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THESE GENERAL CONDITIONS ARE STANDARD FOR ALL RFQ'S/RFP'S.VENDORS WILL BE EXPECTED TO COMPLY WITH EACH CONDITION, AS LISTED IN THE STANDARD QUOTE FORM 4.6.3

1. Be sure you have indicated on your quotation price, delivery and terms of payment. Quotations must be submitted in ink, and signed by an authorized company representative where indicated on the quotation cover page.
2. Your price must be in the form requested; tax exempt, tax included, and must be in Canadian Funds and is to include any Export/Import Taxes, Brokerage Fees and is to be F.O.B. our Destination in Windsor. All prices quoted are final. If the quoted price appears to be inconsistent with other prices quoted, the Purchasing Department will contact the bidder, to confirm pricing.
All prices are to be honoured by the bidder and if not, future business with that bidder could be jeopardized.
3. Where percentage discounts are offered in your terms of sale, please state if the discount is to be applied to:
 - a) total value of goods before adding Ontario Retail Sales Tax
 - b) total of invoice including Ontario Retail Sales Tax
 - c) other: please specify
4. You must include with your quotation, certificates of General and Vehicle Liability insurance ******(minimum \$2,000,000.00 each)when you or your Subcontractor supply labour on our premises. Certificates must indicate deductible amounts. Subcontractors must be listed in your quotation. Include name, address and qualifications. (Business Unit) reserves the right to approve Subcontractors.

The deductible amount (s) in any insurance policy required by (Business Unit) pursuant to any contract shall be subject to the approval of (Business Unit). In the event (Business Unit) does not accept the deductible amount as proposed by the Vendor/Contractor, the Vendor/Contractor shall provide insurance coverage with a deductible amount acceptable to the (Business Unit).
5. If you are quoting an equivalent item, sufficient specification information must be included with your quotation, or the alternate will not be considered (see #12). Where there is a discrepancy between the description and the part number, the description is to take precedent.
6. Quotation envelopes submitted must be sealed and the quotation number clearly marked on the outside of the envelope.
7. If you are unable to quote, you must return the request form stating **“NO BID”** or **“UNABLE TO QUOTE”**. Bids not returned will be reason for removal from the bidders list.
8. Sealed quotations and tenders will not be received on any (Business Unit) facsimile machine.



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9. All bids, quotations and tenders shall be and remain irrevocable, unless withdrawn in writing prior to the designated closing time. Minimum time for acceptance is 30 days from closing.
10. (Business Unit) may refuse to accept the lowest or any bid, quotation or tender, and where a bid, quotation or tender relates to the supply of services, equipment, goods or materials, (Business Unit) may accept the whole or any part thereof.
11. Workplace Safety and Insurance Board Clearance Certificate must be provided before a contractor begins work, and on completion of the work, should submit a clearance certificate before full and final settlement.
12. Literature on alternate material or equipment may be provided under separate cover.
13. The name of any manufacturer, trade name, manufacturer or vendor catalogue number mentioned in the specifications is for the purpose of designating a minimum acceptable standard either by model and/or quality and type, and no other.
14. (Business Unit) reserves the right to reject any tender:
 - a) for goods, services or equipment that would place our company as experimental and/or testing agent for unproven goods, services or equipment.
 - b) that would from an economic standpoint to (Business Unit), be insufficient unproductive and/or a maintenance burden.
15. Unsuccessful bidders will be notified by mail. Please do not telephone requesting results.
16. Any goods and/or services that may be supplied to (Business Unit). are year 2000 compliant. The bidder shall provide evidence of such compliance to (Business Unit) with their submission.
17. The contractor is obligated to indemnify *ENWIN* or W.U.C. for any losses, including fines or legal expenses, arising from health and safety liability.