



CLANWILLIAM - ERICKSON
ASSET FOR SALE BY SEALED BID

Description of Asset: John Deere 4440 tractor with 1756.4 hours;

Includes: Farm King Allied front-end loader;



QUOTE TO PURCHASE
The Municipality of Clanwilliam-Erickson

FORM 1

TO: Quinn Greavett
Chief Administrative Officer

45 Main Street, P.O. Box 40
Erickson, MB R0J 0P0
Ph: 204-636-2431

RE: Sale of John Deere 4440 tractor with Farm King Allied front-end loader

- 1 I/we hereby offer to purchase the tractor described above for the sum of \$ _____
(offers equal to or greater than **\$12,000.00 reserve** will be considered)

- 2 I/we understand that this quote to purchase must be received by the Chief Administrative Officer no later than **4:00 p.m.** local time on **November 13, 2018**, and that in the event of this quote being accepted, I/we shall be notified of its acceptance.

- 3 I/we enclose a deposit payable to the Municipality of Clanwilliam-Erickson in the form of a cheque/bank draft/money order for the sum of \$ _____
representing **no less than 10 per cent** of the quoted amount which will be forfeited if I/we are the successful bidder(s) and I/we do not pay the balance of the quoted amount, within **10 days** of the Chief Administrative Officer notifying me/us that I/we are the successful bidder.

4 **Name(s) of Bidder(s):**

5 **Mailing address & Contact Number of Bidder(s):**

6 **Date:** _____

7 _____
Signature of Bidder

Signature of Bidder

INSTRUCTIONS FOR SUBMITTING A QUOTE

*A quote, and the envelope that it is submitted in, must be prepared and submitted in accordance with the instructions outlined in this document. **Failure to comply will result in your quote being excluded from the bid process.***

1 Complete the QUOTE TO PURCHASE Form

Ensure all 7 sections have been read and completed where necessary.

2 Include a Deposit

Your quote must be accompanied by a deposit of at least 10 per cent of the total amount indicated on Clause 1 of the QUOTE TO PURCHASE

Your deposit must be made by way of money order, bank draft or cheque. **NO CASH**

3 If after the quote(s) have been opened, the municipality notifies you by way of phone or letter that your quote has been accepted, you must pay the full amount owing within 10 days of you being notified. If you do not pay the balance as required, for *any* reason, **your deposit will be forfeited to the municipality.**

4 Prepare an Envelope

Your quote must be submitted in a sealed envelope marked "Tractor Sale Quote", and addressed to the Chief Administrative Officer.

5 Submitting your Quote

You can submit your quote in person, by courier, or by mail. Quotes received by fax or email will not be accepted. Keep in mind that your quote must be received by the Chief Administrative Officer by 4:00 p.m. local time on November 13, 2018. Quotes received past this time will be rejected.

6 Withdrawing your Quote

A quote is withdrawn if the bidder's written request to have the quote withdrawn is received by the Chief Administrative Officer before 4:00 p.m. local time on November 13, 2018. The envelope containing a withdrawn quote shall be opened at the time of the opening of the sealed envelopes.

****NOTE:** It is the responsibility of the person(s) submitting the quote to ensure that all the necessary criteria have been properly met. Be sure to double check your quote before submitting it!!