

**REQUEST FOR QUOTATION**

The equipment included in this Request for Quotation (RFQ) will be part of an internal application for the 2023 CFI Innovation Fund. CFI challenges institutions to propose transformative infrastructure projects that will underpin cutting-edge, globally competitive research. CFI caps the maximum amount for which each institution can apply in each round of the Innovation Fund. Western has therefore put in place an internal selection process to determine which applications will be developed for submission to the CFI within Western’s envelope. Western is requesting budgetary quotes to determine the value of the equipment requested in the internal grant application. Potential suppliers should complete the requested document along with providing their quote.

The document contains the following sections:

* SECTION 1 – CFI/MCU
* SECTION 2 – SUPPLIER CONTACT INFORMATION
* SECTION 3 – CFI REQUEST FOR QUOTATION
* SECTION 4 – QUOTE CHECKLIST
* SECTION 5 – INSTALLATION REQUIREMENTS

SECTION 1 - CANADA FOUNDATION FOR INNOVATION (CFI) / MINISTRY OF COLLEGES AND UNIVERSITIES (MCU)

The Canada Foundation for Innovation (CFI) is an independent corporation created by the Government of Canada in 1997 to fund research infrastructure. The CFI’s mandate is to increase the capacity of Canadian universities, colleges, research hospitals, and non-profit research institutions to carry out world class scientific research and technology development that benefit Canadians and the global economy. To achieve its mandate, the CFI invests in research infrastructure jointly with institutions and their funding partners.

The Ministry of Colleges and Universities (MCU) is committed to supporting Ontario’s research and innovation activities, enhancing the infrastructure required for scientific research and technology development.

The CFI provides funding up to 40% of the total eligible cost of the infrastructure projects they support. The MCU matches the same percentage. Combined, the CFI and the MCU provide funding up to a maximum of 80%. The remaining 20% must be provided by the institution(s), and / or eligible funding partners.

Voluntary in-kind contributions from responding vendors will be recognized as eligible partner funding. Such contributions may be given by the responding vendors when an item is quoted/sold to the institution below their “normal educational price”.

Suppliers must provide a breakdown of their list price, the normal and educational discounts, the normal educational price, the amount of in-kind contribution (if any) and the net selling

price.

To help ensure the accuracy of the pricing information, the following definitions are provided:

**Normal Discount:**

A discount normally offered to the institution, taking into consideration factors such as the institution’s current volume of transactions and location. A discount for early settlement or for settlement in cash is considered to be a normal discount.

**Educational Discount:**

A discount offered to the institution due to its educational status.

**Normal Educational Price:**

The price that would normally have been charged to the institution after normal and educational discounts, but prior to any discount offered as a contribution towards the CFI-funded purchase or project.

**In-kind Contribution:**

A non-monetary resource that an external partner offers as a contribution towards a CFI-

funded project. It may include the value, in whole or in part, of eligible capital items (i.e.

equipment, accessories/options and software), or non-capital items (i.e. extended warranties, delivery, installation costs and training) that are needed to bring the infrastructure into service. The in-kind contribution is equal to the best normal educational price, less the net selling price (if any).

**Net Selling Price:**

The cash consideration payable by the institute.

**EXAMPLE OF QUOTATION / PROPOSAL PRICING STRUCTURE:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   | Equipment |   | Option A |   | Option B |   | 3 year ext. warranty |
| List Price | $55,000.00  |   | $7,500.00 |   | $7,200.00 |   | $4,000.00 |
| Less: Normal Discount | -$2,400.00 |   | -$300.00 |   | -$250.00 |   | $0.00 |
| Less: Educational Discount | -$5,500.00 |   | -$200.00 |   | -$150.00 |   | -$500.00 |
| Price after Normal and Educational Discounts (Normal educational price) | $47,100.00 |   | $7,000.00 |   | $6,800.00 |   | $3,500.00 |
| Less: In-kind Contribution | -$8,500.00 |   | -$700.00 |   | -$550.00 |   | -$3,500.00 |
| Net Selling Price | $38,600.00 |   | $6,300.00 |   | $6,250.00 |   | $0.00 |
| Percentage In-kind Contribution  | 18 % |  | 10% |  | 8% |  | 100% |
|  |  |  |  |  |  |  |  |

Note:

* It is not mandated that Suppliers provide an in-kind contribution. Suppliers’ in-kind contributions are voluntary.
* If the list price and the normal educational prices are the same, Suppliers should provide a statement in their response to explain the rationale behind their pricing strategy.

The institution values and appreciates in-kind contributions offered by Suppliers. This RFQ provides an opportunity for the vendor community to contribute to this project. Without the primary funding from the CFI and the MCU, this RFQ opportunity would not be possible.

Suppliers should familiarize themselves with the CFI guidelines located at the following web site: <http://www.innovation.ca/>. See [CFI Policy and Program Guide](https://www.innovation.ca/awards/policy-and-program-guide-and-supplemental-information) – particularly clauses 4.6, 4.9 and 6.5.

