

VENDOR QUOTE SOLICITATION

THIS IS NOT AN ORDER

To be completed by York University purchaser.	Select the applicable, mandatory response: The Vendor has already completed the Ontario Business Declaration and appears on York’s database I have attached the Ontario Business Declaration Form I have attached the Non Ontario Business Justification form
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INVITATION TO VENDOR

Company		GOOD OR SERVICE REQUIREMENT
Address		(GENERAL DESCRIPTION ONLY, DETAILS BELOW)
Contact		
Telephone No.		
Fax No.		
Email Address		

Issue Date		Quotes Accepted By: (Yes/No)	Submit To:
Closing Date		Fax Email Sealed Envelope	
Closing Time			
Contact			
Title			
Telephone No.			
Ext. No.			
Email Address			

GENERAL INSTRUCTIONS & CONDITIONS

1. This Quote must be signed by an authorized agent of the Vendor or it will be rejected.
2. The authorized agent of the Vendor must complete the Ontario Business Declaration if requested by York University. Please note that payments will be withheld until York University receives all requested information.
3. Late Quotes will be rejected; no exceptions.
4. Prices will be considered to be in Canadian funds, unless otherwise specified by the University.
5. 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.
6. Where a “brand name” is indicated in the Description no substitutions shall be considered unless the term “or equivalent” appears beside the “brand name”.
7. York University reserves the right to award a contract “in whole or in part”. Acceptance of a Quote shall be by written confirmation or Purchase Order. Any purchase resulting from this Quote Solicitation is subject to York's [Standard Terms & Conditions](#).

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GENERAL INSTRUCTIONS & CONDITIONS (continued)

8. The University is required to comply with [The Accessibility for Ontarians with Disability Act \(AODA\)](#) (O.Reg. 429/07). The University recognizes the importance of ensuring accessible goods and services are readily available to our community. By submitting a Quote, Vendors certify they have met the rules and requirements for accessibility under the AODA, as outlined for the nature and size of its organization. For more information see Procurement Services’ Accessible Procurement site.
9. The University is required to comply with [The Building Ontario Businesses Initiative Act \(BOBIA\)](#) (O.Reg. 422/23). BOBIA’s purpose is to give Ontario Businesses preference when conducting procurement processes. Vendors must represent whether they meet the definition of an Ontario Business as part of the Invitation to Quote.
10. All equipment must meet applicable standards.

REQUIRED ITEMS

(Yes/No)

Details (as required)

1.	Pre-Quote Meeting		
2.	Bid Form		
3.	Samples		
4.	Literature		
5.	WSIB Upon Award		
6.	Certificate of Insurance Upon Award		

NO QUOTATION

(Yes/No)

(Yes/No)

Company does not provide the good or service		Not permitted to sell direct to end-user	
Not able to meet the delivery/completion date		Not able to quote competitively	
Not able to meet the quantity requirements		Licensing restrictions	
Other (please specify)			

FUTURE REQUESTS FOR QUOTATION

(Yes/No)

We wish to be invited to participate in future quote solicitations for this good or service category	
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QUOTE

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

<i>Authorized Agent's Name: (please print/type)</i>	<i>Authorized Agent's Signature:</i>
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Acknowledgement

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.

<u>For Canada Foundation for Innovation (CFI) Only</u>		
<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: www.innovation.ca). Vendors must consider the following factors when responding to this Quote Solicitation:		
<ul style="list-style-type: none"> • 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. • 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. 		
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		