

# VENDOR QUOTE SOLICITATION THIS IS NOT AN ORDER

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

Issue Date	<b>Quotes Accepted By:</b>	Yes/No	Submit To:
Closing Date	Facsimile		
Closing Time	Email		
Contact	Sealed Envelope		
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.	Late Quotes will be rejected; no exceptions.
3.	Prices will be considered to be in Canadian funds, unless otherwise specified by the University.
4.	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.
5.	Where a "brand name" is indicated in the Description no substitutions shall be considered unless the term "or
	equivalent" appears beside the "brand name".
6.	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 Standard Terms & Conditions.
7.	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.
8.	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 able to meet the quantity requirements		
Not able to meet the delivery/completion date		Not able to quote competitively		
Not permitted to sell direct to end-user		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
			Eusia	ht (if amplicable)	
A 3 3 4 4 1 3				tht (if applicable)	
Additional Information:		Details:	Sub-Total		
Guaranteed delivery (after receipt of order)					
Free on Board (FOB)					
Prices shall remain valid for			пст		
Vendor Quote Number			H.S.T.		
Payment is	Payment is Net 30 days; prepayment/deposit requests will not be accepted.			Total	

Authorized Agent's Name: (please print/type)	Acknowledgement
Authorized Agent's Signature:	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.

### For Canada Foundation for Innovation (CFI) Only

### This Section Must be Completed if equipment and/or services is for the purpose of CFI Funds:

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="www.innovation.ca">www.innovation.ca</a>). Vendors must consider the following factors when responding to this Quote Solicitation:

- 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)		
<b>Educational Discount or Educational Price</b>		
CFI In-kind Contribution		
Net Price		