**SECTION 2- SUPPLIER INFORMATION**

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| **Please fill out the following form, and name one person to be the contact.** |
| Full Legal Name of Proponent: | *[enter your response here]* |
| Any Other Relevant Name under Which the Proponent Carries on Business: | *[enter your response here]* |
| Street Address: | *[enter your response here]* |
| City, Province/State: | *[enter your response here]* |
| Company Website (If Any):  | *[enter your response here]* |
| Contact Person and Title:  | *[enter your response here]* |
| Contact Phone: | *[enter your response here]* |
| Contact E-mail: | *[enter your response here]* |

**SECTION 3 – CFI REQUEST FOR QUOTATION**

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| Official quotation must be attached and returned with this document**Instructions & Conditions**1. Complete the table identifying the different price points and discounts.
2. Show any quantity discount breaks and corresponding prices.
3. All other charges, including packaging, handling or documentation must be specified hereon.
4. Prices will be considered to be in Canadian funds, unless otherwise specified.
5. Payment schedule shall consist of full payment being made upon delivery, and if applicable, final acceptance.
6. Payment terms are Net 30.
7. Delivery is Incoterms 2010 DAP (Delivered at Place) Western University, London, ON, Canada N6A 3K7
8. All electrical equipment must be CSA approved.
9. Optional items, including extended warranties and services contracts, should be listed as separate items.
10. If unable to quote, please return this form and indicate reason.
 |  |
| The acquisition of the equipment and/or services outlined below is dependent on external funding through the Canada Foundation for Innovation (CFI) (***http://www.innovation.ca***) and the Ontario Research Fund – Research Infrastructure (ORFRI). Bidders must therefore consider that the CFI approval process may extend to as long as eighteen (18) months. Correspondingly, it will affect the issuance of any resulting purchase order.

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| --- | --- | --- | --- | --- |
|   | **Item# 1** | **Item# 2** | **Item# 3** | **Item# 4** |
| **Description** |  |  |  |  |
| **Quantity** |  |  |  |  |
| **Unit of Measure** |  |  |  |  |
| **List price** |  |  |  |  |
| **Less: Normal discount** |  |  |  |  |
| **Less: Educational discount** |  |  |  |  |
| **Price after normal and educational discounts** **(Normal educational price)** |  |  |  |  |
| **Less: In-kind contribution** |  |  |  |  |
| **Net selling price** |  |  |  |  |
| **Percentage in-kind contribution** |  |  |  |  |

Note that the normal educational price and the in-kind contributions may be reviewed for reasonableness. It is also possible that the CFI will audit this information. Suppliers should ensure that they provide accurate pricing information, in line with the definitions provided above. The CFI does not endorse the procurement of infrastructure that results in an overestimation of the value of the item and of the in-kind contribution.Attestation (to be included by Supplier):I hereby certify that the pricing information provided are in line with the definitions described in the CFI summary and that this information is accurate as supported by current practices and conditions.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supplier Signature**SECTION 4 – QUOTE CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Questions to be answered and returned with your quotation.** | **Tick****if YES** | **Tick if** **NO** | **Comments****If “No”** |
| 1. | Have you completed the price table, clearly identifying the in-kind value and signed the Attestation?  |  |  |  |
| 2. | Is the quotation in Canadian dollars? |  |  |  |
| 3. | Have you identified delivery and freight costs? |  |  |  |
| 4. | Have you included Incoterms 2010 DAP Western University? |  |  |  |
| 5. | Does your equipment meet electrical code for Ontario, Canada (i.e. CSA mark or label) |  |  |  |
| 6. | Are your warranties clearly described on your quote?  |  |  |  |
| 7. | Have the Preventative Maintenance and service agreements been included in the quotation? |  |  |  |
| 8. | What is your delivery lead-time? |  |  |  |
| 9. | Have you included your specification information? |  |  |  |

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**SECTION 5 – INSTALLATION REQUIREMENTS**

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| **No.** | **Installation Requirements** | **Response** |
| 1. | State the operating environment required for the hardware, as per published specifications, including the weight, dimensions, utility requirements, space constraints, and environmental conditions required. |  |
| 2. | State the length of the manufacturers’ warranty and list and in detail, the information relating to the warranty. |  |
| 3. | Have you quoted the most current equipment/software offered, and included the cost of installation, acceptance, testing, etc.? |  |
| 4. | If applicable, please identify if any of the following are contained within the equipment you are quoting: x-rays, lasers Class IIIB or higher, anything potentially dangerous ie. mercury, radioactive materials, etc. |  |
| 5. | Where applicable, proponents should provide a Site Installation Manual and provide the following: |  |
| 5.1 | State physical dimensions and weights of proposed equipment |  |
| 5.2 | Required physical Space for placing equipment in a lab and range of movement |  |
| 5.3 | State environmental conditions for operation |  |
| 5.4 | State equipment heat loads |  |
| 5.5 | State the electrical services (number of plugs, possible hard wire connections, amperage, voltage and phases for each component) |  |
| 5.6 | Other utility services (gases, exhaust, water, etc.) |  |
| 5.7 | Additional items to make the equipment operational  |  |