or performed at the price or process and on the basis set forth or referred to in and in accordance with the Offer and this Quotation. The basis on which this Quotation is given shall include any specifications, plans, price schedules, samples, addenda or other details pertaining thereto, or provided in connection therewith.
- 3.13 Right of Notice:** Any notice that the Board may require or desire to give to the Vendor shall for all purposes to be deemed to have been sufficiently and properly given and afforded by registered mail addressed to the Vendor at the address shown for the Vendor on this form and shall therefor be presumed to have been received by the Vendor on the third day following such registration.
- 3.14 Formal Contract:** The Vendor may be required and shall, if requested by the solicitor for the Board so to do, to execute and enter into a formal contract that is satisfactory to the solicitor for the Board, in order to document the contract resulting from this Quotation and to embody indemnity and related provisions that in the opinion of such solicitor are required to protect the Board.
- 3.15 Charity Status:** The Toronto Zoo is a registered charitable organization (registration #BN 119216398RR0001) and accordingly may be eligible for preferred pricing which should be reflected in the Quotation as submitted.

- 3.16 Education Institute Status:** The Toronto Zoo is a registered educational institute and accordingly may be eligible for preferred pricing which should be reflected in the Quotation as submitted.
- 3.17 Governing Law:** This RFQ and quotation submitted in response to it and the process contemplated by this RFQ shall be governed by the laws of the Province of Ontario. Any dispute arising out of this RFQ or this RFQ process will be determined by a court competent jurisdiction in the Province of Ontario.

4.0 SUBMISSION FORMS:

I/We, hereby, submit the Quotation and will comply with all terms, conditions, specifications and drawings (when provided) as set out within the Board’s Quotation.

I/We, hereby, have received, allowed for and included as part of our submission all issued Addendum numbered _____.

This form must be completed, properly signed and received on or before the date and time specified or your Quotation will not be considered. Quotation prices shall remain in effect for a period of sixty (60) days from the Quotation due date.

The Board of Management of the Toronto Zoo reserves the right to reject any or all Quotations or to accept any Quotation, should it deem such action to be in its interests.

By signing and submitting this FORM, you are agreeing to the release of your quotation information, as deemed necessary by the Board, in order to conduct business associated with this quotation or project.

COMPANY INFORMATION	
Company Name:	
Name of authorized Signing Officer	Title:
Signature of authorized Signing Officer:	Date:
Contact Name:	Title:
Address:	
Telephone #:	Fax #:
Email:	Web Site:
HST #:	

4.1 Quotation Pricing:

DESCRIPTION	ESTIMATED ANNUAL QTY	2019			2020		
		Virgin	FSC		Virgin	FSC	
7" x 10" Kraft Notion bags, printed (25% coverage) 2 colours/2 sides*	40,000	\$	\$		\$	\$	
13" x 6" x 15" Kraft Celebrity Shopper bag, printed (25% coverage) 2 colours/2sides*	40,000	\$	\$		\$	\$	
13" x 6" x 15" Kraft Celebrity Shopper bag (unprinted)	40,000	\$	\$		\$	\$	
30" x 20" Eco White tissue paper	60RMS	\$	\$		\$	\$	
Plate charge and set up , if any							

*PMS colours to be provided to the successful bidder

COMMITMENT TO DELIVER	YES / NO
Please confirm that first release will be delivered by 2019-03-01 (assuming Purchase Order is issued by 2018-12-11)	

DISCOUNT	Discount	Days
Discount allowed for prompt payment and period within which invoice must be paid to qualify.	%	

SUBMISSION LABEL

This address label should be printed and affixed to the front of your sealed tender, quotation and proposal envelope/package submission. Toronto Zoo will not be held responsible for envelopes and packages that are not properly labelled or submitted to an address other than the one listed on this label.

Vendor Name _____

RFQ 101 (2018-11) - Supply and Delivery of Kraft paper bags
Closing: Tuesday, 2018-12-04, 12:00 local time

TO BE RETURNED TO

TORONTO ZOO
C/O SUPERVISOR, PURCHASING & SUPPLY
ADMINISTRATIVE SUPPORT CENTRE
361A OLD FINCH AVE.
TORONTO, ONTARIO
M1B 5K7

Closing: Tuesday, 2018-12-04, 12:00 hours (noon) local time

INSTRUCTIONS:

It is important to the Toronto Zoo to receive a reply from all invited bidders. If you are unable, or do not wish to submit a bid, please complete the following portions of this form. State your reason for not bidding by checking the applicable box(es) or by explaining briefly in the space provided. It is not necessary to return any other Request for Proposal/Quotation/Tender documents or forms. Please just return this completed form by fax 416 392-6711 or by email purchasing@torontozoo.ca prior to the official closing date.

A Proposal/Quotation/Tender is not submitted for the following reason(s):	
<input type="checkbox"/> Project/quantity too large.	<input type="checkbox"/> Project/quantity too small.
<input type="checkbox"/> We do not offer services or commodities to these requirements	<input type="checkbox"/> Cannot meet delivery or completion requirement
<input type="checkbox"/> We do not offer this service or commodity.	<input type="checkbox"/> Agreements with other company do not permit us to sell directly.
<input type="checkbox"/> Cannot handle due to present commitments.	<input type="checkbox"/> Licensing restrictions
<input type="checkbox"/> Unable to bid competitively.	<input type="checkbox"/> We do not wish to bid on this service or commodity in the future.
<input type="checkbox"/> Insufficient information to prepare quote/proposal/tender	<input type="checkbox"/> Specifications are not sufficiently defined
<input type="checkbox"/> We are unable to meet bonding or insurance requirements.	

<u>Other reasons or additional comments (please explain):</u>

Company Name:	
Address	
Contact Person:	
Signature of Company Representative:	
Date:	
Phone Number:	
Email address	
Fax Number:	