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| Supplier Quote Checklist  The following are criteria that may be relevant to the competitive bid process, and are especially helpful when making purchases from a CFI grant. If applicable, this checklist may be shared with suppliers when seeking quotations for goods and/or services and may be attached to the Purchase Order request. |

* Can all specifications be met? If not, clearly indicate the differences on a separate page.
* Has the regular educational discount been identified?
* Are in-kind contributions, as defined by CFI, identified?
* Does the equipment meet applicable electrical standards?
* Does the equipment contain any radioactive materials?
* Has a list of spare parts and associated costs been provided?
* Can installation be provided?
  + Included in the cost?
  + If not included, indicate any additional costs:

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* Can training be provided?
  + Included in the cost?
  + If not included, indicate any additional costs:

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* Is travel required to perform installation and/or training?
  + Included in the cost?
  + If not included, indicate any additional costs:

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* Has extended warranty pricing been identified?
* Has the Equipment, Utility and Environmental Requirement form been completed?
* Have after warranty maintenance fees been quoted?
* If software, are upgrades included?
  + If not included, indicate any additional costs:

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* If software, are there license fees or user fees?
  + If yes, indicate any additional costs:

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* Is equipment or software documentation included in the cost?
  + If not included, indicate any additional costs:

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* Has the F.O.B. point been identified, and is freight and insurance included?
  + If not included, indicate any additional costs:

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* + Are discount payment terms identified?
  + If currency other than Canadian funds is being quoted, is this clearly identified?
  + For non-Canadian suppliers, if on-site services are required including installation/setup, training, or other, has Non Resident Withholding Tax requirements been considered?
  + Will quotation be valid for the requested period? If not, indicate the validity period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Additional Information: |