

McGill University Department: _____ Contact: _____ Tel: _____ Fax: _____ Email: _____	Bidder: _____ Contact: _____ Fax: _____	
	Request date: _____	RFQ No.: _____
	Closing date: _____	Subject of the RFQ: _____

The acquisition of the equipment and/or services outlined below is dependent on external funding through the Canada Foundation for Innovation (CFI) (see website: www.innovation.ca). When responding to this RFQ, Bidders must therefore consider that the CFI approval process may extend to as long as eighteen (18) months or more. Correspondingly, once the CFI approval process is completed and has been awarded, McGill University may then have to re-issue this RFQ. For each item quoted, the pricing structure should be as indicated below. The bidder offers to supply to the University the goods and/or services listed below, at the price shown, subject to the terms and conditions in this Request for Quotation and any addendum annexed hereto:

Item #	Quantity	Description	U/M	Unit Price	Total Price
		Retail Price Educational Price CFI In-Kind Contribution Net Price			
				Total \$:	

Bidders must include provisions for installation, training and warranties when applicable. Bidders must also indicate the fair market value for all donations made in the form of equipment, accessories, additional warranties and training.

Delivery at Place (Incoterm 2010) McGill University	Payment terms: _____	Delivery date: _____	Quotation No.: _____ Valid until: _____
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Name of the Bidder: _____	Telephone No.: _____	Signature _____	Date: _____
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- Quotation must be Delivery at Place (as per Incoterm 2010), freight and insurance included.
- G.S.T. and Q.S.T. are applicable but should be quoted separately from the quoted prices. All other taxes and duty, if applicable, should be included.
- All other charges including packaging, handling, or documentation must be specified.
- Any proposal not supported by the information requested in this RFQ, or not complying with this RFQ, may not be considered.
- This RFQ is part of a competitive procurement process, which helps to serve the best interests of the University. With a RFQ, price may or may not be the determining factor. The award may be made to the Bidder(s) whose proposal is determined to be the most advantageous to the University.
- The University reserves the right, at the time of evaluation of any proposal to request any additional information that it deems necessary in order to make a decision on any proposed offer.
- 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 this issue. The University may at its own discretion, invite one or more Bidder(s) to participate in a competitive negotiation process.
- If unable to bid, please return this form and indicate reason.
- Facsimile replies will be accepted. McGill University shall not be responsible for late or incomplete responses.
- Any resulting purchase will be subject to the McGill terms and conditions (T&C). The T&C may be viewed on the McGill Procurement Services Web Site www.mcgill.ca/procurement.