

VENDOR QUOTE SOLICITATION

THIS IS NOT AN ORDER

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

Issue Date		Quotes Accepted By:	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	

