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# How to Sell Your Goods and Services to the Government of Newfoundland and Labrador



Did you know that the Provincial Government spends more than four hundred million dollars on goods and services each year? We buy many products and services ranging from marine ferry services to computer systems, janitorial supplies to plumbing supplies, office furnishings to aircraft components and many other products and services. If you own or operate a business, regardless of size, you may want to do business with us. This booklet will help you to find out how.

*Ready to do  
Business with You!*

  
**Newfoundland  
Labrador**

Government Services

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## What is the Purchasing Process for the Government of Newfoundland and Labrador?

The *Public Tender Act* is the governing tendering legislation for government funded bodies within Newfoundland and Labrador. The purpose of the *Act* is to ensure that purchasing is conducted in an open and competitive environment, while maintaining fair and equal access to opportunities for suppliers to compete for government business. The *Public Tender Act* identifies thresholds for public tendering and outlines the process to follow when acquiring goods, services, leases and public works contracts.



### How do I find out what the Provincial Government Departments need to buy?

That depends upon the value of our acquisitions. The Government Purchasing Agency is responsible for acquiring goods and services that are required by the departments of the public

service. The rules we follow depend upon the dollar value of the acquisition. We have two main categories low dollar value purchases and high dollar value purchases.

#### Low Dollar Value Purchases

- Goods and services less than \$2,500

Low dollar value purchases are handled directly by



government departments. If you want to be considered for the lower dollar value purchases that we make every day, the key is to make your business known to the purchasing representative within each department. Visit [www.tw.gov.nl.ca/telephonedirectory](http://www.tw.gov.nl.ca/telephonedirectory) and search "Organization Structure" within a department to obtain the appropriate contact information.

The *Public Tender Act* outlines rules for acquiring goods, services, leases and public work for low dollar acquisitions. Departments can follow one of the following procedures:

- Obtain quotations from at least three suppliers to get a competitive price.

Departments contact at least three suppliers that offer the goods or services they require. The department official requests a price quote on the product they intend to purchase.

- Establish a fair and reasonable price for the good or service.

Departmental Staff must establish for the circumstance, a fair and reasonable price for the public work, the goods or services or the leased space. The department must obtain one direct quote substantiated by reference to trade catalogues, price lists or in a manner that the government funded body considers advisable.

#### High Dollar Value Purchases

- Goods or services over \$2,500

In an effort to solicit bids from suppliers, purchases valued at \$2,500 and greater are advertised and made available at no cost through the Government Purchasing Agency's website. These bidding opportunities may be accessed by logging on to [www.gpa.gov.nl.ca](http://www.gpa.gov.nl.ca)

The *Public Tender Act* requires tender calls to be publicly advertised for:



- Goods or services greater than \$10,000
- Public Work greater than \$20,000
- Leasing greater than \$10,000

The tendering process is open to all suppliers and is designed to offer fair and equal access to government business.

Each tender is open for a specified number of days, allowing time for it to be advertised and giving suppliers

the opportunity to prepare and submit bids. The timeframe may vary depending on the complexity or urgency of the tender.

Terms, conditions or specifications may change after a tender has been advertised and before it closes. If this happens, an addendum is issued to the tender and is made available through the tendering website.

**TIP: To automatically receive a fax or e-mail notification of tender addenda (changes) to a specific tender, registration of your Company Name and fax number should be completed on line for each tender in which you intend to submit a bid.**

## How can I find out when new tenders are issued?

Visit our homepage on the Internet all current opportunities are listed. Your first resource is the **Bidding Opportunities** homepage at [www.gpa.gov.nl.ca](http://www.gpa.gov.nl.ca). This page lists tenders that are currently posted by government departments. The website homepage also provides links to policies and guidelines that can help you understand how we operate.

**Government-funded Bodies such as agencies, boards, commissions, and the MASH sector (municipalities, academic institutions, school boards and hospitals)** are also subject to the *Public Tender Act*. You can contact these entities directly or consult their websites to determine where to find public tender opportunities.

To better serve you the Government Purchasing Agency provides a central link to websites for procurement opportunities within the Newfoundland and Labrador public sector. While we are attempting to make the listing of sites as complete and accurate as possible, users should recognize that the list may not contain all sites that publish tender notices for procurement opportunities within the public sector.

