

1. Instructions

- 1.1** All sections of the Pricing Form must be completed unless otherwise instructed. Without limiting the generality of the foregoing, all blanks must be filled in and all entries for unit prices, lump sums, extensions and totals should be filled in, as appropriate.
- 1.2** Suppliers that do not fully complete these forms (such as leaving lines blank) or have unclear answers (such as “n/a”, “-”, “tba” or “included” etc.) will be declared non-compliant. Prices that are intended to be zero cost/no charge to the city are to be submitted in the space provided in the price schedule as “\$0.00” or “zero”.
- 1.3** All pricing provided must be in USD and 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 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.
- 1.5** During the Term, the City may request the Successful Supplier to provide Quotes on related forensic software products which are not included in this RFQ or on new technology not available at the time of Contract award. The Successful Supplier’s prices, including warranties, discounts, incentives and benefits for any Products and Services provided to the City will continue to be equivalent to or better to those offered in Part 5 - Price Form.
- 1.6** All prices, rates, and/or costs submitted by Suppliers with respect to this Request for Quotation, must include any and all expenses that may be anticipated and incurred by the Successful Supplier while providing the Products F.O.B. destination as specified in this RFQ. No additional costs will be considered.
- 1.7** All prices, rates, and/or costs submitted by Suppliers with respect to unit prices, must include any and all expenses that may be anticipated and incurred by the Successful Supplier while providing the Services as specified in this RFQ. No additional costs will be considered.

- 1.8** Suppliers must provide a quote for Deliverables that meet or exceed the minimum specifications and requirements detailed in Section 3 – Specifications and requirements.

2. Quantity

Quantities provided are estimates only and should not be interpreted as indicating a minimum or maximum order quantity. The quantities shall be used as a basis for comparison upon which the award will be made. These quantities are not guaranteed to be accurate and are furnished without any liability to the City whether decreased or increased

3. Payment Terms

- 3.1** 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.
- 3.2** The City's standard payment terms are 30 calendar days from the date of receipt of an accurate and complete invoice.
- 3.3** 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.
- 3.4** 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.
- 3.5** Payment terms should be clearly indicated on the invoice including early payment terms.
- 3.6** 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.

4. Evaluation of Pricing

- 4.1** It is the intent of the City to award a Contract to one (1) Supplier based on the Supplier meeting specification and providing the lowest overall cost as shown in Part 5 – Price Form.
- 4.2** Upon award the City will confirm with the Successful Supplier, the Deliverables, date(s) and any other instructions related to the Deliverables being provided.
- 4.3** The City reserves the right of accepting or rejecting any and/or all parts of this RFQ.

5. Pricing Form

- 5.1** The Pricing Form is included within the City Online Procurement System in Part 5.