# If I invited 3 suppliers or more to quote but only received one quote, and the other two suppliers declined to quote, should I use a Single Source Sole Source Form for this situation?

No. The written responses from the two suppliers declining to quote along with the one quote you received can be attached with your requisition to justify your supplier selection.

However, when we select suppliers to participate in our competitive process, we should use our best judgement in the screening process so that the suppliers who have reasonable possibility to respond effectively to our request are invited.

## Category:

- Procurement/Payables [1]

**Source URL:**https://www.uoguelph.ca/finance/if-i-invited-3-suppliers-or-more-quote-only-received-one-quote-and-other-two-suppliers-declined

**Links**
[1] https://www.uoguelph.ca/finance/taxonomy/term/107