



## Quotation General Conditions

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**THESE GENERAL CONDITIONS ARE STANDARD FOR ALL REQUEST FOR QUOTATIONS/REQUEST FOR PROPOSALS. VENDORS WILL BE EXPECTED TO COMPLY WITH EACH CONDITION. QUOTATION RESPONSES WILL ONLY BE ACCEPTED ON THE DOCUMENTS PROVIDED.**

1. The Purchasing Department may initiate a Request for Quotation for lower value items, whereby the Quotation documents may be returned by fax/email. All high value purchases require Quotation/Proposal response by sealed offer. The response instructions for each request will be indicated by the buyer on the Request for Quotation/Proposal documents. Be sure you have indicated on your quotation/proposal a price for each item, delivery lead time, delivery terms and terms of payment. State freight charge when freight costs are to be pre-paid and charged. Sealed Quotations/Proposals must be submitted in ink, and signed by an authorized company representative where indicated on the quotation/proposal cover page.
2. Sealed Quotations/Proposals must be submitted in hard copy form only. Sealed Quotations/Proposals will not be received on any EnWin/WUC facsimile machine or by email. The Quotation/Proposal number must be clearly marked on the outside of the envelope. Sealed Quotation/Proposal Submissions received in the Purchasing Office after the specified closing date and time, regardless of markings, will be rejected and returned to the vendor unopened.
3. Your price must be in the form requested; excluding HST, must be in Canadian Funds and is to include any Export/Import Taxes, Brokerage Fees and is to be F.O.B. our Destination in Windsor, Ontario. For materials, state quantity per package if the item is sold by package. All prices quoted are final. If the quoted price appears to be inconsistent with other prices quoted, the Purchasing Department will contact the bidder, to confirm pricing. If mathematical errors are found in the quotation submission (i.e. Mathematical errors not consistent with unit prices), the vendor must accept corrections as made by the Purchasing Department. Whenever in a quotation the amount quoted for an item does not agree with the extension of the estimated quantity and the quoted unit price, the unit price shall govern and the total item amount and the total quotation lot price shall be corrected accordingly. Vendors must initial corrections within two (2) working days. Corrections provided by facsimile will be accepted. Notwithstanding this provision, EnWin/WUC reserves the right to accept or reject the bid outright at its absolute discretion.
4. Where percentage discounts are offered in your terms of payment, please state if the discount is to be applied to:
  - a) total value of goods before adding Harmonized Sales Tax
  - b) total of invoice including Harmonized Sales Tax
  - c) other: please specifyDiscount payment terms will be a factor in quotation price evaluation.
5. You must include with your quotation/proposal, certificates of General and Vehicle Liability insurance (minimum \$2,000,000.00 each) when you or your Subcontractor supply labour on our premises. Such Policies will name Enwin/WUC as an additional insured. Certificates must indicate deductible amounts. Subcontractors must be listed in your quotation/proposal. Include name, address and qualifications. EnWin/WUC reserves the right to approve Subcontractors. The deductible amount (s) in any insurance policy required by EnWin/WUC pursuant to any contract shall be subject to the approval of EnWin/WUC. In the event EnWin/WUC does not accept the deductible amount as proposed by the Vendor/Contractor, the Vendor/Contractor shall provide insurance coverage with a deductible amount acceptable to EnWin/WUC.



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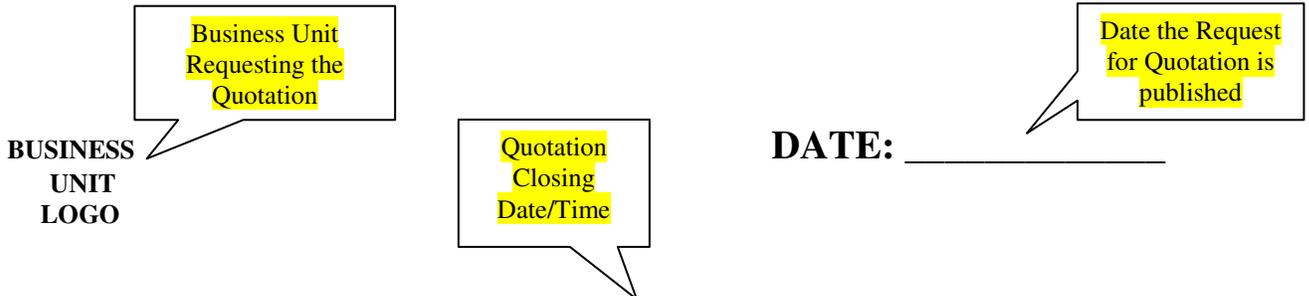
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6. For many material items purchased, an Approved Products list is used. The manufacturers' part number of the products which are approved for use will be shown in the item description on the Request for Quotation. The vendor must circle the approved product part number indicating which manufacturer part number they are quoting as part of their quotation submission. If the vendor is quoting an equivalent item, sufficient specification information must be included with your quotation, or the alternate will not be considered (see #11). Where there is a discrepancy between the description and the part number, the description is to take precedent. Under no circumstances is an approved product to be substituted by the supplier without the prior express written consent of the EnWin/WUC Purchasing Department. For all WHMIS controlled products, a MSDS (Material Safety Data Sheet) must be provided with the quotation response and any subsequent shipments.
7. If the vendor is unable to provide a quotation/proposal, the vendor must return the Request for Quotation/Proposal Form stating "**NO BID**" or "**UNABLE TO QUOTE**". Request for Quotation/Proposal Forms not returned may be reason for removal from the bidders list.
8. All quotations and proposals shall be and remain irrevocable and open to acceptance, unless withdrawn in writing prior to the designated closing time. Minimum time for acceptance is 30 days from closing.
9. EnWin/WUC reserves the right to reject the lowest or any quotation/proposal, and EnWin/WUC may accept the whole or any part thereof. EnWin/WUC may, in its sole and absolute discretion, waive any informality or irregularity.
10. Workplace Safety and Insurance Board Clearance Certificate must be provided before a contractor begins work, and on completion of the work, should submit a clearance certificate before full and final settlement.
11. Literature on alternate material or equipment may be provided under separate cover.
12. The name of any manufacturer, trade name, and manufacturer or vendor catalogue number mentioned in the specifications is for the purpose of designating a minimum acceptable standard either by model and/or quality and type, and no other.
13. Unsuccessful bidders will be notified. Please do not telephone requesting results.



