



The Royal Institution for the Advancement of Learning/McGill University

REQUEST FOR QUOTATION (RFQ)

REQUESTER INFORMATION		Date of the RFQ	RFQ Closing Date
Department:			
Contact Name:			
Telephone #:			
Fax #:			
e-mail:			
		RFQ NO.	

Delivery Address (McGill Destination)

Item No.	Quantity	Unit of Measurement	Goods & Services Catalogue # and Description	Unit Price CDN \$	Total Price CDN \$

Total Amount before Taxes					
Goods & Services Taxes (G.S.T.)					
Quebec Sales Tax (Q.S.T.)					
Grand Total including G.S.T. & Q.S.T.					

Supplier Information:	The following Section must be completed by the Supplier and included in the Supplier's proposal in response to this RFQ.		
Supplier Name	Supplier Address, Telephone No. & E-mail	Expected Delivery Time	Supplier's Quotation #
			Quotation Date

As per Act R.S.Q. C-65.1, Suppliers with a permanent location in Quebec must submit a Fiscal Attestation from the Minister of Revenue of Quebec. Suppliers without a permanent location in Quebec must complete and include a Declaration of Location with their proposal. See www.mcgill.ca/procurement
Suppliers who have already submitted either the Fiscal Attestation or the Declaration of Location to McGill within 90 days prior to the date of Supplier's proposal in response to this RFQ, do not need to submit such documentation as part of this RFQ.

All Suppliers responding to this RFQ must complete the section below.

Supplier's Attestation from Minister of Revenue of Quebec Check the box if Attestation is attached. <input type="checkbox"/>	Supplier's Declaration of Location Check the box if Declaration is attached. <input type="checkbox"/>	Supplier Contact Name
Attestation No.:		Signature

RFQ Terms and Conditions

- Supplier's response to this RFQ must be sent to McGill University via Facsimile or E-mail to the attention of the Requester, as specified above. Supplier may attach a quotation to this form or may enter prices directly on this form. If quotation is provided, the Supplier Information Section of this form must be completed and attached as the first page of Supplier's proposal.
- The quantity specified above is provided as a best estimate only. The University reserves the right to order the quantity that it requires.
- Prices are in Canadian dollars quoted DAP (Delivered at Place) McGill Destination as indicated above, as per Incoterms 2010 and includes all charges related to freight, in-transit insurance and unloading the goods at McGill Destination. Title and risks remain with the Supplier until delivery to McGill Destination. In the event of a discrepancy/error in the total prices indicated above or in the Supplier quotation, the unit price will prevail.
- Goods and Services Tax (G.S.T.) and Quebec Sales Tax (Q.S.T.) are applicable but should not be included in the quoted prices.
- Terms of payment shall be Net 30 days from the receipt of Supplier's invoice by McGill University Accounts Payable.
- Supplier's proposal shall be valid for sixty (60) days from the date of Supplier's submission.
- Price may or may not be the determining factor in Supplier selection process. The award may be made to the Supplier(s) whose proposal(s) is (are) determined to be of highest value in terms of quality and price.
- The University reserves the right to request the Supplier(s) to demonstrate that adequate skills, equipment and resources are available for performance of the services.
- The University reserves the right to request any additional information that it deems necessary in order to make a decision on any proposal.
- The University reserves the right to reject any or all proposals after evaluation. Rejection of all proposals will mean that the University, in its own best interest at this time, has determined not to pursue the acquisition.
- Supplier who submits a proposal to McGill in response to this RFQ must be licensed and certified as required by the laws of Quebec.
- Any resulting purchase shall be subject to McGill Terms and Conditions of Purchase, a copy of which is available on: www.mcgill.ca/procurement
- Any proposal not supported by the information requested in the RFQ, or not complying with the RFQ requirements, may not be considered.

