



REVISED REQUEST FOR QUOTATION

RFQ #354 – MICROSOFT TRAINING

Issue Date: Tuesday, March 15, 2011

Issued by: The Thames Valley District School Board

Angela McManus, Buyer

Return Date: 04:00:00 local time, Wednesday, April 13, 2011

**THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR QUOTATION
WORKSHEET A - TERMS CONDITIONS**

2011 - #354

ITEM NO.	TERMS AND CONDITIONS	RESPONSE OR COMPLIES/WILL NOT COMPLY	COMMENTS
1.0	INTRODUCTION		
1.1	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 178 schools with an estimated enrolment of 74,000 students. The TVDSB is a member of the Educational Computing Network of Ontario (ECNO).		
1.2	Quotations addressed to the TVDSB, P. O. Box 5888, London, Ontario, N6A 5L1 will be received at the TVDSB Purchasing Services Department, 1250 Dundas Street East, London, Ontario until Wednesay, April 12, 2011 for supplying any or all of the following subject to the conditions herein.		
1.3	SIGNED COPIES OF QUOTATION MUST BE FAXED TO (519) 452-2399 AND ELECTRONIC COPIES BY EMAIL TO: angela.mcmanus@tvdsb.on.ca FOR YOUR QUOTATION TO BE ACCEPTED. Delivery of the foregoing to the Purchasing Services Department is the responsibility of the bidder. If you have any questions, please contact Angela McManus by email: angela.mcmanus@tvdsb.on.ca.		
2.0	TRAINING		
2.1	When quoting on Training Agreements for labour only, include travel/mileage expenses.		
2.2	It is the TVDSB's preference to have all training provided at 1250 Dundas St, London, Ontario. Bidders must state location of their training facility.		
2.2.1	State if you are an authorized training center.		
2.2.2	State if you are an authorized testing center.		
2.2.3	State location and address of your company's support facilities to support/service the TVDSB.		
2.2.3	Is parking available.		
2.2.5	Is there a cost for parking, if so please state.		
3.0	PRICING		
3.1	The rates quoted must hold until August 31, 2011.		
3.2	All charges must be included in the cost of the item, and in CANADIAN FUNDS . Prices should include delivery/travel time. F.O.B. destination.		
4.0	SECOND AND THIRD YEAR OPTION		
4.1	Would your company agree to extend this contract with the same terms for a second year ending August 31, 2012?		
4.2	Would your company agree to extend this contract with the same terms for a third year ending August 31, 2013?		
4.3	HARMONIZED SALES TAX is extra. HST must be shown as a separate line item on all invoices. Our current GST Registration Number is R119216331. This is subject to change. All prices must be quoted in Canadian Funds.		
5.0	BID FORMAT		
5.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required.		

FIRM NAME: _____

A1

SIGNATURE: _____

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5.2	Worksheet B: Course Description in Excel format - Electronic response required.		
5.3	Worksheet C: Qualifications of Staff in Excel format - Electronic response required.		
6.0	CANCELLATION OF CONTRACT		
6.1	This contract may be terminated by the TVDSB with 30 days written notice, if, in our opinion, the successful bidder fails to meet the terms or conditions of this contract.		
7.0	WORKPLACE INSURANCE		
7.1	The successful bidder must ensure that all workers are covered by Workplace Insurance for the duration of this contract. A copy of your Certificate of Coverage must be submitted with this quotation.		
8.0	LIABILITY INSURANCE		
8.1	Please include a copy of certificate stating the amount of your company's liability insurance coverage:		
9.0	REFERENCES		
9.1	The Board is concerned with the past performance of a bidder. The successful bidder may be asked to supply references as to their ability to supply the quality of product/service they are bidding on. Please state a minimum of three School Boards who have used your service and the name and phone number of the individual that our Board can contact.		
9.1.1	Reference 1 - Company Name:		
	Reference 1 - Address:		
	Reference 1 - Contact Name:		
	Reference 1 - Phone Number:		
	Reference 1 - Fax Number:		
	Reference 1 - e-mail address:		
9.1.2	Reference 2 - Company Name:		
	Reference 2 - Address:		
	Reference 2 - Contact Name:		
	Reference 2 - Phone Number:		
	Reference 2 - Fax Number:		
	Reference 2 - e-mail address:		
	Reference 3 - Company Name:		
9.1.3	Reference 3 - Address:		
	Reference 3 - Contact Name:		
	Reference 3 - Phone Number:		
	Reference 3 - Fax Number:		
	Reference 3 - e-mail address:		
10.0	SIGNATURE PAGE:		
10.1	I hereby acknowledge that I have read, understand and agree to the forgoing Contract Terms and Conditions.		
10.2	FIRM NAME:		
10.3	SIGNATURE:		
10.4	NAME:		

FIRM NAME: _____

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SIGNATURE: _____

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<i>ITEM NO.</i>	<i>TERMS AND CONDITIONS</i>	<i>RESPONSE OR COMPLIES/WILL NOT COMPLY</i>	<i>COMMENTS</i>
10.5	TELEPHONE NO.:		
10.6	FAX NO.:		
10.7	INTERNET ADDRESS:		
10.8	EMAIL ADDRESS:		
I hereby acknowledge that I have read, understood and agree to the forgoing Contract Terms and Conditions as listed			

FIRM NAME: _____

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SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET C -QUALIFICATIONS OF STAFF

2011 - #354

<i>Item No.</i>	<i>Employee</i>	<i>Position/Title</i>	<i>Qualifications</i>	<i>Number of Years Experience</i>
C1				
C2				
C3				
C4				
C5				
C6				
C7				
C8				
C9				
C10				
C11				
C12				
C13				
C14				
C15				

FIRM NAME: _____

C1

SIGNATURE: _____