



THIS IS A SAMPLE QUOTATION

Proposal & Quotation

Lorem Ipsum

Quotation # C124816
Issue date Jul 04, 2019
Valid till Jul 19, 2019

Client

Lorem Ipsum Inc.
Attn: Ms. Dolor Sit
Amet, Ontario, Canada

Contact

Suvojit Ghosh, PhD - Managing Director | sghosh@mcmaster.ca | 289-659-5919

Computing Infrastructure Research Centre (CIRC)
McMaster University, Hamilton, Ontario, Canada

WEB circ.mcmaster.ca
EMAIL circ@mcmaster.ca
PHONE 289-659-5919

Disclaimer

This document is CONFIDENTIAL, for the sole use by the Client. Sharing with other entities are prohibited. The work described is subject to the Terms of Service and mutual non-disclosure agreement established between McMaster University and the Client.

CONTENTS

1 Objective 3

2 Scope 3

 2.1 Lorem 1 3

 2.2 Ipsum 1 4

 2.3 Dolor 1 4

 2.4 Amet 1 5

 2.5 Meetings and consultation 5

3 Fees 6

4 Schedule 7

5 Payment Terms & Methods 7

6 Terms and Conditions of Service 7

 6.1 Invoicing and payment 7

 6.2 Term of service 8

 6.3 Cancellation 8

 6.4 Service results 8

 6.5 Confidentiality 8

 6.6 Use of university name 9

 6.7 Warranty 9

 6.8 Indemnification and limitation of liability 9

 6.9 Governing law 9

SAMPLE

1 OBJECTIVE

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

2 SCOPE

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

2.1 Lorem 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

2.1.1 Lorem 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Resources required

PRE – 6 weeks @15hrs/week - 90hrs

Dev/Tech – 6 weeks @35hrs/week - 210hrs

2.1.2 Lorem 3

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Resources required

PRE – 3 weeks @15hrs/week - 45hrs

Dev/Tech – 3 weeks @15hrs/week - 45hrs

2.1.3 Lorem 4

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Resources required

PRE – 2 weeks @15hrs/week - 30hrs

Dev/Tech – 2 weeks @35hrs/week - 70hrs

2.2 Ipsum 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Resources required

PRE – 4 weeks @15hrs/week - 60hrs

2.3 Dolor 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

2.3.1 Dolor 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Resources required

PRE – 3 weeks @15hrs/week - 45hrs

Dev/Tech – 3 weeks @35hrs/week - 105hrs

2.3.2 Dolor 3

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Resources required

PRE – 8 weeks @15hrs/week - 120hrs

Dev/Tech – 8 weeks @35hrs/week - 280hrs

2.4 Amet 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Resources required

PRE – 4 weeks @ 7hrs/week 28hrs

Dev/Tech – 4 weeks @ 15hrs/week 60hrs

2.5 Meetings and consultation

The CIRC team will provide

1. Two weekly update meetings on progress via email, and answer to any questions arising thereof
2. A 2hour presentation and discussion, as per
 - a. At the end of the activities described in Section 2.1 through 2.4
 - b. Project completion

Resources required

PRE

Interim and Final Meetings, 2x PRE, 2x 15 + 2hrs = 62 hrs.

3 FEES

The fees below are calculated based on the work described above. The total cost will change if there is a revision in scope. Taxes are extra, as applicable. Payments are to be made as per terms laid out in this document.

Rate Chart in Use				
	Resource Type			Rate (\$/hr)
1	Principal Research Engineer			\$ 150.00
2	Dev/Tech			\$ 100.00
3	Proj Admin			10%

Itemized Estimate					
SI #	Section #	Short Description	PRE Time (Hrs)	Dev/Tech Time (Hrs)	Other Expenses
1	2.1.1	Lorem 1	90	210	
2	2.1.2	Lorem 2	45	45	
3	2.1.3	Lorem 3	30	70	
4	2.2	Ipsum 1	60	0	
5	2.3.1	Dolor 1	45	105	
6	2.3.2	Dolor 2	120	280	
7	2.4	Amet	28	60	
10	2.5	Meetings and consultation	62	0	
TOTAL			480	770	\$ -

