Basis of Payment Template

The following are example configurations for a Basis of Payment. Choose a Basis of Payment that best represents your requirement and amend as necessary.

Examples:

1. Goods – one time purchase Pg 1

2. Goods – Goods - No Substitute Pg 2

3. Goods – Including Optional Items Pg 3

- table 1 – initial purchase

- table 2 – optional items Pg 3

4. Goods – Including Optional Years Pg 4

5. Goods with Maintenance or Service requirement Pg 6

6. Service

7. Several Ship to Addresses Pg 7

It is **MANDATORY** that Bidders submit firm prices/rates as requested below. Any changes may result in your bid to be non-responsive. **This section, when completed, will be considered as the Bidder’s financial.**

Prices quoted must remain firm for the period of the Contract/ Standing Offer.

Prices must include ALL costs associated with meeting Annex – Work/Requirement. Applicable Taxes are extra.

Payment will be made in accordance with the following pricing.

Example 1: Goods – One time purchase

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item # | Description | Quantity | Unit  of  Issue | Unit Price | Total Item Cost |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
|  |  | Shipping: | | |  |
|  |  | Sub-total: | | |  |
|  |  | Applicable Taxes Total: | | |  |
|  |  | Total: | | |  |

Example 2: Goods – No Substitute

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item #** | **Description** | **Quantity** | **Unit of Issue** | **Firm Unit Price ($ CAD)** | **Firm Extended Price (Unit Price x Quantity)** |
| 1 | **Manufacturer Offered:**  (enter requirement here)  **Model number Offered#:**  (enter requirement here) | 1 | Each | $ \_\_\_\_\_\_\_\_\_\_\_ | $ \_\_\_\_\_\_\_\_\_\_ |
| 2 | **Delivery** | | | | $ \_\_\_\_\_\_\_\_\_\_ |
| 3 | **Subtotal** | | | | $ \_\_\_\_\_\_\_\_\_\_ |
| 4 | **GST** | | | | $ \_\_\_\_\_\_\_\_\_\_ |
| 5 | **Total Evaluated Price (CAD)** | | | | $ \_\_\_\_\_\_\_\_\_\_ |

3. EXAMPLE: Goods including Optional Goods

Table 1 – Initial Purchase

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Code** | **Description** | **Quantity** | **Firm Price (CAD)** | **Extended Price (CAD)** |
| 1 |  |  | 1 |  |  |
| 2 |  |  | 1 |  |  |
| 3 |  |  | 1 |  |  |
| 4 |  | Installation | 1 |  |  |
| 5 |  | Training | 1 |  |  |
| 6 |  | Shipping | 1 |  |  |
| **SUBTOTAL (CAD)** | | | | |  |
| **Applicable TAXES (CAD)** | | | | |  |
| **TOTAL (CAD)** | | | | |  |

Table 2 – Optional Goods Purchase

A total maximum of XX items per line, could be requested as optional goods within XX of years from the contract date.

(Ideally you should put a maximum quantity that you might potentially require – is it 1 or 2 or 6 and how long do you want the purchase timeframe for? Fill in as appropriate)

\*You can get a price right from the start OR use “TBD and agreed upon at time of optional purchase”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Code** | **Description** | **Quantity** | **Firm Price (CAD)** |
| 1 |  |  | 2 | TBD and agreed upon at time of optional purchase |
| 2 |  |  | 2 | TBD and agreed upon at time of optional purchase |
| 3 |  |  | 2 | TBD and agreed upon at time of optional purchase |
| 4 |  | Installation | 2 | TBD and agreed upon at time of optional purchase |
| 5 |  | Training | 2 | TBD and agreed upon at time of optional purchase |
| 6 |  | Shipping | 2 | TBD and agreed upon at time of optional purchase |

4. EXAMPLE: Goods including Optional Years

\*Annual Quantities represent estimates only and do not represent a firm commitment to purchase on behalf of Canada. (update the date accordingly)

Year 1: From Date of Issuance to September 30, 2023

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | \*Estimated Annual Quantity | Unit of Issue | Unit price | Extended Price  (unit price x annual quantity) |
| 1 |  |  | Each | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ |
| 2 |  |  | Each | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ |
| 3 |  |  | Each | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | Shipping |  |  |  |  |
|  | Subtotal |  |  |  | $ |
|  | GST |  |  |  | $ |
|  | Total |  |  |  | $ |

Option Year 1: October 1, 2023 to September 30, 2024

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | \*Estimated Annual Quantity | Unit of Issue | Unit price | Extended Price  (unit price x annual quantity) |
| 1 |  |  | Each | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ |
| 2 |  |  | Each | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ |
| 3 |  |  | Each | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | Shipping |  |  |  |  |
|  | Subtotal |  |  |  | $ |
|  | GST |  |  |  | $ |
|  | Total |  |  |  | $ |

Option Year 2: October 1, 2024 to September 30, 2025

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | \*Estimated Annual Quantity | Unit of Issue | Unit price | Extended Price  (unit price x annual quantity) |
| 1 |  |  | Each | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ |
| 2 |  |  | Each | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_ |
| 3 |  |  | Each | $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
|  | Shipping |  |  |  |  |
|  | Subtotal |  |  |  | $ |
|  | GST |  |  |  | $ |
|  | Total |  |  |  | $ |

5. Goods with Maintenance or Service requirement

(How long do you want the optional purchase timeframe for? Fill in as appropriate

\*You can get a price right from the start OR use “TBD and agreed upon at time of optional purchase” Fill in as appropriate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Quantity** | **Unit price** | **Extended Price**  **(unit price x annual quantity)** |
| 1 |  | 1 |  |  |
| 2 |  | 1 |  |  |
| 3 |  | 1 |  |  |
| 4 |  | 1 |  |  |
| 5 | Shipping & Delivery | 1 |  |  |
|  | Subtotal |  |  |  |
|  | GST |  |  |  |
|  | Total |  |  |  |
|  | **Optional Purchase For Years for XXXXXXXX– Begins after the 1-year manufacturer’s warranty ends. Client to provide Contractor written request to purchase and it is to be invoiced at the year of purchase.** | |  |  |
| 6 |  | 1 | Year 1, 2 |  |

6. Examples for Services

Fill in as appropriate

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Description | Annual  Usage  Estimate  \*\* | Year 1 Firm Rate | Year 2 Firm Rate | Year 3  Firm Rate | Option Year 1 Firm Rate | Option Year 2 Firm Rate | Total of All Years Combined (for evaluation purposes) |
| 1 |  | xxx hrs  /year | $  /hour | $  /hour | $  /hour | $  /hour | $  /hour |  |
| 2 |  | xxx hrs  /year | $  /hour | $  /hour | $  /hour | $  /hour | $  /hour |  |

\*Annual Usage represents and estimate only and does not represent a firm commitment to purchase on behalf of Canada.

7. Example – Several Ship to locations

Fill in as appropriate

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Code** | **Description** | **Quantity** | **Firm Price (CAD)** | **Extended Price (CAD)** |
| 1 |  |  | 1 |  |  |
| 2 |  |  | 1 |  |  |
| 4 |  | Installation | 1 |  |  |
| 5 |  | Training | 1 |  |  |
| 6 |  | Shipping - Site 1:  XXXX  XXXX | 1 |  |  |
| 7 |  | Shipping - Site 2:  XXXX  XXXX | 1 |  |  |
| **SUBTOTAL (CAD)** | | | | |  |
| **GST (CAD)** | | | | |  |
| **TOTAL (CAD)** | | | | |  |