

**MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
FINANCIAL AND ADMINISTRATIVE SERVICES**

**LIMITED CALL FOR BIDS  
QUOTATION SUMMARY LOG**  
Attach to invoice submitted to FAS

*In accordance with the Public Procurement Regulations, a Limited Call for Bids requires the Public Body to either:*

- 1. Obtain quotations from at least three suppliers (via telephone, fax, electronic, Tender, RFP) or*
- 2. Determine a fair and reasonable price for the commodity based on recent market conditions (via two direct quotes, substantiation using trade catalogues, one quote using a rotational system, sole source given costs to delay, limited supplier base, shelf pricing).*

**A Limited Call for Bids can be obtained in the following instances:**

<b>Commodity</b>	<b>Threshold</b>	<b>3 Quotations</b>	<b>Determine Fair Price</b>
Goods	< \$10,000	\$2500-\$10K	< \$2500
Services (excluding engineering & architectural services)	< \$50,000	\$10K-\$50K	< \$10,000
Engineering & Architectural Services	< \$100,000	\$20K-\$100K	<\$20,000
Public Works			
Lease of Space (Contract Value)			

**Commodity Required:**

<b>Item</b>	<b>Description of Commodity</b>	<b>Quantity/Amount (\$)</b>
1		
2		
3		

**Details of quotations obtained:** Written quotations to be kept on file by the Department.

	<b>Name of Vendor</b>	<b>Quote#</b>	<b>Quote (\$)</b>
1			
2			
3			

**Sole Source Justification**

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<b>Date:</b> _____	<b>PO#:</b> _____	<b>Prepared By:</b> _____
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