

INVITATION TO QUOTE FOR GOODS AND SERVICES BETWEEN \$20,000 - \$75,000

Invitation to Quote (Goods and Services):

This Invitation to Quote ("Invitation") invites Suppliers to submit a non-binding offer ("Quote") for the provision of goods to the University of Alberta. 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.

TIMETABLE
Issued On:
Respond By:

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 Alberta 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 Alberta's terms and conditions.
- 5. The University of Alberta reserves the right to accept or reject any or all quotes.

University of Alberta Requesting Department				
Contact	Depar	rtment		
Telephone	Ema	il		
Supplier				
Company		Website		
Address				
Contact Name		Title		
Email		Phone		

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U of A Requesting Department should complete Qty/Unit and Item Description columns; Supplier then provides pricing and any applicable
discounts, or can attach a Supplier-generated quote to this form. Warranties and/or related services must be quoted as line item(s) below.

Qty	<u>Unit</u>	<u>Item Description</u>	<u>Unit</u>	Price <u>Educa</u> <u>Discou</u>	<u>tional</u> int I/A	<u>Extended</u> <u>Amount*</u>
				Fre	eight (if licable)	
* Exter	nded Am	ount = Qty x Unit Price		1	<u>OTAL</u>	
		elivery date (after receipt of PO)				
Price	s quoted	are valid until (specify date)				
		ement: The "authorized agent"	Authorized Agent's			
		es the Supplier understands the and conditions of this request and	Name:			
<u>hereb</u>	<u>y offer</u>	s to supply goods and services as per				
		and for greater certainty the agent has the submit this Quote on behalf of the				
Suppl		Sazzinis tino quote on senun oi tino	<u>Signature</u>			
			Date			