



Invitation to Quote (Goods and Services):

This Invitation to Quote (“Invitation”) invites Suppliers to submit a non-binding offer (“Quote”) for the provision of goods to the University of Alberta. Other Suppliers may also be invited to submit quotes. This Invitation does not create, nor give rise to the applicable legal rights or duties of a formal, legally-binding procurement process.

TIMETABLE

Issued On: _____

Respond

By: _____

General Instructions & Conditions

1. This Quote must be signed by an authorized agent of the Supplier or it will not be considered.
2. Prices must be in Canadian funds unless otherwise specified by the University.
3. Where a “brand name” is indicated in the Description, no substitutions shall be considered unless the term “or equivalent” appears beside the “brand name”.
4. The University of Alberta reserves the right to award a contract “in whole or in part”. Acceptance of a Quote shall be by Purchase Order. Any purchase resulting from this Invitation is subject to the University of Alberta’s terms and conditions.
5. The University of Alberta reserves the right to accept or reject any or all quotes.

University of Alberta Requesting Department

Contact

Department

Telephone

Email

Supplier

Company

Website

Address

Contact Name

Title

Email

Phone

