



ADMINISTRATIVE PROCEDURE – AP102-6

Request for Quotation

Area: Business and Finance
Policy Reference: Purchasing of Goods and Services (PO102)

Approved: March 29, 2004
Revised: November 11, 2013; February 2, 2026

1. Purpose

The purpose of this Request for Quotation (RFQ) administrative procedure is to establish a standardized process for inviting and evaluating quotations from potential vendors.

2. Definitions

Nil

3. Procedures

- 3.1 This procedure is to be adhered to for purchases where three (3) written quotations are required per Table 1 in the General Requirements for Purchasing Administrative Procedure (AP102-1).
- 3.2 A minimum of three (3) written quotations shall be obtained by the Requisitioner prior to the authorization of a Purchase Order by the Supervisor of Purchasing Services. The Supervisor of Purchasing Services may request additional quotes if it is deemed in the best interest of the Board.
- 3.3 Specifications of Item(s) to be Purchased
 - 3.3.1 The specification for the required goods and/or services must be comprehensive enough and contain sufficient specific detail so as to permit vendors to understand clearly the requirements and foster consistency in quotations from vendors.
 - 3.3.2 The responsibility of the specifications rests with the Requisitioner, however, the Supervisor of Purchasing Services shall, where necessary, adjust the

specifications where deemed applicable to ensure the competitive nature of the process.

- 3.3.3 The scope of the specifications shall endeavour to retain the objectives of the Board. If the Requisitioner needs to limit possibilities of substitution by the vendor, the specifications must be precisely restrictive and ensure that only the desired goods and/or services are acceptable.
- 3.3.4 Specifications can take several forms and shall include written description, blue prints, drawings, performance requirements, industry standards, brand (trade) names or other as applicable and available (brand / trade names should be avoided if possible).
- 3.3.5 The Supervisor of Purchasing Services may assist the Requisitioner with a value analysis and assistance in the creation of quotation specifications.

3.4 Request for Quotation

- 3.4.1 All vendors providing quotations must be provided with an identical set of specifications.
- 3.4.2 The Request for Quotation (RFQ) shall include, but shall not be limited to, the following information:
 - a) description of the goods and/or services required (depending on the complexity and quantity of the items involved, description may reference other documents);
 - b) name, address and other identification of the organization/department(s) involved;
 - c) name of the person(s) responsible for supplying relevant documents and other supplementing information;
 - d) date and time of the closing for the required quotation;
 - e) precise instructions regarding other requirements (i.e., guarantees, etc.);
 - f) information concerning applicable taxes, delivery requirements/restrictions, requirement date(s), conditions of payment, purchasing authority, protection clauses (if applicable), specific Board policies (if applicable), material safety data sheets, WHMIS and Occupational Health and Safety requirements, etc.

3.5 Changes

- 3.5.1 In the event of changes to the specifications, all vendors must be equally advised of the change a minimum of two (2) business days prior to the closing

date of the quotation, except where the change is minor and all vendors agree that the time remaining is ample.

3.6 Qualified Vendor

3.6.1 The Supervisor of Purchasing Services has the responsibility to ensure that the marketplace is adequately canvassed for the requirement expressed in the RFQ and as such, can add vendors to the list that the Requisitioner has supplied. There is no restriction as to how many vendors can respond other than being qualified to provide the goods and/or services.

3.7 Quote Acceptance

3.7.1 The RFQ responses shall be compared to the RFQ specifications. Upon review, the lowest quotation for the required goods and/or services representing the best value to the Board, as determined by the Requisitioner and the Supervisor of Purchasing Services, shall be selected.

3.8 Requisitioning

3.8.1 An on-line requisition shall be created by the Requisitioner and forwarded to Purchasing Services for processing together with a completed Multiple Quote Summary Form. Original copies of the RFQ specifications and quotations shall be retained by Purchasing Services for the period of time required for records retention. A copy of the Multiple Quote Summary Form quotation shall be attached to Purchasing Services copy of the Purchase Order.

4. Sources

4.1 [Broader Public Sector Procurement Directive](#)

5. Appendices

5.1 Multiple Quote Summary Form (AF102-6A)

6. Related Policies and Administrative Procedures

6.1 [Purchasing of Goods and Services Policy \(PO102\)](#)

6.2 [General Requirements for Purchasing of Goods and Services Administrative Procedure \(AP102-1\)](#)