



QUOTATION, TENDER & AWARD POLICY

CODE:	D.002
CATEGORY:	FINANCE
RESPONSIBILITY:	ASSISTANT DIRECTOR OF EDUCATION – FINANCE AND ADMINISTRATION
APPROVAL:	BOARD OF TRUSTEES
APPROVAL DATE:	AUGUST 2010
ISSUE DATE:	JULY 2010
NEXT REVIEW:	AUGUST 2015

INTRODUCTION

Mamu Tshishkutamashutau is committed to obtain the best value and service for the total acquisition cost of all goods and services purchased. MTIE has adopted the following quotation, tender and award policy to ensure its commitment to accountability, transparency, efficiency and equity.

PURPOSE

- Free and open competition for all interested suppliers.
- Documentation exists that demonstrates this competitive bid accountability to the public.
- Current legislative requirements with respect to public entity purchases are met.

SCOPE

This policy applies to all Mamu Tshishkutamashutau operations.

Quotations, tenders and awards that relate to specific funding arrangements may be subject to additional requirements/restrictions by the funding agency. Where this is the case, the policies of the funding agency take precedence.

POLICY

Competitive Bid Process

1. The determination of the type of competitive bid required will be done in conjunction with the Assistant Director Finance & Administration and in accordance with establish purchasing policy. In the case of a public tender, the Board will decide by motion to adopt a weighted evaluation system before the public tender is advertised.

Type	Description	Solicited By	Awarded By	\$ Value
Quotation	Prices provided by fax or email. Must be documented and forwarded to Board Administration with a PO Request or Expense Claim.	Budget Controller	Department Head Assistant Director – Finance & Administration	<= \$15,000 > \$15,000
Request for Quotation	A list of suppliers is invited to submit written quotations for specific goods and/or services.	Assistant Director Finance & Administration	Assistant Director -Finance & Administration & Department Head Board of Trustees	> \$25,000 < \$50,000 > \$50,000
Request for Proposal	A list of suppliers is invited to submit written proposals for goods and/or services where specific details are not known.	Assistant Director of Education – Finance & Administration	Assistant Director -Finance & Administration & Department Head Board of Trustees	> \$25,000 < \$50,000 > \$50,000
Public Tender	Must include award criteria, weighted evaluation system, and terms & conditions. Advertisement must be displayed in local and provincial newspapers and on website.	Assistant Director Finance & Administration	Board of Trustees	> \$50,000

2. To ensure equitable treatment of all suppliers with respect to the timely submission of bids, all bids are stamped with the date and time upon receipt by the Assistant Director Finance and Administration or delegate, for formally solicited Request for Quotations and Request for Proposals. Responses received after the deadline are documented as late, not accepted and returned to the bidder, unopened.
3. To provide sufficient time for suppliers to respond, all request for quotation, request for proposal, and public tenders should be submitted at least 4 weeks prior to date on which the final supplier is scheduled to be selected.
4. To ensure equitable treatment of all suppliers, request for quotation, request for proposal, and public tender documents must include a detailed list of the following information:
 - Goods and/or services to be purchased.
 - Deadline date and time.

- Address and phone number of contact/recipient person(s).
- Terms and conditions of the bid and subsequent purchase and payment.

A committee formed of the Director of Administration & Professional Services, the Community Director of Education (Natuashish and/or Sheshatshiu) and the Assistant Director Finance & Administration should be used to establish the weighting of the criteria (price, quality, specification compliance, experience, etc) in public tenders.

5. Where significant costs may be incurred for advertisement of public tenders, a document request fee may be charged to bidders.
6. During the tender period, the Assistant Director Finance & Administration or delegate will receive and record all queries from bidders. Answers to questions that are relevant to all bidders will be communicated to all bidders.

Award Process

7. All goods and services must be purchased within approved units and are subject to approval in according with the Signing Authority policy. Goods and services purchased that are not provided for in approved budgets must be approved by Assistant Director Finance & Administration.
8. Once all bids are received, Assistant Director Finance & Administration or delegate will summarize the information for evaluation by the aforementioned committee. The committee will evaluate each of the bids based on various criteria and assign scores where required or conduct additional interviews with the short-listed suppliers to assess other qualitative information.
9. In the case of request for quotations or request for proposals, the rationale for the final assessment and award to the sort-listed suppliers must be documented as part of the bid package kept. Where value criterion meet Board approval requirements, rationale must also be documented in the meeting minutes.
10. Any person involved in the evaluation of suppliers that may have a personal interest is guided by the Conflict of Interest Policy in declaring this interest of withdrawing from the evaluation process.
11. If a supplier believes the bidding process has been compromised, they are invited to contact the Board Administration for possible investigation within five (5) business days of learning of the information applicable to the appeal. If a review of the process concludes the grievance is valid, legal counsel should be consulted to determine the best of action.

RELATED POLICIES

Purchasing Policy
Conflict of Interest Policy
Signing Authority Policy