



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

**ITQ #21121001**  
**Issue Date:** July 6, 2020

Quotations must be received before **11:59 P.M. (Pacific Time)** on **July 17, 2020** 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 July 10, 2020 via email to [bradley.weaver@bcogc.ca](mailto:bradley.weaver@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.

Respondents are requested to provide pricing on Lenovo laptops Model T14.

**Checklist for Bidders:**

Please check off the following:

- I have received a copy of the above noted ITQ
- I am a reseller of Lenovo hardware
- I am able to ship to Victoria location and Fort St. John location.
- I agree to the 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): \_\_\_\_\_

1. Read all applicable terms and conditions.
2. Submit the Quotation before 11:59 P.M. (Pacific Time) on JULY 17, 2019 via <https://procurement.bco.gc.ca/>
3. **Quotations must not be sent by email.**



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**Timetable**

Event	Date
ITQ Issued	July 6, 2020
Enquiries Deadline	July 10, 2020
Quotation Closing Time	July 17, 2020 – 11:59 PM PT

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**Evaluation**

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

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**Specifications**

The Commission seeks to purchase new Lenovo laptops as specified below:

- Model – T14
- CPU - AMD Ryzen Pro 4750U
- HD – 256 SSD Samsung
- RAM – 16 GB Samsung

Please indicate if there are volume discounts and at what quantities they are offered.



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**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.