

**PART 4  
FORM OF QUOTATION**

**CONTRACTOR INFORMATION:**

Full Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

GST Registration No.: \_\_\_\_\_

PST Registration No.: \_\_\_\_\_

Business License No.: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

*(Note: If the scope of Work results in services being performed in the City of Surrey, the terms of the City's Business License By-law apply and the Contractor will be required to provide proof of compliance prior to the contract start date).*

**AUTHORIZED REPRESENTATIVE DETAILS:**

Name and title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**TO: SURREY POLICE SERVICE ("SPS")** - via email: [bids@surreypolice.ca](mailto:bids@surreypolice.ca)

**RE: REQUEST FOR QUOTATIONS 1887-003-2024-002 ("RFQ") – SUPPLY AND DELIVERY OF ARC'TERYX JACKETS FOR SURREY POLICE SERVICE**

In furtherance of the RFQ issued on behalf of SPS, we hereby certify we have read and fully understand the RFQ documents and hereby submit our offer for the supply of Goods.

We certify we are an authorized reseller, distributor and/or supplier of the Goods and will provide proof upon request.

SPS may, at its option, accept our quotation for the supply of all or any portion of the Goods.

Signed on \_\_\_\_\_ on behalf of the Contractor by its authorized signatory(ies):  
*(date)*

\_\_\_\_\_  
*Signature*

*Name (please print):*

*Title (please print):*

\_\_\_\_\_  
*Signature*

*Name (please print):*

*Title (please print):*

Attachments:

- **Attachment 1** – Contractor Questionnaire
- **Attachment 2** – Quotation Details

## Attachment 1 – CONTRACTOR QUESTIONNAIRE

**Note:** Other than entering data in the spaces provided, or including attachments as necessary, making changes to this form or submitting an alternate format is discouraged. If space is insufficient, additional lines or pages may be added as necessary.

**A. Form of Business Organization:**

- Sole Proprietorship
- Partnership – jurisdiction and date of establishment \_\_\_\_\_
- Corporation – jurisdiction, date of incorporation and incorporation number: \_\_\_\_\_
- Joint Venture – identify all joint venturers, and who has primary responsibility for this RFQ<sup>1</sup> \_\_\_\_\_

**B. Establishment: Year Established \_\_\_\_\_**

**C. Contractor Summary: (Note: Provide background information (brief history, size, services offered, etc.)).**

Comments:

**D. Experience, Qualifications, Capacity and Authority:**

**Experience and Qualifications- (Note: Describe your relevant experience and qualifications delivering the same/similar goods).**

Comments:

**Capacity- (Note: Describe your capacity to take on this project within the timeline expectations of SPS).**

Comments:

**Authority- (Note: Demonstrate your ability and legal authorizations to supply the Goods. Provide proof (ie. manufacturer’s letter or similar document)).**

Comments:

**E. Financial References: (Note: Attach financial statements and/or bank references to demonstrate financial stability).**

We hereby consent to SPS contacting our financial institution to obtain financial references.

Name and Address	Contact Name and Title	Contact Telephone Number

<sup>1</sup> If the Contractor is a joint-venture or limited partnership, all information requested in sections A – C of this Attachment shall be submitted for each participant in the joint-venture or limited partnership. A separate page may be attached for this purpose. The primary representative who shall assume all responsibilities for the Work, if successful, shall be identified.

- F. **Customer References:** (Note: List 3 customer references (excluding SPS, Surrey Police Board or the City of Surrey), preferably from police/law enforcement organizations, and preferably in Canada or North America).

We hereby consent to SPS contacting references for the purposes of evaluating our Quotation.

Company and Contact Name	Phone / Email	Work Description

- G. **Key Personnel:** (Note: List key personnel who would be the primary SPS contact(s), including key account executive and sales, administration, training and after-purchase support. Include a brief description of their knowledge of the subject matter and experience with law enforcement agencies. By completing this information, you warrant and represent you have each individual's consent to disclosure of their personal information to SPS in accordance with privacy laws).

Name and Title	Email & Phone Number	Area of Responsibility	Experience

- H. **Sub-contractors:** (Note: List all proposed subcontractors/suppliers and the Goods, or parts of Goods they will supply or work they will undertake. Where final selection has not been made, identify the potential subcontractors/suppliers from which the selection will be made. If none, indicate "Not Applicable". If any are individuals, by completing this information, you warrant and represent you have each individual's consent to disclosure of their personal information to SPS in accordance with privacy laws).

