**Commercial Quotation**

**<Date>**

**<Naas Operator>**

**<Project Name>**

**This Quotation is Submitted By:**

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Address:** |  |
| **Contact Person:** |  |
| **Phone Number:** |  |
| **Email** |  |

## **Checklist for Bidders:**

1. Read all the terms and conditions.
2. Complete the following pages that make up your quotation (the “Quotation”)
3. Submit the Quotation before the closing date and time set out on the Process Instructions.
4. Deliver the Quotation by <hand / courier / email > to the <NaaS Operator> location at <address / email>.

**Invitation to Quote Terms and Conditions**

1. Bidders must submit a Quotation that complies with the instructions provided in the Process documentation.
2. By submitting a Quotation in response to this RFQ, the bidder is deemed to have agreed to the terms and conditions of this RFQ and if selected as the successful bidder, to supply the products or services listed at the prices quoted in the submitted Quotation on the terms and conditions of the General Service Agreement.
3. Quotations will be marked with their receipt time at the closing location. Only complete Quotations received and marked before closing time will be considered to have been received on time. Late Quotations will not be considered or evaluated.
4. Quotations will remain valid for 30 days from the closing date of this RFQ, despite anything to the contrary on the Quotation.
5. Lowest or any Quotation will not necessarily be accepted.
6. Bidders must comply with all applicable laws.
7. Bidders are solely responsible for their own expenses, if any, in preparing and submitting a Quotation and, if successful, in finalizing a contract.
8. Quotations must be submitted in English.
9. Once an award is made, the successful bidder will be held to its Quotation as of the closing date of the RFQ even if the bidder later alleges a mistake was made in the Quotation.
10. If a bidder discovers that it has made an error in its Quotation, the bidder may forward a correction notice to the <Naas Operator> at the location identified on the Process Instructions or withdraw its Quotation, but the correction or withdrawal must be received before the closing date and time for the ITQ.
11. Before an award is made, if it appears that an error has been made in a Quotation, the <NaaS Operator> may, in its sole discretion, communicate with the bidder to ascertain if it wishes to honour the Quotation or permission to withdraw the Quotation. If the bidder is permitted to withdraw its Quotation, the Quotation will not be considered further.
12. The <NaaS Operator> reserves the right to award this order in part or in full, on the basis of Quotations received unless the bidder specifies that its Quotation is valid only for the complete order.
13. Neither acceptance of a Quotation nor execution of General Service Agreement will constitute approval of any activity or development contemplated in any Quotation that requires any approval, permit, license or other statutory authority pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

**Quote for Services / Goods**

Complete and submit this Quote for Services, clearly identifying the price(s) proposed for the Services defined in the Scope of Work of this process.

Choose the applicable option below; if willing to bid for multiple options, provide prices on each applicable option.

Option a)

|  |  |
| --- | --- |
| Firm, fixed, all-inclusive price for all services described in this RFQ Process and any addenda: | $ |

Option b)

|  |  |
| --- | --- |
| Hourly/Daily\* Rate for all services described in this RFQ Process and any addenda: | $ |

\* Daily Rates are to be based on a <x>-hour day.

Option c)

|  |  |
| --- | --- |
| Unit price for all services described in this RFQ Process and any addenda. | $ |

A “Unit” means <insert definition>