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|  | **TIMETABLE** |
| **Project Number** | [E.g. UOT20171552 **or** OECM/CSA# **or** MGCS/MAA#] |  | **Issued On** | Choose date. |
| **Project Name** | [E.g. Roofing Contractors for Various Exterior Roof Restoration and Replacement] |  | **Respond By** | Choose date. |
|  |  |  | **Submit To** |  |

This Second Stage Invitational Request (SSIR) is issued by The Governing Council of the University of Toronto pursuant to the Master Agreement under the above *Project Number*. This SSIR incorporates the terms and conditions of this Agreement. In the event of a conflict or inconsistency between the terms of the Agreement and this SSIR, the terms of the Agreement will prevail. The use of the SSIR process is for evaluation and assessment of the supplier offering. The University is not obligated to any subsequent purchases using the SSIR process.

**The University is required to comply with** the [Building Ontario Businesses Initiative Act (BOBIA), O.Reg. 422/23](https://www.ontario.ca/laws/regulation/230422), which is a provincial regulation in effect as of April 1, 2024. BOBIA’s purpose is to give Ontario Businesses preference when conducting procurement processes.

Suppliers must attest as to whether they meet the definition of an Ontario Business.

**An Ontario Business is defined as:**

1. Any Supplier, manufacturer or distributor that conducts its activities on a permanent basis in Ontario.
2. At the time of a procurement, either:
3. Has its headquarters or main office in Ontario, OR
4. Has a minimum of 250 full-time employees in Ontario.

General Instructions

1. This Quote should be signed by an authorized agent of the Supplier, and returned to the *Contact Person* by the due date noted in the *Timetable* above, or it may not be considered.
2. Prices should be in Canadian funds unless otherwise specified by the University.
3. Prices quoted should be valid for a minimum of XX days.
4. Acceptance of a Quote will be by Purchase Order.
5. The University of Toronto reserves the right to accept or reject any or all quotes.

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| Supplier Contact Information |
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| Company |  |  Website |  |  |
| Address |  |  |
| Contact  |  | Job Title |  |  |
| Email |  |  Phone |  |  |
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| Contact Person Information: University of Toronto Requesting Department  |
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| Contact Name |  | Department |  |  |
| Telephone |  |  Email |  |  |
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| Deliverables - Service Requirements  |
|  |  |  |
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| Timelines |  | Location of work |  |
|  |  |  |  |  |
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| site visit details |  | list of Attachments (if any) |  |
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| Schedule of Itemized and Unit Prices |
|  | ITEM | DESCRIPTION | QTY | UNIT PRICE | TOTAL PRICE |  |
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|  |  |  |  |  | **TOTAL** | $ |  |
| Notes |
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INSTRUCTIONS*(Delete these instructions before sending to suppliers):*

**Evaluation Method**

Use this section to give 10% preference to Ontario Businesses when not using a Vendor of Record (VoR) arrangement.

**Ontario Business Attestation & Authorized Agent Acknowledgement**

This section is mandatory and must be completed by the supplier.

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| Evaluation Method: Check the applicable evaluation approach for this Procurement |
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| [ ]  **RATED CRITERIA** *(Customize based on requirements)* |
| **Criteria** | **Weight (%)** |
| Rated Criteria 1 *(e.g. Price)* |  |
| Rated Criteria 2 *(e.g. Technical Requirements)* |  |
| Rated Criteria 3 *(e.g. Delivery Timelines)* |  |
| Rated Criteria 4 *(e.g. Warranty)* |  |
| **Ontario Business Preferential Margin** | **10%** |
| **TOTAL** | **100%** |

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| [ ]  **PRICE ONLY** |
| **Criteria** | **Weight (%)** |
| Price | 90% |
| **Ontario Business Preferential Margin** | **10%** |
| **TOTAL** | **100%** |

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| **NOTE:** The [Quotation Evaluation Template](https://www.procurement.utoronto.ca/tools-templates-forms/quotation-evaluation-template) can also be used to evaluate supplier quotations |

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| Ontario Business Attestation & Authorized Agent Acknowledgement |
| **Ontario Business Attestation**The authorized agent represents and warrants that pursuant to [O. Reg 422/23](https://www.ontario.ca/laws/regulation/230422), it is an Ontario business that meets the following requirements: 1. The business is a supplier, manufacturer or distributor of any business structure that conducts its activities on a permanent basis in Ontario and
2. The business either,
	1. has its headquarters or main office in Ontario, or
	2. has at least 250 full-time employees in Ontario at the time of the applicable procurement process.

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| [ ]  YES | [ ]  NO |

 | **Acknowledgement**The authorized agent acknowledges the Supplier understands the instructions and conditions of this request and hereby offers to supply goods as per this Quote; and for greater certainty the agent has the authority to submit this Quote on behalf of the Supplier. The University of Toronto Procurement Policy and Code of Ethics are available on the [Procurement Services](https://www.procurement.utoronto.ca/) website.

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| *Authorized Agent* |  | *Signature & Date* |  |

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