Name and Address	Contact Name & Phone Number	Area of Responsibility	Experience

- I. **Conflict of Interest:** – check as applicable

- To the best of our knowledge, upon undertaking appropriate investigation and due diligence, we are not aware of any employees or persons who may be involved in this project, being "Associates"<sup>2</sup> of SPS or Surrey Police Board members, employees, officers or directors.
- We are aware of conflict(s) of interest or potential conflict(s) of interest, as follows:  
 (Note: Identify parties and their role in the project, confirm their relationship based on the definition of "Associate", and described the proposed solution to manage, minimize or eliminate any perceived or actual conflict(s)):

\_\_\_\_\_

\_\_\_\_\_

<sup>2</sup> "Associate" means (a) a spouse, (b) a parent, sibling, son or daughter, or the spouse of any one of them, (c) a relative who lives in the person's home, (d) a company in which a person owns shares carrying more than 10% of the voting rights attached to all shares of the corporation, (e) a person's business partner, or (f) a trust or estate of which a person is one of the main beneficiaries or for which the person serves as a trustee.

## Attachment 2 – QUOTATION DETAILS

*(Note: This Attachment, subject to negotiations between SPS and the successful Contractor(s), will be incorporated into the Contract)*

**Note:** Other than entering data in the spaces provided, or including attachments as necessary, making changes to this form or submitting an alternate format is discouraged. If space is insufficient, additional pages may be added as necessary.

**A. PRICING AND PAYMENT TERMS:**

1. Currency. All prices are expressed in Canadian dollars.
2. Pricing. Prices are FOB Destination, all-inclusive (including packing, delivery, duty, brokerage, tariffs, environmental fees (if applicable) and fixed and firm. Federal goods and services tax (“GST”) and Province of British Columbia provincial sales tax (“PST”) is not included in pricing. SPS may increase or decrease quantities without affecting the unit prices shown.
3. Effect of Changes to Laws. Changes after the Effective Date to customs duties or value added taxes will result in a corresponding price adjustment.
4. Rebates and Discounts. SPS shall be entitled to the benefit of any rebates or discounts offered by the Contractor, manufacturers, suppliers and others with respect to the Goods. The Contractor will apply any rebates or discounts as a credit on the applicable invoice; provided that if there are procedures for claiming rebates or discounts, the Contractor will co-operate with, and support SPS, in submitting the claims.
5. Holdbacks
  - (a) SPS may hold back up to 150% of the price of any Good, without interest, on account of any non-conforming Good until replaced or remedied.
  - (b) Pursuant to the *Income Tax Act* (Canada), if the Contractor is a non-resident of Canada, SPS will withhold the prescribed amount of tax from each payment and remit it to Canada Revenue Agency.
6. Payment Terms. 30 days following receipt of the Goods to which the payment relates, or receipt of an invoice by Accounts Payable, whichever is later.
7. Early Payment Discount. A cash discount of \_\_\_\_\_% will be allowed if invoices are paid within \_\_\_\_ days.

**B. PRICING:** *(Note: if insufficient space, add additional lines, tables or pages as required)*

**TABLE 1 – CORE GOODS**

*Notes: If make/model not specified, indicate recommended make/model (maximum of 2 recommendations per item preferred)*

Description	Make/Model	Catalogue Number	Quantity (estimated)	Unit Price
Arc’teryx LEAF Shell Jacket, Black	Alpha Jacket Gen 2.2	X000008115	400	\$
Arc’teryx LEAF Base Jacket, Black	Cold WX Jacket LT Gen 2	X000004678	400	\$

**TABLE 2 – VALUE ADDED GOODS OR SERVICES**

Description	Price
8” x 4” Velcroed “female” shoulder patch to be added on both shoulders	\$
Heat press “Surrey Police” and the Fess Pattern/Coast Salish Eye to be printed on the front and back of the jackets	\$

C. **DISCOUNT(S):**  
**Other Discounts-** (Note: In addition to any early payment discount identified in Section A, section 7, identify any currently available discounts, including for bulk purchases, manufacturer discounts, etc.).

