**Invitation to Quote (Services):**

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| --- | --- | --- | --- |
| **TIMETABLE** | | |  |
| Issued On: |  | |
| Respond By: |  | |
|  |  |  |

Submit To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Price Valid To:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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This Invitation to Quote (“Invitation”) invites Suppliers to submit a non-binding offer (“Quote”) for the provision of goods to the University of Toronto. Other Suppliers may also be invited to submit quotes. This Invitation does not create, nor give rise to the applicable legal rights or duties of a formal, legally-binding procurement process.

**University Compliance Requirements:**

The University is required to comply with:

1. The Accessibility for Ontarians with Disability Act (AODA). Suppliers are encouraged to quote on goods, services, or facilities accessible to anyone with an accessibility requirement. For more information see [Accessibility Rules for Procurement](https://www.ontario.ca/page/accessibility-rules-procurement) and the [AODA Office](https://hrandequity.utoronto.ca/inclusion/accessibility/).
2. 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 & Conditions**

1. This Quote must be signed by an authorized agent of the Supplier or it will not be considered.
2. Prices must be in Canadian funds unless otherwise specified by the University.
3. Where a “brand name” is indicated in the Description, no substitutions shall be considered unless the term “or equivalent” appears beside the “brand name”.
4. The University of Toronto 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 Invitation is subject to the University of Toronto [Standard Terms & Conditions](http://www.procurement.utoronto.ca/about-procurement/terms-conditions).
5. The University of Toronto reserves the right to accept or reject any or all quotes.

***SECTION 1:*** *To be completed by the University of Toronto Requesting Department*

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| Contact Information: University of Toronto Requesting Department | | | | | | | | | |
|  | | | | | | | | | |
| Contact |  | | | | Department |  | |  | |
| Telephone |  | | | | Email |  | |  | |
|  | | | | | | | | | |
| Service Requirements | | | | | | | | | |
|  | | |  | | | | | | |
| Service(s) | |  | | | | | | |  |
|  | |  | | | | | | |  |
| Out of Scope  (if applicable) | |  | | | | | | |  |
|  | | |  | | | | | | |
| Completion Date | |  | | Fixed Budget (if applicable) | | |  | |  |
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| **Technical Submission Requirements and Evaluation Criteria** |

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| **Submission Requirements** | **Evaluation  Criteria** | **Max. Points** |
| i) |  | **xx** |
| ii) |  | **xx** |
| iii) Price |  | **xx** |
| iv) Ontario Business Preferential Margin |  | **10%** |
| **Total** |  | **100%** |

# ***SECTION 2:*** *To be completed by the Supplier*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Contact Information: Supplier | | | | | | | |
|  | | | | | | | |
| Company | |  | | Website |  |  | |
| Address | |  | | | |  | |
| Contact Name | |  | | Title |  |  | |
| Email | |  | | Phone |  |  | |
|  | | | | | | | |
| Supplier Response | | | | | | | |
|  | | |  | | | | |
| The ***ENTER NAME OF DEPARTMENT*** at the University of Toronto is seeking an expert *(independent contractor or consultant)* with expertise, experience and capacity to deliver the service(s) identified above. To proceed with the planning process, by the date noted above, the Supplier is encouraged to provide only relevant information provided below, or on a separate document attached to this request.  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. **Provide a brief outline of qualifications, expertise and experience to deliver the services outlined *Section 1 – Service Requirements*. No promotional or marketing material is needed.** | | | | | | |  |
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| 1. **Provide the qualifications of the resources assigned to complete the deliverables.** | | | | | | |  |
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| 1. **Provide a cost breakdown for each deliverable and the overall lump sum/fixed price of the engagement. As part of the total cost, the Supplier should consider any related expenses (e.g. parking, office supplies, travel, telephone, etc.) as these will not be paid by the University.** | | | | | | |  |
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| Guaranteed delivery date (after receipt of PO) | |  |  |
| **Supplier Acknowledgement & Signature** | | | | |
| **Acknowledgement 1.**  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,  i.  has its headquarters or main office in Ontario, or  ii.  has at least 250 full-time employees in Ontario at the time of the applicable procurement process.   |  |  | | --- | --- | | * YES | * NO |     **Acknowledgement 2.**  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. University of Toronto Procurement Policy and Code of Ethics are available on the [Procurement Services](https://www.procurement.utoronto.ca/) website. | | | | |
| Authorized Agent’s Name: |  | | | |
| Signature: |  | | | |
| Date: |  | | | |