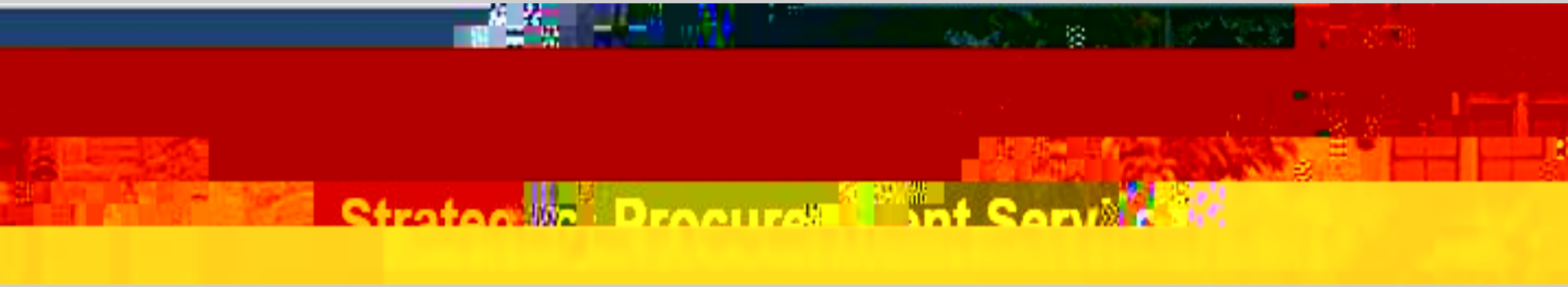
A presentation by

Queen's University

Financial Services



The Sourcing Process – Obtaining Quotes & RFx's

How to obtain a Quote

For purchases < $99,999 in value, you may contact vendors directly for quotations.

When soliciting quotations:

- Contact vendors and request the same specifications, part numbers, schedules and delivery expectations,
- Request quotations be submitted on company letterhead,
- Ensure 3 quotations are submitted for all purchases > $10K

What do we mean by RFx?

RFx – one of the most common acronyms in the strategic sourcing and procurement landscape, is a catch - all term that references:

Request for Quotation – RFQ

All valid proposals received will be reviewed and scored by the evaluation team based on the Evaluation Criteria set out in the RFx document.

Request for Proposal – RFP

An RFP is used for services or complex products where quality, service or the engineered final product will be different from each vendor responding.

Request for Supplier Qualifications – RFSQ

An RFSQ is issued when we want to set up a number of suppliers on a ³SUHIHUUHG VXSSOLHU OLVW´ WHUP FRQWUDFW DZDUGHG E\ 3URFX

Why do we use an RFx?

An RFx meets Broader Public Sector (BPS) Procurement Directive Principles (as required by the Ontario Ministry of Finance):

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