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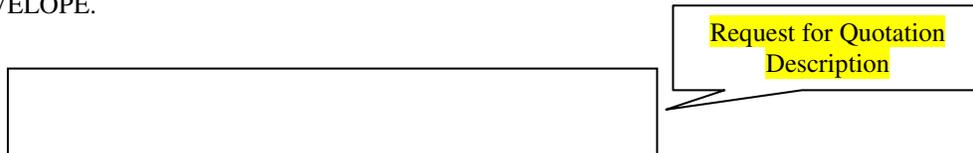
## SEALED REQUEST FOR QUOTATION DOCUMENT INSTRUCTIONS – SAMPLE



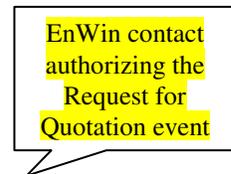
SUBMISSIONS WILL BE ACCEPTED UNTIL \_\_\_\_\_ 2:00:59PM LOCAL TIME.

MAILING/SHIPPING DATE AND TIME SHOULD BE CONSIDERED BY SUPPLIERS TO MEET CLOSING REQUIREMENTS. QUOTATIONS RECEIVED AFTER SPECIFIED DUE DATE AND TIME WILL BE RETURNED UNOPENED REGARDLESS OF POSTAL MARKINGS.

RETURN SUBMISSIONS SEALED IN YOUR ENVELOPE, MARK QUOTATION NUMBER BOLDLY ON THE OUTSIDE OF YOUR ENVELOPE.



**SUBMIT QUOTATION TO:** PURCHASING OFFICE  
 ENWIN UTILITIES LTD.  
 4545 RHODES DRIVE, 1<sup>ST</sup> FLOOR  
 P.O. BOX 1625 Stn. A  
 WINDSOR, ONTARIO N9A 5T7



\_\_\_\_\_  
AUTHORIZED SIGNATURE



# Quotation General Conditions

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**SEALED REQUEST FOR QUOTATION DOCUMENT INSTRUCTIONS – SAMPLE**

**THIS QUOTATION CONSISTS OF:**  
(NOT INCLUDING THIS PAGE)

**FORM OF QUOTE:**

Number of Pages included  
in the Request for Quotation  
excluding specifications

\_\_\_\_\_ PAGES

**SPECIFICATIONS:**

\_\_\_\_\_ PAGES

Number of Pages of  
specifications included  
in the Request for  
Quotation package



# Quotation General Conditions

**SEALED REQUEST FOR QUOTATION DOCUMENT INSTRUCTIONS - SAMPLE**

DATE: \_\_\_\_\_

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## QUOTATION ACKNOWLEDGEMENT

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QUOTATION NUMBER: \_\_\_\_\_

Request for  
Quotation  
Number

Number of pages in  
Request for Quotation

PLEASE ACKNOWLEDGE RECEIPT OF      PAGES (INCLUDING THIS PAGE)  
BY RETURN FACSIMILE WITHIN **THREE (3)** WORKING DAYS.

PLEASE SIGN THIS FORM AND COMPLETE THE INFORMATION BELOW:

COMPANY: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Company Information  
from Vendor

THANK YOU FOR YOUR CO-OPERATION

**ENWIN Utilities Ltd.**  
**PURCHASING DEPARTMENT**  
**PH: 1-519-251-7300 ext. 239**  
**FX: 1-519-251-1996**

**IF YOU DID NOT RECEIVE ALL PAGES INDICATED, PLEASE CALL ABOVE NUMBER**



# Quotation General Conditions

**SEALED REQUEST FOR QUOTATION DOCUMENT INSTRUCTIONS - SAMPLE**

## **QUOTATION COVER PAGE**

Request for Quotation  
Number

Request for Quotation  
Name Description

QUOTE NUMBER: \_\_\_\_\_

QUOTE NAME: \_\_\_\_\_

Vendor Information

VENDOR: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Vendor signatory authorized to bind  
the company to the quotation  
submission

\*\*\* AUTHORIZED SIGNATURE: \_\_\_\_\_

Payment terms  
of quotation  
offer

FOB Point

TERMS: \_\_\_\_\_

F.O.B.: \_\_\_\_\_

TAXES: EXTRA

LOT PRICE: \_\_\_\_\_  
(BEFORE TAXES)

Sum Total of extended  
line item values  
excluding HST