**Please complete and return by facsimile to (306) 585-4985,**

**or e-mail to purchase@uregina.ca**

|  |  |  |
| --- | --- | --- |
| **In** **Response To**: | Tender# | **Buyer**: |

**1. General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company name** |  | | |
| **Company head office address** |  | | |
|  |  | | |
| **Company head office tel. & fax** | **Tel.** |  | **Fax** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Company local address**  *(if applicable)* |  | | |
| **Company local phone & fax** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Account representative** |  | |
| **Account Representative Email** |  | |
| **Sales Manager** |  | |
| **Sales Manager Email** |  | |
| **Years in business** |  | |
| **Type of business** | **Manufacturer** | **Wholesaler** |
| *(circle choice)* | **Distributor** | **Agency** |

|  |  |
| --- | --- |
| **Ownership structure**  *(Limited Company, Partnership,*  *Sole Proprietorship)* |  |
| **Type of products / services offered** |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Total number of employees** |  |
| **Total number of technical**  **support personnel**  *(if applicable)* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Approx. dollar volume of sales**  **for the past two (2) years** | **Last Year** | **$** | **PreviousYear** | **$** |

**2. Qualifications**

|  |  |
| --- | --- |
| **Vendor to provide a statement as to their qualifications to provide the product / service being offered to the University of Regina.** | |
| ***Comments*** |  |
|  | |
|  | |
|  | |

**3. Support and Service**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * **Does your company service the product it sells?** | | *(circle choice)* | **Yes** | **No** |
| **If no, please provide service details.** | | | | |
| *Comments* |  | | | |
|  | | | | |
|  | | | | |
|  | | | | |

|  |
| --- |
| * **For on-site service, what is your guaranteed response time, in hours, from the time of the telephone request to when the service technician is on campus?**  *hours* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * **Is a service technician located in Regina?** | | *(circle choice)* | Yes | No |
| **Where then?** | | | | |
| *Comments* |  | | | |
|  | | | | |
|  | | | | |
|  | | | | |

|  |  |
| --- | --- |
| * **What is your company policy in dealing with complaints, short shipments, returns, etc.?** | |
| *Comments* |  |
|  | |

|  |  |
| --- | --- |
| * **What value-added services does your company provide which set it apart from the competition?** | |
| *Comments* |  |
|  | |

**4. References for Product / Service being Tendered**

|  |
| --- |
| **Provide names of firms and telephone numbers of individuals we can contact. University / institutional references are preferred.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Firm** | **Contact** | **Position** | **Tel. Number** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5. Financial Stability**

|  |  |
| --- | --- |
| **If requested, can you provide financial information to the University for the past two years?** | |
| * **Yes, and this information is available immediately.** | |
| *Comments* |  |
|  | |
|  | |

* **Bank Reference**

|  |  |  |  |
| --- | --- | --- | --- |
| *Branch* |  | | |
| *Address* |  | | |
| *Phone* |  | *Contact* |  |

**6. Product Inventory and Delivery Time**

|  |  |  |  |
| --- | --- | --- | --- |
| * **Do you maintain a local inventory of products?** | *(circle choice)* | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| * **Please state approximate value of inventory:** | | | |
| *Value* | **$** | *Location* |  |
| * **If you maintain an inventory outside Regina, indicate the value and location below:** | | | |
| *Value* | **$** | *Location* |  |

|  |
| --- |
| * **What is your standard delivery in working days from time of order placement for commonly ordered products?**  *days* |

**7. Insurance and Bonding**

|  |  |
| --- | --- |
| * **How much General Liability insurance does your firm have?** | **$** |
| * **How much Professional Liability insurance is carried?** | **$** |

|  |  |  |  |
| --- | --- | --- | --- |
| * **Can your company provide a bid bond / performance bond?** | *(circle choice)* | Yes | No |

**8. Additional Information**

|  |  |
| --- | --- |
| **What other information is not requested here but which you think the University of Regina should consider in evaluating your company?** | |
| *Comments* |  |
|  | |
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|  |  |  |
| --- | --- | --- |
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