



BUILDING A SAFE AND RESILIENT CANADA



Communities at Risk: Security Infrastructure Program (SIP)

Project Quote Information Checklist

We encourage applicants to review this checklist, which outlines all pertinent information to be present in each quote. Applications require a minimum of one (1) quote. The following information is needed to determine the eligibility of the proposed expenses and also ensures you are requesting the right amount of funding. Please note that proposed vendors must have a [valid GST/HST number](#) issued by the CRA to be considered. Seeking additional comparable quotes is strongly encouraged to ensure fair-market value of the proposed activities.

Applicants are welcome to share this checklist with vendors when requesting a quote. For helpful tips on how to select vendors for your project, please refer to the [Application Guide](#).

Vendor Quote Information Checklist	
✓	Business Information:
	Company Letterhead
	Legal Business Name
	GST/HST Number (issued by CRA) and Business Number (BN)
	Business Address, Phone Number, (and website if applicable)
	Quote Issuance Date, Date of Expiry
✓	Equipment – an itemized list, including:
	Product Name/Model
	Cost Per Unit
	Number Of Units
	Avoids Large 'Miscellaneous' Items
✓	Labour & Installation: <i>(e.g. contractor fees, labour, equipment rental, installation fees)</i>
	Number of Technicians
	Number of Hours
	Cost per Hour
✓	Training
	Number of Staff and/or Volunteers To Be Trained
	Number of Hours
	Cost per Hour or Per Attendee/Student

Annex: Sample of a Detailed Quote



Business Name: ABCD Security Inc. GST/HST CRA Number: 123456789 Business Number (BN): 123456789 Business Address: 123 Canada Way, Ottawa, ON X1X 1X1 Business Phone Number: (111)-222-3333 Business website: abcdsecurity.ca	Prepared For: Canada Faith Learning Inc. Date Issued: September 1, 2022 Expiry Date / 'Valid for' Date: 30 days / October 1, 2022
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Description of products / services	Quantity	Unit Price	Total Price
Security Camera System			
Hikvision DS-2CD212RF-Outdoor Dome Camera -2megapixel, 4mm Fixed Lens, D-WDR, 30M night vision	6	150.00	900.00
Hikvision DS-7604NI-K1/4P – 4 Channel DVR - 2TB, HDMI output, Built in POE, 1 month recording	1	850.00	850.00
Hikvision DS-2CD2347G2-LU 4MP ColorVu Fixed Turret Network Camera, 2.8mm Lens	3	150.00	450.00
Hikvision Outdoor Camera Mounts	10	25.00	250.00
Trendnet TPE-S44 – 8 port POE switch	1	150.00	150.00
Cat5E 24AWG Solid Copper direct burial outdoor wire (per 1000' box)	2	150.00	300.00
Junction/Conduit Boxes	2	75.00	150.00
Intrusion Alarm System			
DSC 1616 Alarm Board	1	150.00	150.00
DSC LCD Alphabet Keypad	2	150.00	300.00
DSC Wireless motion detectors	2	60.00	120.00

WIRE: 22/4 22AWG solid copper FT4 indoor alarm wire (per 1000' box)	1	95.00	95.00
Fencing and Gates			
Iron Fence – 247feet (76m)p-riced per 1 unit - 8' x 6'	31	451.00	13,981.00
Gate, including: -Lock/Latch -Swing hinge	2	2,270.00	4,540.00
Fence Posts 5 "	8	377.00	3,016.00
Fence Post Caps (Flat)	8	9.00	72.00
Bedding / Gravel / Cement	1	900.00	900.00
Window Film			
Madico SafetyShield 800 8 mil clear safety/security film	6	63.00	378.00
Labour and Installation; Construction and Related Equipment; Training			
Security Camera Installation - 2 technicians	50	80.00	4000.00
Intrusion Alarm Installation - 1 technician	10	50.00	500.00
Conduit / Trenching / Paving	40	100.00	4,000.00
Equipment Rental - 32' Indoor Scissor Lift (1 week) - Gas Trencher (1 week)	1	1750.00	1750.00
Fence and gates Installation 1 Supervisor, 1 heavy equipment operator and 2 laborers	50	70.00	3,500.00
Installation of security film & structural caulking (2 senior installers & 1 assistant installer)	20	30.00	600.00
Training -Hate Crime Preparedness Training (2 instructors, 2 participants)	1	1,500.00	1,500.00
SUB TOTAL			42,602.00
TAX			5,538.26
TOTAL			48,140.00