

## P0001H – Use of Higher Quote Request

### Attach form to purchase requisition in acQuire

The [Queen's University Procurement Policy](#) applies to the purchase of all products & services and reflects all federal and provincial laws that govern public sector procurement, including competitive market practices. The Procurement Policy and related procedures apply to expenditures from all funds: operating, research, ancillary, capital and special purpose. Compliance with the Policy is mandatory. In addition, the [Queen's University Procurement Code of Ethics](#) applies to all staff and students engaged in the supply chain.

This purchase is authorized at the level required by the [Policy on Approval and Execution of Contracts and Invoices](#), **Signing Authority Matrices**, for a competitive procurement of the same dollar value according to the Broader Public Sector Procurement Directive.

**High Quote:** You are requesting authorization to select a supplier quote for product or services, other than the lowest quote.

**Quotations or competitive proposals were solicited and we wish to use a vendor other than the one submitting the lowest price. The chosen quotation/proposal should offer the best lifetime value to the university and fair market value must be demonstrated.**

#### **Please Note:**

The University will not recognize the procurement of products & services unless this certificate has been approved by the Director of Strategic Procurement Services.

### **Conflict of Interest and/or Commitment – to be signed by requester:**

**I can confirm that I have read, understood and will abide by the Queen's University Procurement Policy and Queen's University Procurement Code of Ethics as they apply to conflict of interest and/or commitment.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

This acquisition is intended for the following:

**Product or Service description:**

**Recommended Supplier Name:**


**Rationale:** Explain why the Supplier you're requesting offers better value than the lowest priced quotation/proposal.

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By submitting this form, I understand and accept that the Queen's University Procurement policy requires quotations from different suppliers for products or services valued between \$10,000 and \$99,999 and formal competitive proposal calls, for products or services valued over \$100,000. I, the requester, also acknowledge that the order has NOT been placed with the supplier and will not be placed until authorized to do so by the Director, Strategic Procurement Services.

Note: The requester in acQuire cannot approve the PR