**Procedure for Invitation to Quote (ITQ) Goods and Services under $100,000**

**Purpose of ITQ**

The objective of the ITQ template is to create a standardized and efficient process in which suppliers are provided identical information to ensure a fair and transparent competitive procurement process.

**Quotation Requirements**

Competitive procurement thresholds for goods, non-consulting services and construction are as follows:

|  |  |
| --- | --- |
| **Procurement Value** | **Requirement** |
| $0 - $25,000 | One (1) written quotation |
| $25,001 -$99,999 | Three (3) invitational written quotations |
| $100,000 and over | Open competitive RFx process to be advertised using an electronic bid service for appropriate number of calendar days as defined per applicable trade agreement |

Competitive procurement thresholds for consulting services as follows:

|  |  |
| --- | --- |
| **Procurement Value** | **Requirement** |
| $0 – $99,999 | Three (3) invitational written quotations from qualified consultants |
| $100,000 and over | Open competition RFx process advertised using an electronic bid service for appropriate number of calendar days as defined per applicable trade agreement |

Procurement value excludes applicable sales taxes.

**Invitation to Quote (ITQ) Templates**

* [ITQ Goods](INVITATION%20TO%20QUOTE%20Goods%20under%20$100K%20Trent%20template.docx)
* [ITQ Services](INVITATION%20TO%20QUOTE%20Services%20under%20$100K%20Trent%20template.docx)
* [ITQ CFI Funded Projects](INVITATION%20TO%20QUOTE%20CFI%20under%20100K%20Trent%20template.docx) (Goods and/or Services)

**Process for using ITQ Templates**

* Download the appropriate ITQ template depending on if goods, services or CFI
* Prepare the ITQ template by providing:
  + Timetable (identify an issue date and due date)
  + Complete the University Contact Information section
  + Outline the goods or services requirements necessary for the Supplier to provide a quote adjusting template as required. Focus on performance and functional specifications rather than design characteristics.
  + Forward the ITQ to the invited Suppliers, ensuring the appropriate minimal number of Suppliers are invited per competitive quote requirement
* When the ITQ closes, review all received quotations and ensure ITQ has been signed and completed appropriately by the supplier.
* If a quotation is selected, prepare a requisition for Purchasing to review, approve and place a Purchase Order with Supplier.
* Forward all received documentation of the quote process to Purchasing Services including any supplier “no quotation” responses. Documentation to be retained by Purchasing Services for audit purposes.
* There is no obligation to make a purchase resulting from any quotation solicitation

Using the ITQ template when soliciting quotes for purchases less than $100,000 is considered best practice but is not mandatory.

For non-competitive procurements in which the acquisition of a deliverable does not comply with the competitive bidding requirements, authorizations are required. The requisitioning department authorized account holder must complete the Non-Competitive Procurement Approval Form to obtain approval for a non-competitive procurement.

**When Seeking Budgetary Quote Requests**

When building a budget for a research project or other, the University may request a Budgetary Quote from the Supplier. Indicate, “ITQ is for budget purposes only” when communicating a quote request to Suppliers.

Contact Purchasing Services if any questions regarding the ITQ process at [purchasing@trentu.ca](mailto:purchasing@trentu.ca)