[Date]

[Name of Supplier]

[Address of Supplier]

Dear Sir/Madam

**INVITATION TO QUOTE FOR**

**QUOTE Ref:**

You are invited by the University of Strathclyde (UoS)to quote for the provision of goods/services as detailed in the attached schedule of requirements.

Your quotation must be received by **.** It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. The UoS reserves the right to consider quotations received after that time.

The UoS is not bound to accept the lowest priced quotation or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given.

*The following wording and table should only be included in the event that scoring criteria is required (should you have any questions regarding this please contact the procurement team;* [*procurement.enquiries@strath.ac.uk*](mailto:procurement.enquiries@strath.ac.uk)*).*

The quotation will be evaluated using the following criteria and weightings:

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Weighting** |
| Eg Quality | X% |
| Eg Price | X% |
| Eg Technical Merit | X% |

By providing us with a quotation you agree to be bound by The University of Strathclyde Terms and Conditions -

<http://www.strath.ac.uk/media/ps/purchasing/Conditions_of_Contract_for_Purchase_of_Goods_and_Services_Final_(Ver_5).pdf>

which will apply to any contract awarded to you after you have provided us with our quotation.

Enquiries and returns regarding this Invitation To Quote should be addressed to;

[Name]

[Title]

[Address]

**Schedule of Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 1 – Articles/Services Required:** | | | |
| **Item No** | **Item Description** | **Quantity** | **Firm Price £**  (ie not subject to variation in any respect) |
| 1 | **[Details of article/services]**  The item shall be inclusive of a one year warranty  (if applicable) Bidders must also give options for the Warranty Periods after 1 year  Warranty Period for 2014  Warranty Period for 2015  Warranty Period for 2016  Warranty Period for 2017  Bidders shall provide product information and costs for a list of spare and additional parts to be attached to this quote separately.  Prices to be quoted in Great British Pounds £ |  | **£**  £  £  £  £ |
| **Table 2 - Delivery Requirements:** | | | |