



Section 2.0 ADMINISTRATION		Subject <i>2.5 TENDERING AND QUOTATION POLICY</i>	
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- PURPOSE** To ensure open and fair competition through a tendering and quotation process.
- SCOPE** Quotation refers to a request for verbal or written price quotations for supplies, services and materials having an estimated purchase value of \$5,000.00 or less.
- Tendering refers to a request for formal proposals from vendors to supply goods, services, equipment, and project work (renovations and construction) having an estimated price of \$5,000.00 or more and is based on required specific detailed specifications.
- Under special circumstances, the Board of Directors may determine not to tender or request quotations for purchases.
- TERMS**
- 1.0 Within approved guidelines, the Executive Director and/or the Director of Maintenance and Asset Management in consultation with others, will prepare a tender package which will contain detailed specifications, fixed and variable aspects and specific time frames for supplies or services delivery and/or project completion and tender closing date and time.
 - 2.0 Depending on the nature of the tender and on the direction of the Executive Director and/or the Director of Maintenance and Asset Management, a request for tender may be advertised or, a list of three (3) or more appropriate vendors may be considered for tender mailing.
 - 3.0 At the discretion of the Board of Directors and/or the Executive Director, “tender openings” may be closed or open to all bidders. Such information will be included with the tender documents.
 - 4.0 North Peace Housing Foundation is under no obligation to accept the low bid. Such will be noted in the tender documents.
 - 5.0 Quotations shall be requested from appropriate vendors in accordance with current purchasing policies and with due consideration of local suppliers.
 - 6.0 Without the approval of the Board of Directors, tenders or quotations will not be requested or accepted from any such vendor which:
 - i. is owned by or employs a Director, employee of North Peace Housing Foundation or immediate family member of same.
 - ii. if selected, will in any way place or be perceived as placing a Director, the Executive Director, Lodge Manager or Director of Maintenance and Asset Management in a position of conflict of interest.
 - 7.0 During the period of seeking bids, no supplier will receive special concession or receive any information not made available to others.
 - 8.0 Re-bidding shall only be permitted when in the best interest of the North Peace Housing Foundation and with the approval of the Board of Directors.



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- 9.0 All competing vendors will be given notice and provided an equal opportunity to re-bid whenever the need for re-bidding has been determined.
- 10.0 Not prioritized in any order of importance nor to be accepted as the only factors for determining bidder selection through the tendering or quotation process, the following shall be considered:
- i. Price
 - ii. Quality and conformity to standards and specifications
 - iii. Previous record of service and performance with Foundation
 - iv. Reference from previous users outside Foundation
 - v. Buy "Local"
 - vi. Buy "Albertan"
 - vii. Buy "Canadian"
 - viii. Guarantee/warranty of product and all components thereof and the ability to service with expedience.
- 11.0 North Peace Housing Foundation retains the option of engaging one or more vendors to fulfill tender contracts.
- 12.0 It is only with the intent to purchase that tenders or quotations will be requested, however, upon Board direction, the North Peace Housing Foundation reserves the right to reject any and all bids, and to award provision of supplies, service and equipment including project work, as deemed appropriate and in the best interest of the Foundation and its facilities.

Approved: _____

Hazel Reintjes, Board Chair

Date: _____