Comments:

D. **SUBSTITUTIONS:** (Note: If substitutions are permitted, or if Goods have been discontinued or are not available, alternatives may be considered – provide reasons justifying the alternative (including associated advantages, benefits and risks), full descriptive data on the alternative, evidence substantiating its equivalency, and any schedule and/or price impact (if none identified, it will be deemed to have no impact). SPS will determine, in its sole discretion, whether the alternatives are acceptable).

Comments:

E. **DETAILED SPECIFICATIONS:** (Note: Attach catalogues, goods listings, detailed specifications, etc. for the Goods, any optional accessories, and any substitutions for the Goods (if substitutions are permitted or applicable)).

Comments:

F. **DELIVERY SCHEDULE / LEAD TIMES:**

(Note: State firm delivery, in calendar days, after receipt of requisition)

(a) **Initial Order**, from date of requisition (in days): \_\_\_\_\_

(Note: It is anticipated a Requisition for an initial order will be issued promptly after contract award.)

(b) **Subsequent Orders**, if any, from date of requisition (in days): \_\_\_\_\_

(Note: Describe any known or potential ordering, delivery or availability issues that may impact your ability to promptly supply the Goods (including any caps on order quantities, long lead times, business environment/law enforcement industry factors), how these issues will affect SPS and any potential mitigation factors).

Comments:

G. **WARRANTIES:** (Note: Identify any warranties offered (by Contractor, suppliers, manufacturers, etc.) in addition to those required by the Contract Terms, and describe how your warranty meets the requirements of the Contract Terms).

Comments:

H. **QUALITY ASSURANCE:** (Note: Describe your quality assurance program).

Comments:

**I. CUSTOMER SERVICE:**

**Customer Service Approach-** (Note: Describe your customer service approach, including issues management, reporting, etc.).

Comments:

**Response and Performance-** (Note: Describe your ability to repair/replace defective Goods so there is always a 100% level of service or zero downtime for warranty/service work. If not applicable, insert "N/A").

Comments:

**J. AFTER PURCHASE SUPPORT:** (Note: Describe after-purchase support, including location of these services, service desk phone number and hours of operation, and how SPS's needs will be addressed in critical times. Include depth and breadth of support. If not applicable, insert "N/A").

**By Contractor-**

Comments:

**By Manufacturer-**

Comments:

**K. PREVENTATIVE MAINTENANCE SUPPORT:** (If not applicable, insert "N/A").

**Maintenance Provider Details-** (Note: Identify location and hours of operation of authorized service centre).

Comments:

**Access to Manuals-** (Note: Identify how you will provide electronic access to user/service manuals, and updates, for the Goods).

Comments:

**Preventative Maintenance-** (Note: Provide preventative maintenance information and scheduling (mandatory and recommended) for the Goods and components).

Comments:

**Maintenance Tools-** (Note: List any specialized equipment or special tools required for maintenance, and related cost).

Comments:

- L. SECURITY PROCEDURES AND PROTOCOLS:** *(Note: Describe your processes and procedures for maintaining the security of the Goods (including during storage, warehousing and delivery) and maintaining confidentiality of the orders, order details, and other confidential or personal information).*

Comments:

- M. CONTRACT TERMS:** *Check one.*

- We accept Part 3 (Contract Terms) of the RFQ in its entirety.
- We accept Part 3 (Contract Terms) of the RFQ with exceptions. *(Note: Identify and describe any proposed exceptions/changes.) (SPS will not be bound by any changes requested unless those changes are incorporated into the Contract Terms and agreed to in writing by the parties).*

Section	Change Proposed	Reason for Change

- N. EXTENSION OF OFFER:** *(Note: To promote cooperative purchasing efforts within the public sector, and to provide additional value to the Contractor, additional law enforcement agencies may desire to opt into a contract with the successful Contractor(s) based on the prices, discounts, terms and/or conditions offered to SPS. Identify your willingness to extend your offer under this RFQ to other public agencies with similar needs within British Columbia. Your response will not affect the evaluation of your Quotation).*

*Check one.*

- We agree to extend its offer under this RFQ to other public agencies within BC under separate agreement to be negotiated with such agency.
- We do not agree to extend its offer under this RFQ to other public agencies within BC.

- O. OTHER:** *(Note: Identify any additional information you feel may be of interest or benefit to SPS).*

Comments: