



## Request for Quotation

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RFQ #:

Quotation Requirement:

MH Project Address:

Issue Date:

Site Visit:

Submission Deadline:

\_\_\_\_\_ current Manitoba Central Time

It is solely the Bidders responsibility to ensure that its Quote is received in accordance with the instructions set out in this document.

Available in alternate formats upon request

1 Quotation submitted must:

1.1 include the following completed and signed forms:

1.1.1 Part A – Price Form; and

1.1.2 Certificate of Independent Tender Determination

1.2 be mailed, couriered, or delivered to the front desk of the address provided below; and

1.3 be in a sealed envelope and have the following on the face of the envelope:

1.3.1 Bidders return address

1.3.2 Address:

Manitoba Housing

RFQ #

\_\_\_\_\_

\_\_\_\_\_

Attention:

1.3.3 Submission Deadline

- 2 You are invited to submit on Part A - Price Form contained within this document, pricing for the requirements as set out in Part B - Scope of Work. This is an invitational Request for Quotation. Manitoba Housing may, but is not required to, issue a purchase order for the services specified in this Request for Quotation.
- 3 If Manitoba Housing issues a purchase order, it will be issued to the compliant Bidder providing the lowest Total Price. In the event two or more Bidders submit the same price, award of contract is made to the Bidder who provides the shortest completion/delivery lead time.
- 4 Manitoba Housing may reject a bid as being non-compliant if the bid submission is incomplete, conditional, or contains additions, deletions, or other irregularities.

## Part A – Price Form

Bidders must submit this form fully completed and signed by the Bidder or an authorized individual.

Item	Description	Qty	Unit Price	Item Lump Sum Price
1.				
2.				
3.				
4.				
5.				
(if applicable) Shipping and handling				
Subtotal				
(if applicable) PST				
Total price				
(Enter number of weeks from issued PO) <b>Completion/Delivery Date:</b>				

\*Manitoba Housing is relieved of paying GST

Enter the number of addendum received in the space provide below or "0" if no addendum received.

I acknowledge receipt of a total of \_\_\_\_\_ addendum.

A compliant bid must include, but is not limited to, the following submitted in a sealed envelope to the address on the cover of this Request for Quotation prior to the submission deadline:

- this completed Part A - Price Form signed by the Bidder;
- acknowledgement of receipt of all addenda received in the space provided above; and
- a completed Certificate of Independent Tender Determination form.

The final contract, if any, will consist of this Request for Quotation and the documents detailed therein, the successful Bid and the subsequent Manitoba Housing Purchase Order Terms and Conditions. The Bidder may view Manitoba Housing's Purchase Order Terms and Conditions and the Protection of Personal Information document online at the following link:

<http://www.gov.mb.ca/housing/business/procurement-resources.html>

Business Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Part B – Scope of Work and Specifications**

SAMPLE