

[Policy Home](#)

[Section D Index](#)
[Policy DJBA](#)

Tendering

1. **Transportation and Maintenance Supplies**

Transportation supplies shall be tendered in accordance with divisional tendering procedures. Where invitations to tender are sent directly to suppliers, it is the responsibility of the Maintenance/Transportation Supervisor to follow up.

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2. **Office and Instructional Supplies**

An invitation to tender for office and instructional supplies may be sent directly to suppliers by the Secretary-Treasurer.

3. **Other**

Other supplies and projects will be tendered at the discretion of the Board and/or as required by the Public Schools' Act.

Tendering Procedure

All requests for tenders shall include the following: "Lowest or any tender not necessarily accepted."

A. Tenders that are invited by public advertisement shall be:

1. published for two consecutive weeks
2. accepted at Division Office.
3. close at least fourteen days after date of last publication

Immediately following the award of the tender, all bidders will be advised accordingly.

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B. Tenders may be invited by direct contact with suppliers. In this case bidders' prices will not be published; however, where any bidder inquires, he may be advised of any or all bidder's names and prices.