

## \* \* \* TENDERS \* \* \*

1. Where business is possible, Trade Commissioners should make every effort to obtain prior information on impending tenders and warn the Department in advance with as much detail as possible.

2. Time is essential. It is suggested that officers review their procedure for handling tender documents so as to ensure there is no avoidable delay in their despatch to Canada.

3. In examining a tender for its possible interest to Canadian firms the following criteria will be useful:

(a) Amount:

In the case of engineering contracts, as a general rule, amounts under \$1,000,000 are not generally of interest.

(b) Time:

Can a Canadian firm assemble all the necessary information within the time available?

(c) Preference:

Is there any admitted or tacit exclusion of dollar goods from the tender?

4. Once it has been determined that the subject of a call for Tenders might be of interest to Canadian firms, the available documents should be examined with a view to determining what extra information might be required by the recipient. The following check list will be useful:

(a) When specific products are called for, is there any need to describe those products further for the benefit of Canadian firms? (e.g. "red paint" varies widely according to the purpose for which it is used and its method of application).

(b) Must submission be made on original forms or will facsimiles be accepted?

(c) Are the instructions in the tender invitations clear as to how Canadian firms should route their submissions? (e.g. must a local agent be used).

(d) Where copies of tender invitations have been sent direct to individual Canadian firms, has advice to this effect been noted on the set going to the Department?

5. On those contracts where tender invitations have been sent to Canada, whether or not any Canadian bids were actually submitted, it would be helpful to Canadian industry to know the name of the successful applicant and the amount of his accepted bid.