

## VENDOR QUOTE SOLICITATION

THIS IS NOT AN ORDER

	INVITATION TO VENDOR	GOOD OR SERVICE REQUIREMENT (GENERAL DESCRIPTION ONLY, DETAILS BELOW)
<b>Company</b>		
<b>Address</b>		
<b>Contact</b>		
<b>Telephone No.</b>		
<b>Facsimile No.</b>		
<b>Email Address</b>		

Issue Date		Quotes Accepted By:	Yes/No	Submit To:
<b>Closing Date</b>		<b>Facsimile</b>		
<b>Closing Time</b>		<b>Email</b>		
<b>Contact</b>		<b>Sealed Envelope</b>		
<b>Title</b>				
<b>Telephone No.</b>				
<b>Ext. No.</b>				
<b>Email Address</b>				

GENERAL INSTRUCTIONS & CONDITIONS	
1.	<b>This Quote must be signed by an authorized agent of the Vendor or it will be rejected.</b>
2.	<b>Late Quotes will be rejected; no exceptions.</b>
3.	<b>Prices will be considered to be in Canadian funds, unless otherwise specified by the University.</b>
4.	<b>If you do not wish to submit a Quote, please indicate in the No Quotation section the reason for your decision and return to the Contact.</b>
5.	<b>Where a “brand name” is indicated in the Description no substitutions shall be considered unless the term “or equivalent” appears beside the “brand name”.</b>
6.	<b>York University reserves the right to award a contract “in whole or in part”. Acceptance of a Quote shall be by Purchase Order. Any purchase resulting from this Quote Solicitation is subject to York's <a href="#">Standard Terms &amp; Conditions</a>.</b>
7.	<b>York University reserves the right to reject any or all Quotations, or to accept any Quotation should it be deemed in the best interest of the University.</b>
8.	<b>All equipment must meet applicable standards.</b>

REQUIRED ITEMS			
		Yes/No	Details (as required)
1.	<b>Pre-Quote Meeting</b>		
2.	<b>Bid Form</b>		
3.	<b>Samples</b>		
4.	<b>Literature</b>		
5.	<b>WSIB Upon Award</b>		
6.	<b>Certificate of Insurance Upon Award</b>		

NO QUOTATION			
	Yes/No		Yes/No
<b>Company does not provide the good or service</b>		<b>Not able to meet the quantity requirements</b>	
<b>Not able to meet the delivery/completion date</b>		<b>Not able to quote competitively</b>	
<b>Not permitted to sell direct to end-user</b>		<b>Licensing restrictions</b>	
<b>Other (please specify)</b>			

FUTURE REQUESTS FOR QUOTATION	
	Yes/No
<b>We wish to be invited to participate in future quote solicitations for this good or service category</b>	

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QUOTE				
Quantity	Unit	Description	Unit Price	Extended Amount
<b>Freight (if applicable)</b>				
<b>Additional Information:</b>		<b>Details:</b>	<b>Sub-Total</b>	
Guaranteed delivery (after receipt of order)				
Free on Board (FOB)				
Prices shall remain valid for				
Vendor Quote Number			<b>H.S.T.</b>	
Payment is Net 30 days; prepayment/deposit requests will not be accepted.			<b>Total</b>	

<b>Authorized Agent's Name: (please print/type)</b>		<b>Acknowledgement</b>
<b>Authorized Agent's Signature:</b>		That the “authorized agent” acknowledges that the Vendor understands the instructions and conditions of this solicitation and hereby offers to supply the goods &/or services as per this Quote; and for greater certainty the “authorized agent” has the authority to submit this Quote on behalf of the Vendor.

<b>For Canada Foundation for Innovation (CFI) Only</b>		
<i>This Section Must be Completed if equipment and/or services is for the purpose of CFI Funds:</i>		
The acquisition of the equipment and/or services outlined above is dependent on external funding through the Canada Foundation for Innovation (CFI) (see website: <a href="http://www.innovation.ca">www.innovation.ca</a> ). Vendors must consider the following factors when responding to this Quote Solicitation:		
<ul style="list-style-type: none"> <li>The total award by CFI is positively affected by matching funds from other entities, for securing “in-kind” contributions such as donations of equipment, discounts above regular educational discounts, etc.</li> <li>The CFI approval process may extend to as long as eighteen (18) months which will affect the issuance of any Purchase Order resulting from this Quote Solicitation.</li> </ul>		
Description	Unit Price (Excluding Taxes & Freight)	Total (Excluding Taxes & Freight)
Retail Price (Sub-Total of above)		
Educational Discount or Educational Price		
CFI In-kind Contribution		
Net Price		