Quoted Fees				
Item	Qty (Hrs/Units)	Rate (\$/hr or \$/EA)	Line Total	
1 Principal Research Engineer	480	\$ 150.00	\$ 72,000.00	
2 Dev/Tech	770	\$ 100.00	\$ 77,000.00	
3 Proj Admin @ 10% Labour	1	\$ 14,900.00	\$ 14,900.00	
TOTAL			\$ 163,900.00	

Out of pocket expenses, e.g., travel and materials, if required, will be invoiced at actuals. Applicable taxes will be added to each invoice; the standard rate is 13% HST.

Standard rate tariff for CIRC resources are below.

Fees Tariff		
Resource Type	Standard Rate (\$CAD/hr)	Non-profit (\$CAD/hr)
Principal Research Engineer	150	100
Software Developer	100	75
Technician	100	75
Project Manager	150	100

Taxes are extra, as applicable.
 Cost of materials, travel, and other out-of-pocket expenses are charged *at cost*.
 Project startup fee of \$2,000 is applicable if total project value less than \$50,000.
 Project Administration fee @10% of total costs is applicable.

4 SCHEDULE

The schedule below developed on a *best effort* basis. The parties understand that it may change within reason. Please see the Terms of Service for more information.

#	Task Name	Duration	Start	Finish
2.1.1	Lorem 1	6 wks	2-Aug-19	13-Sep-19
2.1.2	Lorem 2	3 wks	2-Aug-19	23-Aug-19
2.1.3	Lorem 3	2 wks	2-Aug-19	16-Aug-19
2.2	Ipsum	4 wks	15-Sep-19	13-Oct-19
2.3.1	Dolor 1	3 wks	6-Sep-19	27-Sep-19
2.3.2	Dolor 2	8 wks	16-Aug-19	11-Oct-19
2.4	Amet	4 wks	11-Oct-19	8-Nov-19

5 PAYMENT TERMS & METHODS

Please send purchase order as a PDF to circ@mcmaster.ca quoting the Proposal number on the coversheet. Invoices will be issued based on the following schedule, and delivered via e-mail by McMaster University's centralized billing service. Payment will be due 30 days from issuance of invoice, and can be made via cheque, Electronic Fund Transfer, or Wire Transfer. All cheques should be made payable to McMaster University. Instructions for payment will be included in the invoices.

Time	Amount
Upon signing	50%
Upon Completion	50%

6 TERMS AND CONDITIONS OF SERVICE

The Computing Infrastructure Research Centre (CIRC) at McMaster University (the 'Facility'), on behalf of McMaster University (the 'University') and as an independent contractor, will perform the service specified in the foregoing pages of this document (the 'Service') for Lorem Ipsum Inc. ('The Client' of 'The Recipient'). The service is subject to the following terms.

6.1 Invoicing and payment

- 6.1.1 The Client will pay to the University the service fee provided in Section 5 (the 'Service Fee'), plus any applicable taxes, in accordance with the payment provisions and schedule set out in this document.
- 6.1.2 If payment is not received within due date, interest will be accrued at the rate of 2% per month.

6.1.3 Invoices that remain overdue for ninety (90) days may be handed over to an external agency for collection at the discretion of the University.

6.2 Term of service

6.2.1 The Service shall commence tentatively on Aug 02, 2019 and be tentatively completed by Nov 07, 2019, subject to delays beyond the control of the University.

6.3 Cancellation

6.3.1 The Client may cancel the Service prior to its completion by providing the Facility a written notice ten (10) business days in advance of the intended date for premature termination (the 'Notice Period')

6.3.2 The Facility will terminate the Service at the end of the Notice Period

6.3.3 The Client is responsible for all fees associated with the conduct of the Service prior to and during the Notice Period. The Client is further responsible for any material, travel, or other out-of-pocket expenses incurred by the Facility due to the premature termination of Service.

6.3.4 The University will generate a final invoice after the Notice Period reflecting all outstanding fees, which is due upon receipt.

