



Insert Date

Dear Supplier

**INVITATION TO QUOTE FOR “(Insert name of service/ goods)”**

**QUOTE Ref: “(Insert quotation ref)”**

You are invited by Glasgow Caledonian University to quote for the provision of detailed in the attached brief documentation. 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. Glasgow Caledonian Universitymay undertake not to consider quotations received after that time.

Glasgow Caledonian Universityare not bound to accept the lowest priced 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.

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

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Weighting** |
| Quality | *60% - amend as required* |
| Price | *40% - amend as required* |

By providing us with a quotation you agree to be bound by Glasgow Caledonian UniversityTerms and Conditions (either attach terms and conditions or insert weblink) 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

Yours faithfully

Add your name here

Job Title