



**The Board of Education of
School District No. 34 (Abbotsford)**

2790 Hms Street, Abbotsford, BC V2T 4M7
Telephone: (604) 8594891 Facsimile: (604) 8528587

REQUEST FOR QUALIFICATIONS

Vendors requesting pre-qualification are required to complete this Vendor Qualification form, which when completed is to be sent by facsimile to the appropriate buyer. Vendors are advised that the pre-qualification process takes time to complete and the Abbotsford School District (No.34) will not be obligated to rush pre-qualification.

Please complete and return by facsimile to (604-) 852-8587.

1. General Information

Company name _____

Company head office address _____

Company head office tel. & fax Tel. _____ Fax _____

Company local address _____
(if applicable)

Company local phone & fax _____

Account representative _____

Account Representative Email _____

Sales Manager _____

Sales Manager Email _____

Years in business _____

Type of business **Manufacturer** **Wholesaler**
(circle choice) **Distributor** **Agency**

Ownership structure
*(Limited Company, Partnership,
Sole Proprietorship)* _____

Type of products / services offered • _____
• _____
• _____
• _____

Total number of employees _____

Total number of technical support personnel _____
(if applicable)

Approx. dollar volume of sales for the past two (2) years

	Last Year	\$		Previous Year	\$
	_____	_____		_____	_____



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2. Qualifications

Vendor to provide a statement as to their qualifications to provide the product / service being offered to the Abbotsford School District (No.34).

Comments [blank lines for text entry]

3. Support and Service

- Does your company service the product it sells? (circle choice) Yes No

If no, please provide service details.

Comments [blank lines for text entry]

- For on-site service, what is your guaranteed response time, in hours, from the time of the telephone request to when the service technician is on site? (days _____)hours_____

- Is a service technician located in Abbotsford? (circle choice) Yes No

Where then?

Comments [blank lines for text entry]

- What is your company policy in dealing with complaints, short shipments, returns, etc.?

Comments [blank lines for text entry]

- What value-added services does your company provide which would set it apart from the competition?

Comments [blank lines for text entry]

4. References for Product / Service being offered



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Provide names of firms and telephone numbers of individuals we can contact. K-12 / Educational institution references are preferred.

Firm	Contact	Position	Tel. Number
1.			
2.			
3.			

5. Financial Stability

If requested, can you provide financial information to the District for the past two years?

➤ Yes, and this information is available immediately.

Comments _____

• **Bank Reference**

Branch _____
 Address _____
 Phone _____ Contact _____

6. Product Inventory and Delivery Time

• Do you maintain a local inventory of products? (circle choice) Yes No

• Please state approximate value of inventory:

Value \$ _____ Location _____

• If you maintain an inventory outside Abbotsford, indicate the value and location below:

Value \$ _____ Location _____

• What is your standard delivery in working days from time of order placement for commonly ordered products? (hours _____) days _____



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7. Insurance and Bonding

- How much General Liability insurance does your firm have? \$ _____
- How much Professional Liability insurance is carried? \$ _____
- Can your company provide a bid bond / performance bond? (circle choice) Yes No

8. Additional Information

What other information is not requested here but which you think the Abbotsford School District should consider in evaluating your company?

Comments _____

Please complete and return by facsimile to (604) 852-8587.

In Response To:	Tender#	Contact:
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