6.4 Service results

6.4.1 'Service Results' mean any and all conclusions and information on which the same are based developed in the provision of the Service, including, but not limited to, complications, notes, data and reports. Service Results do not include any background intellectual property or intellectual property developed or utilized by the University in the provision of the Service, the Client acquiring no interest in, or the right to use, any such intellectual property as a result of this Agreement. 'Background Intellectual Property' means proprietary or confidential information of the University to facilitate the Service and includes methods, techniques, processes or computer codes or other background intellectual property utilized by the University for the conduct of the Service, and which may or may not be required in order to practice the Service Results.

6.4.2 All Service Results will be the property of the Client. The Client grants to the University a non-exclusive, perpetual, royalty free license to use the Service results without identification of, or connection to, the Client for educational, non-commercial and internal research purposes.

6.5 Confidentiality

6.5.1 Each of the University and the Client may disclose information it considers confidential to the other to facilitate the Service. Each party will use all reasonable efforts to treat and keep confidential, and cause its officers, employees, students to treat and keep confidential, any such information received by it from the other marked 'Confidential' and in no event will such efforts be less than the degree of care and discretion the Client

exercises in protecting its own confidential information. Any such information will be disclosed within the Client's organization on a "need to know" basis.

- 6.5.2 Confidential information does not include information that: (a) was in the Client's possession before receipt from the disclosing party, as established by written records; (b) becomes generally known to the public without breach of the Agreement by the Client; (c) is received by the Client from a third party which had no duty of confidentiality with respect to it; (d) is independently developed by the Client, as established by written records; (e) is required by law or court order to be disclosed; (f) is disclosed by the Client with the disclosing party's prior written approval.

6.6 Use of university name

- 6.6.1 The Client agrees that it will not use or employ the name of the Facility or the University or any of its Departments, faculty or employees, in any way without the prior written consent of the University.

6.7 Warranty

- 6.7.1 The University possesses the necessary skills, expertise and experience to perform the Service in accordance with the provisions of this Agreement and will perform the Service using reasonable care and skill. Except as otherwise provided in this Agreement, the University, its officers, employees, students and agents make no representations or warranties, either express or implied, as to any matter including, without limitation, the existence or non-existence of competing technology, the condition, quality or freedom from error of the Service Results or any part thereof, or its merchantability or fitness for any particular purpose and all warranties and conditions, expressed or implied, statutory or otherwise, are hereby disclaimed.

6.8 Indemnification and limitation of liability

- 6.8.1 The Client will defend, indemnify and hold harmless the University (including its officers, employees, students and agents) from all liabilities, demands, damages, expenses and losses arising out of the use by the Client or by any party acting on behalf of or under authorization from the Client of the Service Results or out of any use, sale or other disposition of any product or technique which is the subject of the Service or is created or modified based on the Service Results.
- 6.8.2 In no event will the University be liable to the Client for any breaches of contract or for torts or otherwise arising from or in relation to this Agreement or matter or activities dealt with herein in excess of the aggregate amounts paid by the Client to the University pursuant hereto.

6.9 Governing law

- 6.9.1 This Terms of Service shall be governed by, and construed in accordance with, the laws of the Province of Ontario. If any provision or part thereof of this Invoice and Terms of Service is determined by a Court of competent jurisdiction to be prohibited by, or invalid, illegal or unenforceable under, applicable law, then, such provision or part thereof shall be deemed amended to conform to applicable laws so as to be valid or enforceable or, if it cannot be amended without materially altering the intention of the Parties, then

such provision or part thereof shall be stricken without invalidating the remainder of such provision or the remaining provisions of this Invoice and Terms of Service.

Please check on one of the two options below:

- By signing below, the Client accepts the terms and conditions set out above, and authorizes the CIRC team to commence the work proposed here, and invoice as per the terms and schedule set out in this proposal.
- By signing below, the Client accepts the terms and conditions set out above. The Client will issue a subsequent purchase order (PO) to authorize the CIRC team to commence the work proposed here, and invoice as per the terms and schedule set out in this proposal.

For the **Client**:

Date

Name and Title:

SAMPLE