

Instructions to Pricing Form

1. General

- 1.1** All sections of the Pricing Form must be completed. Without limiting the generality of the foregoing, all blanks must be filled in. Suppliers that do not fully complete the Pricing Form will be declared non-compliant.
- 1.2** Any item, Service, or Deliverable intended to be provided at no cost to the City must have its price submitted in the space provided as “0.”
- 1.3** All pricing provided must be inclusive of all applicable duties and taxes except for HST, and of all fees, expenses and costs for the complete performance of the Contract.
- 1.4** Suppliers must state the Country of Origin of goods being offered in the Pricing Form. This information will be used to help the City understand how Tariffs from the United States of America are being applied during the bidding process. Country of Origin is defined in Part 1 Section 3.14.
- 1.5** Suppliers are not to base their Pricing Form upon unilateral or undisclosed assumptions or conditions which, if not true, would render the Supplier’s pricing inapplicable or subject to change.
- 1.6** The pricing for each Deliverable must be stated as a fixed price for the completion and City-approved Acceptance of the Deliverable. The fixed price submitted must be all-inclusive and cover all components of service delivery, including but not limited to:
- (a) Labour and professional services
 - (b) Profit, administration, and overhead
 - (c) Equipment, materials, tools, and licenses
 - (d) Analysis and reporting
 - (e) Travel, accommodations, and transportation

Part 5 – Instructions to Pricing Form

- (f) Staff time and participation in meetings with City stakeholders
- (g) Communication, delivery, and disbursements
- (h) Any other associated operational costs

1.7 The City will not be responsible for any costs beyond those clearly identified in the approved Pricing Form.

2. Payment Terms

2.1 Payments will only be made subject to the Acceptance of each Deliverable, subject to the Acceptance criteria set out in a Statement of Work between the City and the Supplier.

2.2 The City's standard payment terms are 30 calendar days from the date of receipt of an accurate and complete invoice.

2.3 Provided all correct billing information has been included, and no early payment discount has been offered, the City will aim to issue payment in accordance with the Supplier's terms from the date the invoice is received by Corporate Accounts Payable.

2.4 If all the correct billing information has been indicated on the invoice, and no acceptable discount for early payment has been offered, the City will endeavour to pay within the Supplier's terms from the receipt date of the invoice in Corporate Accounts Payable Unit - Metro Hall, 55 John Street, 14th floor.

2.5 Payment terms should be clearly indicated on the invoice including early payment terms.

2.6 The City will consider offers of early payment discount terms. Discounts will only be taken when early payment discount terms are met from the receipt date of the invoice in the Corporate Accounts Payable unit.

Discount terms for early payment cannot be earlier than 15 days from the receipt date of the invoice by the City of Toronto, Accounting Services Division, and Corporate Accounts Payable unit.

3. Evaluation of Pricing

Part 5 – Instructions to Pricing Form

3.1 Pricing is worth 30 points of the total points available as set out in Part 4 Form B.

3.2 Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form. Each Supplier achieving a Weighted Score of at least 75% (49 out of 70) for the Rated Criteria will receive a Pricing Score calculated in accordance with the following formula:

$$(Total\ Price\ of\ lowest-priced\ qualified\ bid) \div (Supplier's\ Total\ Price) \times 30 = Supplier's\ Pricing\ Score$$

4. Pricing Form

4.1 The Pricing Form is located within the City's Online Procurement System (Part 5) and must be completed and submitted electronically as part of the Supplier's Proposal. Failure to complete and submit the Pricing Form in accordance with the instructions may result in the submission being rejected as non-compliant.