

APPENDIX B – QUOTATION FORM

1) Supplier Information

Please fill out the following form, and name one person to be the contact for this RFQ response and for any clarifications or amendments that might be necessary.

Full Legal Name of Supplier:	
Any Other Relevant Name under Which the Supplier Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website:	
RFQ Contact Person and Title:	
RFQ Contact Phone:	
RFQ Contact E-mail:	

2) Acknowledgement of Terms of Reference and Governing Law

The Supplier acknowledges that this RFQ process will be governed by the specific Terms of Reference and Governing Law set out in this RFQ, and that, among other things, the Terms of Reference and Governing Law confirm that this procurement process does not constitute a

formal legally binding bidding process, and that there will be no legal relationship or obligations created until UYMHA accepts the Supplier's offer in writing.

3) Ability to Provide Deliverables

The Supplier has carefully examined this RFQ and has a clear and comprehensive knowledge of the Deliverables required. The Supplier represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the pricing set out below and has provided a list of any subcontractors to be used to complete the proposed contract. The Supplier encloses herewith as part of the proposal the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
Submission Form (Appendix B)	
Rate Bid Form (Appendix F)	
References	
Authorized Reseller Status from Manufacturer	
Proof of General Liability Insurance	

Notice to Suppliers: There may be forms required in the RFP other than those set out above. See the Mandatory Requirements section of the RFP for a complete listing of mandatory forms.

4) Non-binding Price Estimates

Suppliers should provide pricing for the Deliverables described in Appendix F, Rate Bid Form.

The Supplier confirms that the pricing information provided is accurate. The Supplier acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

The Supplier acknowledges that the pricing includes all applicable duties and taxes except Harmonized Sales Tax (HST), which should be itemized separately, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to UYMHA, all costs of installation and set-up, including any pre-delivery inspection charges and all other overhead, including any fees or other charges required by law.

5) Addenda

The Supplier is deemed to have read and accepted all addenda issued by UYMHA prior to the Deadline for Issuing Addenda. The onus remains on Suppliers to make any necessary amendments to their quotations based on the addenda. The Supplier is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word "None" on the following line:_____. Suppliers who fail to complete this section will be deemed to have received all posted addenda.

6) Conflict of Interest

Prior to completing this portion of the Quotation Form, Suppliers should refer to the following definition of Conflict of Interest:

"Conflict of Interest" includes, but is not limited to, any situation or circumstance where

- a) in relation to the bidding process, the Supplier has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, information in the preparation of its quotation that is confidential and not available to other Suppliers, (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process, or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process and render that process non-competitive and unfair; or
- b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the Supplier's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the Supplier will be deemed to declare that (a) there was no Conflict of Interest in preparing its quotation; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

Otherwise, if the statement below applies, check the box.

- ☐ The Supplier declares that there is an actual or potential Conflict of Interest relating to the preparation of its quotation, and/or the Supplier foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

If the Supplier declares an actual or potential Conflict of Interest by marking the box above, the Supplier must set out below details of the actual or potential Conflict of Interest:

7) Confidential Information of Supplier

A Supplier should identify any information in its quotation or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by UYMHA. The confidentiality of such information will be maintained by UYMHA, except as otherwise required by law or by order of a court or tribunal. Suppliers are advised that their quotations will, as necessary, be disclosed on a confidential basis, to UYMHA's advisers retained for the purpose of evaluating or participating in the evaluation of their quotations. If a Supplier has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to the UYMHA Contact.

Signature of Witness

Signature of Supplier Representative

Name of Witness

Name and Title

Date: _____

I have authority to bind the Supplier.