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INVITATION TO QUOTE

GOODS/SERVICES UNDER $100,000

CFI FUNDED PROJECTS

# Purpose

This Invitation to Quote (ITQ) is intended to solicit non-binding quotations from Suppliers for the provision of goods and/or services for consideration by Trent University. The use of this ITQ process is to assess the Suppliers offering. Trent University is not obligated to make any purchases or award of business using this ITQ resulting from a response to this invitation and the University reserves the right to accept or reject any or all quotes. This invitation does not create, nor give rise to the applicable legal rights or duties of a formally, legally binding procurement process. This is not a Purchase Order (PO).

# Instructions

1. Supplier to complete highlighted requirements, provide a signature acknowledgement and return the ITQ via email to the Contact Person by the due date indicated. Failure to follow these requirements may result in quotation not being considered.
2. When a “brand name” is indicated in the Item Description, the term “or equivalent” may appear beside the “brand name”.  If an “or equivalent” notation is not indicated, it will be at the sole discretion of the University to determine if a quoted equivalent item is acceptable.
3. The University reserves the right to contract in whole or in part and acceptance of quote will be by Purchase Order and subject to Trent University standard [PO Terms and Conditions.](https://www.trentu.ca/purchasing/doing-business-trent/purchase-order-terms-and-conditions)
4. If an invited Supplier is unable to provide a quotation, provide an email to contact person indicating reasoning.
5. The University is required to comply with the Accessibility for Ontarians with Disability Act (AODA) and suppliers are encouraged to quote on goods, services or facilities accessible to anyone with an accessibility requirement. <https://www.ontario.ca/page/accessibility-in-ontario>

# Timetable

*(To be completed by the University)*

|  |  |
| --- | --- |
| **ITQ Issue Date:** |  |
| **ITQ Due Date:** |  |

Trent University Contact Information

*(To be completed by the University)*

|  |  |
| --- | --- |
| **Contact Person:** |  |
| **Department:** |  |
| **Contact Person Email:** |  |

# Supplier Contact Information

*(To be completed by the Supplier)*

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Address:** |  |
| **Contact Name and Title:** |  |
| **Contact Email:** |  |
| **Contact Phone:** |  |
| **Website:** |  |

# Requirements for Quoting

* *Trent University to complete Quantity (Qty), Unit of Measure (Unit) and Item Description and/or provide a brief procurement overview of requirement to Supplier. Additional rows may be added to table.*
* *Supplier to complete bid table pricing, additional information, and signature acknowledgement.*
* *Warranties and/or related services can be quoted as a line item on bid table.*
* *Suppliers can add any further detail specific to quote on a separate attachment.*
* *If an in-kind contribution is applied, provide details in the Item Description section of bid table.*
* *Refer to CFI definitions provided herein for clarification of pricing information.*

*Trent University Procurement Requirement and General Description:*

|  |
| --- |
|  |

**Bid Table Pricing:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Qty* | *Unit* | *Item Description* | *Unit List Price* | *Normal Discount* | *Educational Discount* | *CFI in-kind Contribution* | *Extended Net Selling Price* |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| Freight (if applicable) | | | | | | |  |
| **TOTAL (pre-tax)** | | | | | | | $ |
| *Supplier requested to quote in Canadian Funds. If currency other than Canadian Funds quoted, Supplier to identify.* | | | | | | | |

**Additional Information:**

*Supplier to provide responses where applicable and indicate N/A for those nonapplicable.*

|  |  |
| --- | --- |
| **Delivery date (after receipt of PO)** |  |
| **Prices valid until (specify date)** |  |
| **Does equipment meet applicable electrical standards?** |  |
| **If installation required, advise if included in cost and if not, indicate any additional costs. Travel required?** |  |
| **Is training required and if so, is it included in cost and if not, indicate any additional costs. Travel required?** |  |
| **If software, are there any license fees or user fees and if yes, indicate if included or list any additional costs** |  |

# Signature Acknowledgement

The Supplier understands the instructions and conditions of this ITQ request and hereby offers to supply goods and/or services per this quote. By signing this quotation, the agent signing has authority to submit this quotation on behalf of the Supplier. A Signature Acknowledgement is required for this ITQ.

|  |  |
| --- | --- |
| **Authorized Agent’s Name:** |  |
| **Authorized Agent’s Signature:** |  |
| **Date:** |  |

# Canada Foundation for Innovation (CFI) - Definitions

CFI is an independent corporation created by the Government of Canada to fund research infrastructure. The CFI’s mandate is to strengthen the capacity of Canadian universities, colleges, research hospitals and non-profit research institutions to carry out world-class research and technology development that benefits Canadians. Further information about the CFI can be found at [www.innovation.ca](http://www.innovation.ca).

CFI requires all Suppliers to identify and document the standard market price for the goods/service proposed and the University’s one-time special pricing, the difference being an “in-kind” contribution. The standard market price must be the price normally provided to educational institutions. In addition, Suppliers must identify and document the standard market price of any equipment supplied at no charge. Suppliers are asked to provide these details in their Quote. It is not mandatory for Suppliers to provide an in-kind contribution. If the list price and the normal educational prices are the same, Suppliers should provide a statement in their Quote to explain the rationale behind their pricing strategy. The educational price and the in-kind contributions may be audited for reasonableness by the CFI.

The University values and appreciates in-kind contributions offered by Suppliers. This ITQ provides an opportunity for the supplier community to contribute to this project. Without the primary funding from the CFI and the province, this ITQ opportunity would not be possible.

To help ensure the accuracy of the pricing information, the following definitions are provided:

**List Price:** Price the University would be expected to pay prior to any discount offered.

**Normal Discount:** A discount normally offered to the University, taking into consideration factors such as the University’s current volume of transactions and location. A discount for early settlement or for settlement in cash is considered to be a normal discount.

**Educational Discount:** A discount offered to the University due to its educational status.

**Normal Educational Price:** The price that would normally have been charged to the University after normal and educational discounts, but prior to any discount offered as a contribution towards the CFI-funded purchase or project.

**CFI In-kind Contribution:** A non-monetary resource that an external partner offers as a contribution towards a CFI-funded project. It may include the value, in whole or in part, of eligible capital items (i.e. equipment, accessories/options and software), or non-capital items (i.e. extended warranties, delivery, installation costs and training) that are needed to bring the infrastructure into service. The in-kind contribution is equal to the best normal educational prices, less the net selling price (if any).

**Net Selling Price:** The cash consideration payable by the University.