We encourage applicants to review this checklist, which outlines all pertinent information to be present in each quote. Applications require a minimum of one (1) quote. The following information is needed to determine the eligibility of the proposed expenses and also ensures you are requesting the right amount of funding. Please note that proposed vendors must have a [valid GST/HST number](https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/confirming-a-gst-hst-account-number.html#h1) issued by the CRA to be considered. Seeking additional comparable quotes is strongly encouraged to ensure fair-market value of the proposed activities.

Applicants are welcome to share this checklist with vendors when requesting a quote. For helpful tips on how to select vendors for your project, please refer to the [Application Guide.](https://www.publicsafety.gc.ca/cnt/cntrng-crm/crm-prvntn/fndng-prgrms/cnd-cmmnt-scrt-prgrm/pplctn-gd-en.aspx)

|  |
| --- |
| **Vendor Quote Information Checklist** |
| ✔ | **Business Information:** |
|  | Company letterhead |
|  | Legal business name |
|  | GST/HST Number (issued by CRA) and Business Number (BN) |
|  | Business address, phone number, (and website if applicable) |
|  | Quote issuance date, and date of expiry |
| ✔ | **Equipment – an itemized list, including:** |
|  | Product name/model |
|  | Cost per unit |
|  | Number of units |
|  | Avoid large ‘Miscellaneous’ items and package deals |
| ✔ | **Labour & Installation:***(e.g. contractor fees, labour, equipment rental, installation fees)* |
|  | Number of technicians |
|  | Number of hours |
|  | Cost per hour |
| ✔ | **Training** |
|  | Number of staff and/or volunteers to be trained |
|  | Number of hours |
|  | Cost per hour or per attendee/student |
| ✔ |  **Security Personnel** |
|  | Number of guards |
|  | Number of hours |
|  | Dates |
|  | Guard license number (each guard must have a valid license number) |

**Annex: Sample of a Detailed Quote**

|  |  |
| --- | --- |
| **Business Name:** *ABCD Security Inc.* | **Prepared For:** *Canada Faith Learning Inc.* |
| **GST/HST CRA Number:** *123456789* | **Date Issued:** *October 16, 2024* |
| **Business Number (BN):** *123456789* |  |
| **Business Address:** *123 Canada Way, Ottawa, ON X1X 1X1* | **Expiry Date / ‘Valid for’ Date:***60 days / December 15, 2024* |
| **Business Phone Number:** *111-222-3333* |  |
| **Business website:** *abcdsecurity.ca* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of products / services** | **Quantity** | **Unit Price** | **Total Price** |
| **Security Camera System** |
| EyeGuard DS-2CD212RF-Outdoor Dome Camera -2megapixel, 4mm Fixed Lens, D-WDR, 30M night vision | 6 | 150.00 | 900.00 |
| EyeGuard DS-7604NI-K1/4P – 4 Channel DVR- 2TB, HDMI output, Built in POE, 1 month recording | 1 | 850.00 | 850.00 |
| EyeGuard DS-2CD2347G2-LU 4MP ColorVu Fixed Turret Network Camera,2.8mm Lens | 3 | 150.00 | 450.00 |
| EyeGuard Outdoor Camera Mounts | 10 | 25.00 | 250.00 |
| Trendnet TPE-S44 – 8 port POE switch | 1 | 150.00 | 150.00 |
| Cat5E 24AWG Solid Copper direct burial outdoor wire (per 1000' box) | 2 | 150.00 | 300.00 |
| Junction/Conduit Boxes | 2 | 75.00 | 150.00 |
| **Intrusion Alarm System** |
| DSC 1616 Alarm Board | 1 | 150.00 | 150.00 |
| DSC LCD Alphabet Keypad | 2 | 150.00 | 300.00 |
| DSC Wireless motion detectors | 2 | 60.00 | 120.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| WIRE: 22/4 22AWG solid copper FT4 indoor alarm wire (per 1000' box) | 1 | 95.00 | 95.00 |
| **Fencing and Gates** |
| Iron Fence – 247feet (76m)p-riced per 1 unit - 8' x 6' | 31 | 451.00 | 13,981.00 |
| Gate, including: -Lock/Latch -Swing hinge | 2 | 2,270.00 | 4,540.00 |
| Fence Posts 5 " | 8 | 377.00 | 3,016.00 |
| Fence Post Caps (Flat) | 8 | 9.00 | 72.00 |
| Bedding / Gravel / Cement | 1 | 900.00 | 900.00 |
| **Window Film** |
| Madico SafetyShield 800 8 mil clear safety/security film | 6 | 63.00 | 378.00 |
| **Security Personnel** |
| One guard: Monday-Friday from 9 am - 8 pm per week from November 23rd to December 2, 2024 – 8 hours each day – Guard License # 12345678 | 80 | 21.50 | 1,720 |
| **Labour and Installation; Construction and Related Equipment; Training; Security personnel** |
| Security Camera Installation - 2 technicians | 50 | 80.00 | 4000.00 |
| Intrusion Alarm Installation - 1 technician | 10 | 50.00 | 500.00 |
| Conduit / Trenching / Paving | 40 | 100.00 | 4,000.00 |
| Equipment Rental - 32' Indoor Scissor Lift (1 week) - Gas Trencher (1 week) | 1 | 1750.00 | 1750.00 |
| Fence and gates Installation 1 Supervisor, 1 heavy equipment operator and 2 laborers | 50 | 70.00 | 3,500.00 |
| Installation of security film & structural caulking (2 senior installers & 1 assistant installer) | 20 | 30.00 | 600.00 |
| Training -Hate Crime Preparedness Training (2 instructors, 2 participants) | 1 | 1,500.00 | 1,500.00 |
| **SUB TOTAL** | 44172.00 |
| **TAX** | 5,742.36 |
| **TOTAL** | 49914.36 |