**PART 4 – FORM OF QUOTATION**

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| **CONTRACTOR INFORMATION:** | | | | |
| Full Legal Name: |  | | | |
| Address: |  | | | |
| GST Registration No: | |  | PST Registration No. |  |
| Business License No. | |  | Jurisdiction: |  |
| *(Note: If the scope of Work results in services being performed in the City of Surrey, the terms of the City’s Business License By-law apply and the Contractor will be required to provide proof of compliance prior to the contract start date)* | | | | |

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| **AUTHORIZED REPRESENTATIVE DETAILS:** | | | | |
| Name and title: | |  | | |
| Phone: |  | | Email: |  |

**TO: SURREY POLICE SERVICE (“SPS”) -** via email: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

**RE: REQUEST FOR QUOTATIONS 1220-041-2021-010 (“RFQ”)**

In furtherance of the RFQ issued on behalf of SPS, we, the above-named Contractor, hereby certify we have read and fully understand the RFQ documents and hereby submit our offer for the supply of Goods.

We certify we are an authorized reseller, distributor and/or supplier of the Goods.

SPS may, at its option, accept our quotation for the supply of all or any portion of the Goods.

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| Signed on on behalf of the Contractor by its authorized signatory(ies):  *(date)* | |
| *Signature*  *Name (please print):*  *Title (please print):* | *Signature*  *Name (please print):*  *Title (please print):* |

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| Attachments:   * Attachment 1 - Quotation Details * Attachment 2 – Detailed Specifications (see Attachment 1 – Quotation Details, Section D) * Attachment 3 – Proof of authority to supply the Goods (see Attachment 1 – Quotation Details, Section M) * [*identify additional Contractor added attachments]* |

**Attachment 1 – QUOTATION DETAILS**

(Note: This Attachment, subject to negotiations between SPS and the successful Contractor(s), will be incorporated into the Contract)

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| ***Note:*** *Other than entering data in the spaces provided, or including attachments as necessary, making changes to this form or submitting an alternate format is discouraged. If space is insufficient, additional pages may be added as necessary.* |

1. **PRICING AND PAYMENT TERMS:**
2. Currency. All prices are expressed in Canadian dollars.
3. Pricing. Prices are FOB Destination, all-inclusive (including packing, delivery, duty, brokerage, tariffs, environmental fees (if applicable) and fixed and firm. Federal goods and services tax (“**GST**”) and Province of British Columbia provincial sales tax (“**PST**”) is not included in pricing. SPS may increase or decrease quantities without affecting the unit prices shown.
4. Effect of Changes to Laws. Changes after the Effective Date to customs duties or value added taxes will result in a corresponding price adjustment.
5. Rebates and Discounts.SPS shall be entitled to the benefit of any rebates or discounts offered by the Contractor, manufacturers, suppliers and others with respect to the Goods. The Contractor will apply any rebates or discounts as a credit on the applicable invoice; provided that if there are procedures for claiming rebates or discounts, the Contractor will co-operate with, and support SPS, in submitting the claims.

## Holdbacks

## SPS may hold back up to 150% of the price of any Good, without interest, on account of any non-conforming Good until replaced or remedied.

## Pursuant to the Income Tax Act (Canada), if the Contractor is a non-resident of Canada, SPS will withhold the prescribed amount of tax from each payment and remit it to Canada Revenue Agency.

1. Payment Terms.30 days following receipt of the Goods to which the payment relates, or receipt of an invoice by Accounts Payable, whichever is later.
2. Early Payment Discount. A cash discount of \_\_\_\_\_\_% will be allowed if invoices are paid within \_\_\_\_ days.
3. **PRICING:** *(Note: if insufficient space, add additional lines, tables or pages as required)*

**TABLE 1 – CORE GOODS**

| **Description / Make / Model[[1]](#footnote-2)** | | | **Catalogue Number** | **Unit Price1** |
| --- | --- | --- | --- | --- |
|
| 1. | Panasonic Toughbook Device (Laptop) | CF-33 MK2, I5 (10th Gen) CPU, 16GB RAM, 512GB OPAL SSD, Band-14 capable LTE + dedicated GPS w/ passthrough to external antennas, Barcode Reader, Front Camera (Windows Hello), Rear Camera w/flash, Windows 10 64-bit (English) | CF33REPBUVM | $ |
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| 2. | Premium Keyboard | | CFVEK333LMP | $ |
| 3. | Desktop Docking Station | | CFVEB331U | $ |
| 4. | AC Adaptor for Desktop Docking Stations | | CFAA5713A3M | $ |
| 5. | Enrolled in Microsoft AutoPilot | |  | $ |
| **1** If volume discounts apply, identify the applicable discount(s) to stated price in section C below. | | | | |