To ensure you are aware of all available tenders, you should view both tender websites and newspapers on a regular basis.

**Tip: New tenders are issued daily. Bookmark [www.gpa.gov.nl.ca](http://www.gpa.gov.nl.ca) for easy reference. Take a look and see if there is an opportunity available for you!**

## When I see a tender that I am interested in, how do I respond?

Bidding documents come in a number of different formats, such as request for quotations, invitation to tender and request for proposals. Our website has a guide to preparing responses to tender opportunities. You can also contact the Government Purchasing Agency or contracting officer noted in the document if you have any questions. If you are new to the process, staff will guide you through the steps for tendering.

Tender documents can range from one page to hundreds of pages. They describe the product, service or work required. Tender documents also tell you the due date and time, along with how and where to submit your bid. They show when and where the tenders will be publicly opened and provide contact details in case you require more information.

When completing a tender submission, you should carefully review the document completely from start to finish. Pay close attention to any mandatory terms and conditions listed as part of the document.



**Tip: Always pay close attention to the tender closing date, time and submission location. Submissions must arrive completed on time, at the specified location, to be accepted. Remember to include an authorized signature on the bid submission, in addition if required any documentation such as product literature, licenses, bid securities, etc must be provided in accordance with the requirements of the tender.**

## How are tenders awarded?

Tender responses are opened at the location, date and time shown in the tender document. These openings are available for the public to attend.

After the bids have been opened, staff reviews each submission to ensure it meets the criteria listed in the tender document. The lowest bid does not automatically mean the corresponding company will be awarded the tender. Rather, the preferred bidder, meaning the bidder submitting the lowest qualified bid, is awarded the contract. Once the preferred bidder has been determined, a purchase order or contract agreement is issued to the successful vendor.

**Tips: Tender results for GPA may be obtained by faxing a request to the Registry at (709) 729-5817. This request should include the tender number and closing date of the tender document. Once it becomes available, the results will be forwarded to the supplier.**

## Ways to increase your success rate with the Provincial Government:

Prepare a checklist to ensure that you have included all required documentation and certifications. Prior to submitting your bid you should ensure all requirements of the tender are satisfied as omission of information can be easily overlooked and cause your bid to be disqualified.

Ask us for suggestions for next time. If you bid on a tender but were not successful, ask why. We can help you better understand the tendering process and how to prepare for future submissions.

Keep informed. It is good to maintain your knowledge on procurement legislation and purchasing practices within the public sector. The Government Purchasing Agency currently participates in Supplier Development Information Sessions in partnership with the Department of Innovation, Trade and Rural Development. Information on upcoming sessions can be found on [www.gov.nl.ca/intrd](http://www.gov.nl.ca/intrd)

### What are trade agreements?

Newfoundland and Labrador has two main trade agreements in Place the Atlantic Procurement Agreement and the Agreement on Internal Trade. These agreements have become a valuable means of reducing trade barriers among governments. The purpose of these agreements is to establish a framework that will ensure equal access to procurement for all suppliers. You can find more information about these agreements on our website.

### What are Standing Offer Agreements?

Standing Offer Agreements provide government departments with goods and/or services at predetermined prices and terms and conditions. This shall be on an "as and when required" basis for a specified period. They may be regional or provincial in scope and usable by multiple government funded bodies, departments or restricted to a single department or agency.

### How can I get on a Standing Offer List?

Tenders for Standing Offers to supply goods and/or services can be found at [www.gpa.gov.nl.ca](http://www.gpa.gov.nl.ca). Like other tenders you must respond during the specified timeframe to be eligible.

If you are placed on a standing offer list, it means you have offered to provide your product or service at an agreed upon price for a specific period of time.

### Does the Government of Newfoundland and Labrador post its tenders on other similar sites?

Our information is available to the public. Because of this a number of similar sites will read our information and post it to their sites. If you find a provincial tender opportunity available through another site, verify the information before you submit a bid. The GPA site is considered the only official site for obtaining departmental tender opportunities. You can either check our site or contact the Government Purchasing Agency to confirm the information.

If you require more information or have questions about the purchasing process, please contact the Government Purchasing Agency office at:

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St. John's, NL  
A1C 4R4  
Telephone: (709)729-3348  
Fax: (709) 729-5817  
Website: [www.gpa.gov.nl.ca](http://www.gpa.gov.nl.ca)