

Companies should be aware that bidding on a tender alone is not likely to result in a contract. Companies should visit the state organizations to introduce their products, first to get an idea of exactly what the product is to be used for as specifications are often very general; second to make the Algerian organization aware of the company's capabilities. It helps if members of the evaluation committee are familiar with the company's products. Firms making visits can sometimes obtain the specifications which will be in the tender. This information makes it easier to prepare a bid when the tender is announced.

The use of agents or other forms of intermediary are specifically prohibited by Algerian law. Thus, short of establishing a liaison office, a Canadian company must rely on its own resources to pursue business in this country. Frequent visits and attention to international tender calls are therefore necessary.

The following documents are required to be submitted with bids on Algerian tenders.

### **For supply of equipment:**

- (1) The status of the enterprise: for Canadian companies, this could be the letters patent or the articles of association;
- (2) A list of the principal shareholders: the Ministry of Commerce has indicated that widely held companies should list shareholders with over 20 per cent;
- (3) Tax status in Canada: an auditor's statement that tax liabilities have been met should be sufficient;
- (4) Tax status in Algeria: Most companies supplying equipment will not have any liability for Algerian taxes. However, companies with offices in Algeria will be able to provide a *quitus fiscal*;
- (5) A list of the principal managers of the enterprise;
- (6) The financial statements for the last two years;
- (7) The declaration that the company has not had recourse to intermediaries.