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| **SHORT FORM INVITATIONAL REQUEST FOR QUOTATIONS (“RFQ”) – LOWEST PRICE** | |
| Requirement | Insert short description of the goods and/or services (10 words or less, where possible) |
| Issue Date | Month DD, YYYY |
| Issued By | The Sir Sandford Fleming College of Applied Arts and Technology (the “College”) |
| Invitation and Intent | The College is seeking quotations for the goods and/or services (the “Deliverables”) described in the attached Scope of Work.  The College intends to select the bidder that can provide the Deliverables for the lowest price.  The College will send the selected supplier a selection notice by email.  The selected supplier is expected to provide any requested documentation (e.g. proof of insurance, WSIB Certificate) within the timeframe specified in the selection notice. If the selected supplier does not provide the required documentation, the College may select another supplier or cancel the RFQ process. No contractual relationship will be formed until the College has issued a purchase order for the goods and/or services. |
| College Contact | **Name of College Contact, Job Title,** at **email address** |
| Site Visit | If there is no Site Visit, delete the text below and insert N/A.  A mandatory site visit will be held at:  **LOCATION** at **HH:MM AM/PM ET** on **Month DD, YYYY.**  Attendance at the site visit is required in order to submit a quotation. |
| Supplier Questions | Questions related to this RFQ must be submitted by email to the College Contact by **2:00:00 PM ET** on **Month DD, YYYY.** |
| Quotation Submission | Quotations must be submitted by email to the College Contact by **2:00:00 PM ET** on **Month DD, YYYY.** Suppliers must submit a completed and signed Quotation Form. |
| Purchase Order Terms | The College will issue a Purchase Order to the successful Supplier. The supply of the Deliverables will be governed by the College’s Purchase Order Terms, which can be reviewed at this link:  **[Purchase Order Terms and Conditions - v4.2](https://department.flemingcollege.ca/purchasing/attachment/3446/download)**  The Supplier must provide the Deliverables described in the Scope of Work for the price(s) set out in the Supplier’s Quotation Form, all in accordance with the Purchase Order Terms. Any terms and conditions which are contained in any other document submitted by the Supplier, such as an order acknowledgement, invoice, standard or online terms or other such document, are hereby expressly rejected and superseded by the College’s Purchase Order Terms. |

# SCOPE OF WORK

**[See Template User Guide for guidance on preparing the SOW.]**

**[INSERT SCOPE OF WORK]**

# QUOTATION FORM

## 1. Supplier Information

|  |  |
| --- | --- |
| The full legal name of the Supplier: |  |
| Supplier Address |  |
| Supplier Contact Person (name, title) |  |
| Telephone Number |  |
| Email Address |  |

1. **Offer**

The Supplier offers to provide the Deliverables, as described in the Scope of Work, in accordance with the College’s Purchase Order Terms, for the following pricing:

**[Revise or replace this table, if needed, to suit the procurement. See the RFQ Template User Guide for guidance and examples.]**

|  |  |
| --- | --- |
| **Breakdown of Goods and Services** | **Price** |
| [Insert line items for pricing breakdown. These items must be clearly and directly related to the Deliverables described in the Scope of Deliverables.] | $ |
|  | $ |
|  | $ |
| **TOTAL QUOTATION PRICE (excluding HST)** | $ |

The Total Quotation Price is in Canadian dollars and excludes HST, but includes all shipping costs and all other costs, charges, and expenses associated with providing the goods and services as specified in this RFQ.

## Supplier Acknowledgements

The Supplier acknowledges that the RFQ process is non-binding and no contractual relationship will be formed until the College has issued a purchase order for the goods and services.

The Supplier acknowledges that its quotation may be subject to public disclosure in accordance with Ontario’s *Freedom of Information and Protection of Privacy Act*.

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Signature of Supplier’s Representative Date