

1. Instructions to Pricing

- .1 All sections of the Pricing Form should be completed. Without limiting the generality of the foregoing, all blanks must be filled in and all entries for unit prices, lump sums, extensions and totals should be filled in, as appropriate.
- .2 Suppliers that do not fully complete these forms (such as leaving lines blank) or have unclear answers (such as “n/a”, “-”, “tba” or “included” etc.) will be declared non-compliant. Prices that are intended to be zero cost/no charge to the city are to be submitted in the space provided in the price schedule as “\$0.00” or “zero”.
- .3 All pricing provided must be inclusive of all applicable duties and taxes except for HST, and of all fees, expenses and costs for the complete performance of the Contract.
- .4 Suppliers must state the Country of Origin of goods being offered in the Pricing Form. This information will be used to help the City understand how Tariffs from the United States of America are being applied during the bidding process. Country of Origin is defined in Part 1 Section 3.14.
- .5 Suppliers are not to base their Pricing Form upon unilateral or undisclosed assumptions or conditions which, if not true, would render the Supplier’s pricing inapplicable or subject to change.
- .6 The total price quoted must include all labour, profit, other overhead, materials, equipment, licences, analysis, travel, accommodations, communication, transportation and delivery costs (courier, long distance charges, and so on), staff time, City/Supplier meetings (as and where deemed required by the City), disbursements and any/all other operational costs and fees associated with the Services, excluding all applicable taxes. The City shall not be responsible for any additional costs.

2. Payment Terms

- .1 The City’s standard payment terms are 30 days from the receipt of the invoice.
- .2 If all the correct billing information has been indicated on the invoice, and no acceptable discount for early payment has been offered, the City will endeavour to pay within the Supplier’s terms from the receipt date of the invoice in Corporate Accounts Payable Unit - Metro Hall, 55 John Street, 14th floor.
- .3 Payment terms should be clearly indicated on the invoice including early payment terms.
- .4 The City will consider offers of early payment discount terms. Discounts will only be taken when early payment discount terms are met from the receipt date of the invoice in the Corporate Accounts Payable unit.

- .5 Note: Discount terms for early payment cannot be earlier than 15 days from the receipt date of the invoice by the City of Toronto, Accounting Services Division, and Corporate Accounts Payable unit.

3. Evaluation of Pricing

.1 Core Pricing as shown in Section 5.2.1 and Section 5.2.2 of the Price Form is worth **20** points (20%) of the total score.

.2 Core Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form. Each Supplier will receive a percentage of the total possible points allocated, which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{Supplier's price} \times \text{weighting} = \text{Supplier's pricing points}$$

.3 Only Core Pricing will be used for evaluation purposes; however, Suppliers must complete pricing for all Optional Additional Services Pricing items shown in Section 5.2.3 of the Price Form.

.4 Suppliers may enter descriptions and pricing for additional optional products and services that may be of interest to the City. Such products and services may not be those required in the performance of the Services contemplated in Part 3 - Requirements for Deliverables, which must be included in the products and services forming part of the Core Pricing.

4. Pricing Form

The Pricing Form is included within the City Online Procurement System in Part 5.