



**Oil and Gas Commission**  
**INVITATION TO QUOTE (ITQ)**  
This is NOT an order

**ITQ # 21122004**  
**Desktop Scanners**  
**Issue Date: December 14, 2021**

Quotations must be received before **2:00 P.M. (Pacific Time)** on JANUARY 7, 2022 and submitted electronically to:

[HTTPS://PROCUREMENT.BCOGC.CA/](https://procurement.bco.gc.ca/)

All enquiries related to this Invitation to Quote, including any requests for information and clarification, are to be directed by December 30, 2021 via email to [peter.armstrong@bcogc.ca](mailto:peter.armstrong@bcogc.ca), who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and will be distributed to all Proponents at the Commission's option.

It is the intent of the ITQ to select a supplier that offers the best value solution and quality equipment. Interested suppliers are required to submit the completed cover page of this ITQ along with a supporting quote.

**Stage #1 – Cover Page: Expression of Interest**

Please check off the following:

- I have received a copy of the above noted ITQ
- I am able to share tracking and ensure safe delivery to the Fort St. John & Victoria office locations.
- I agree to the Invitation to Quote Terms and Conditions
- The Respondent representative identified below is fully authorized to represent the Respondent in any and all matters related to its Response.

**THIS QUOTATION IS SUBMITTED BY:**

COMPANY NAME OF BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE

(please print): \_\_\_\_\_

# ITQ # 21122004

## Desktop Scanners

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### Checklist for Bidders:

1. Read all the terms and conditions.
  2. Submit a cover page and Quotation before 2PM Pacific Time on December 17, 2021 via <https://procurement.bcogc.ca/>
  3. **Quotations must not be sent by email.**
  4. **Quotations must be in Canadian Dollars (CAD).**
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### Timetable

Event	Date
ITQ Issued	December 14, 2021
Inquiries Deadline	December 30, 2021
Quotation Closing Time	January 7, 2022 - 2:00PM PST

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### Evaluation

The quotation will be reviewed to determine whether the mandatory technical requirements as noted in the specifications sheet have been met. The evaluation of price will be undertaken after the above evaluation of mandatory technical requirements and has been completed. Based on results, a top-ranked Respondent will be identified and notified in writing.

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### Specifications

The Commission seeks to purchase four digital desktop scanners with the specifications listed below:

- Preference for Fujitsu brand digital scanner – a high-end updated Fujitsu is preferred as this brand has served the Commission well with demonstrated high reliability and low maintenance requirements.

#### Scanning/performance criteria:

- Produces high quality scans
- Scans large reports quickly
- Offers range of DPI scan settings (e.g. 300 dpi, 400 dpi)
- Scans in PDF/A formats
- File format converts into searchable PDF
- Scans multiple/different document page sizes within a single scanning job, same as MFDs (e.g. a single COR report can include 11x17, letter, and legal size documents)
- Meets OGC's digitization standards (see attached)
- Multi-feed sensor
- Continuous scanning
- Overwrite warning
- Display scanned images immediately after scanning
- Adjustable resolution, colour mode, brightness, contrast, sensitivity, paper sizes (legal, letter, double letter a must)
- ADF Duplex (scan type)
- Blank page skip

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## Desktop Scanners

### Invitation to Quote Terms and Conditions

1. Bidders must submit a Quotation that complies with the instructions provided as a "Checklist for Bidders" found in this ITQ.
  2. By submitting a Quotation in response to this ITQ, the bidder is deemed to have agreed to the terms and conditions of this ITQ, and if selected as the successful bidder, to supply the goods listed at the prices quoted in the submitted Quotation.
  3. Quotations will be marked with their receipt time. Only complete Quotations received and marked before closing time will be considered to have been received on time. Late Quotations will not be considered or evaluated. In the event of a dispute, the Quotation receipt time as recorded by the Commission will prevail whether accurate or not.
  4. Quotations will remain valid for 30 days from the closing date of this ITQ, despite anything to the contrary on the Quotation.
  5. Lowest or any Quotation will not necessarily be accepted.
  6. Bidders must comply with all applicable laws.
  7. Bidders are solely responsible for their own expenses, if any, in preparing and submitting a Quotation and, if successful, in finalizing a contract.
  8. Quotations must be submitted in English.
  9. Once an award is made, the successful bidder will be held to its Quotation as of the closing date of the ITQ even if the bidder later alleges a mistake was made in the Quotation.
  10. If a bidder discovers that it has made an error in its Quotation, the bidder may forward a correction notice to the Commission at the location identified on the front cover page of this ITQ or withdraw its Quotation, but the correction or withdrawal must be received before the closing date and time for the ITQ.
  11. Before an award is made, if it appears that an error has been made in a Quotation, the Commission may, in its sole discretion, communicate with the bidder to ascertain if it wishes to honour the Quotation or permission to withdraw the Quotation. If the bidder is permitted to withdraw its Quotation, the Quotation will not be considered further.
  12. The Commission reserves the right to award this order in part or in full, on the basis of Quotations received unless the bidder specifies that its Quotation is valid only for the complete order.
  13. The Commission may consider and evaluate any Quotation from another jurisdiction on the same basis that the government purchasing authorities in those jurisdictions would treat a similar Quotation from a British Columbia supplier.
  14. All inquiries related to this ITQ are to be directed to the Commission, to the contact person noted on the front cover page of this ITQ. Information obtained from any other source is not official and may be inaccurate. Inquiries and responses may be posted on the BC Bid website ([www.bcbid.ca](http://www.bcbid.ca)) or distributed to all bidders, at the Commission's option.
  15. All documents submitted to the Commission are subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act*. For further information about Freedom of Information please see [http://www.cio.gov.bc.ca/cio/priv\\_leg/index.page](http://www.cio.gov.bc.ca/cio/priv_leg/index.page).
  19. While the Commission has used considerable efforts to ensure an accurate representation of information in this ITQ, all bidders are urged to conduct their own investigations into the material facts. The Commission will not be held liable or accountable for any error or omission in any part of this ITQ.
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