



## Supplier Quote Checklist

The following criteria may be relevant when requesting a quote for goods and services. If applicable, this checklist may be shared with suppliers when seeking quotations for goods and/or services and may be attached to the Purchase Order request.

Can all specifications be met? If not, clearly indicate the differences on a separate page.	
Has the regular educational discount been identified?	
Does the equipment meet applicable electrical standards?	
Does the equipment contain any radioactive materials?	
Has a list of spare parts and associated costs been provided?	
Can installation be provided?	
<ul style="list-style-type: none"> <li>Is it included in the cost?</li> </ul>	
<ul style="list-style-type: none"> <li>If not included, indicate any additional costs</li> </ul>	
Can training be provided?	
<ul style="list-style-type: none"> <li>Is it included in the cost?</li> </ul>	
<ul style="list-style-type: none"> <li>If not included, indicate any additional costs</li> </ul>	
Is travel required to perform installation and/or training?	
<ul style="list-style-type: none"> <li>Is it included in the cost?</li> </ul>	
<ul style="list-style-type: none"> <li>If not included, indicate any additional costs</li> </ul>	
Has extended warranty pricing been identified?	
Have after warranty maintenance fees been quoted?	
If software, are upgrades included?	
<ul style="list-style-type: none"> <li>If not included, indicate any additional costs</li> </ul>	
If software, are there license fees or user fees?	
<ul style="list-style-type: none"> <li>If not included, indicate any additional costs</li> </ul>	
Is equipment or software documentation included in the cost?	
<ul style="list-style-type: none"> <li>If not included, indicate any additional costs</li> </ul>	
Has the F.O.B. point been identified, and is freight and insurance included?	
<ul style="list-style-type: none"> <li>If not included, indicate any additional costs</li> </ul>	
Are discount payment terms identified?	
If currency other than Canadian funds being quoted, is this clearly identified?	
For non-Canadian suppliers, if on-site services are required including installation/setup, training, or other, has Non Resident Withholding Tax requirements been considered?	
Will quotation be valid for the requested period?	
<ul style="list-style-type: none"> <li>If not, indicate the validity period:</li> </ul>	