**TABLE 2 – ADDITIONAL GOODS OR ACCESSORIES *(optional)***

*(Note: Identify other recommended goods or accessories)*

| **Description / Make / Model** | **Catalogue Number** | **Quantity**  (estimated) | **Unit Price1** |
| --- | --- | --- | --- |
|  |  |  | $ |
|  |  |  | $ |
| **1** If volume discounts apply, identify the applicable discount(s) to stated price in section C below. | | | |

1. **DISCOUNT(S):**

**Other Discounts:** *(Note: In addition to any discounts and rebates applicable pursuant to Section A, section 4 and/or early payment discount identified in Section A, section 7, identity any currently available additional discounts, including for bulk purchases, manufacturer discounts, etc.)*

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1. **DETAILED** **SPECIFICATIONS:** *(Note: Attach catalogues, goods listings, detailed specifications, etc. for the Goods, any optional accessories and any substitutions for the Goods (if substitutions are permitted or applicable))*
2. **DELIVERY SCHEDULE / LEAD TIMES**

*(Note: State firm delivery, in calendar days, after receipt of requisition)*

1. Initial Order, from date of requisition (in days):

(*Note:* It is anticipated a Requisition for an initial order will be issued promptly after contract award.)

1. Subsequent Orders, if any, from date of requisition (in days):
2. Optional Accessories, if any, from date of requisition (in days):

*(Note: Describe any known or potential ordering, delivery or availability issues that may impact your ability to promptly supply the Goods (including any caps on order quantities, long lead times, business environment/law enforcement industry factors), how these issues will affect SPS and any potential mitigation factors).*

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1. **WARRANTIES:** *(Note: Identity any warranties offered (by Contractor, suppliers, manufacturers, etc.) in addition to those required by the Contract Terms, and describe how your warranty meets the requirements of the Contract Terms)*

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1. **TRAINING:** *(Note: Describe training you will provide re: maintenance, repair or use of the Goods - if not applicable, insert “N/A”)*

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1. **QUALITY ASSURANCE:** *(Note: Describe your quality assurance program)*

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1. **CUSTOMER SERVICE:**

**Customer Service Approach:** *(Note: Describe your customer service approach, including issues management, reporting, etc.)*

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**Response and Performance:** *(Note: Describe your ability to repair/replace defective Goods so there is always a 100% level of service or zero downtime for warranty/service work. If not applicable, insert “N/A”)*

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1. **AFTER PURCHASE SUPPORT:** *(Note: Describe after-purchase support, including location of these services, service desk phone number and hours of operation, and how SPS’s needs will be addressed in critical times. Include depth and breadth of support. If not applicable, insert “N/A”)*

**By Contractor:**

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**By Manufacturer:**

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1. **PREVENTATIVE MAINTENANCE SUPPORT:** (*If not applicable, insert “N/A”)*

**Maintenance Provider Details:** *(Note: Identify location and hours of operation of authorized service centre)*

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**Access to Manuals:** *(Note: Identify how you will provide access to user/service manuals, and updates, for the Goods)*

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**Preventative Maintenance:** *(Note: Provide preventative maintenance information and scheduling (mandatory and recommended) for the Goods and components)*

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1. **CONTRACT TERMS:** *Check one.*

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|  | We accept Part 3 (Contract Terms) of the RFQ in its entirety. | | |
|  | We accept Part 3 (Contract Terms) of the RFQ with exceptions. *(Note: Identify and describe any proposed exceptions/changes.) (SPS will not be bound by any changes requested unless those changes are incorporated into the Contract Terms and agreed to in writing by the parties).* | | |
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|  | **Section** | **Change Proposed** | **Reason for Change** |
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1. **Authority**

*(Note: Demonstrate your ability and legal authorizations to sell and supply the Goods. Provide proof (ie. manufacturer’s letter or similar document))*

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1. **EXTENSION OF OFFER:** *(Note: To promote cooperative purchasing efforts within the public sector, and to provide additional value to the Contractor, additional law enforcement agencies may desire to opt into a contract with the successful Contractor(s) based on the prices, discounts, terms and/or conditions offered to SPS. Identify your willingness to extend your offer under this RFQ to other public agencies with similar needs within British Columbia. Your response will not affect the evaluation of your Quotation)*

*Check one.*

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|  | We agree to extend its offer under this RFQ to other public agencies within BC under separate agreement to be negotiated with such agency. |
|  | We do not agree to extend its offer under this RFQ to other public agencies within BC. |

1. **OTHER:** *(Note: Identity any additional information you feel may be of interest or benefit to SPS)*

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1. *Model.* Model referenced reflects current model year. As model years change, SPS expects to receive the then current model year unless an earlier model year is approved by SPS in writing at the time the order is placed. [↑](#footnote-ref-2)