



**POLICY:**  
**SUBJECT:**

**DJC**  
**TENDERING (BIDDING)**  
**REQUIREMENTS**

**APPROVAL DATE:**  
**REVISION DATE:**

**June 19, 1990**  
November 3, 2003,  
October 18, 2010, October 22, 2018

**PAGE:**

1 of 1

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1. **GENERAL**

Tendering (Bidding) procedures for The Winnipeg School Division shall be developed to provide for the most advantageous and competitive proposals to be made available to the Division, and to provide the opportunity for suppliers to bid on as wide a selection of goods and services as possible.

2. **RESPONSIBILITY**

The establishment of tendering procedures shall be the responsibility of and under the authority of the Chief Financial Officer/Secretary-Treasurer as directed by the Chief Superintendent/Chief Executive of Schools, subject to the requirements of the Public Schools Act.

3. **ADVERTISING**

Tenders for goods and services shall be advertised publicly whenever practicable to provide the opportunity for potential suppliers to respond to requests for tenders.

4. **REQUIREMENT TO TENDER**

Tenders shall be called as required under The Public Schools Act and in accordance with current Federal and Provincial Trade Agreements. All requirements for goods and services with an accumulative value of \$75,000 and construction tenders of \$200,000 (exclusive of taxes) shall be advertised electronically through MERX via the Internet.

5. **TENDERS FOR BUILDING CONTRACTS**

Notwithstanding Clause 3, where a Consultant has been engaged to prepare plans and specifications for a building project, the Consultant shall be responsible to ensure the appropriate Performance and Payment Bonds and Forms of Agreement between the Division and the successful bidder are specified.

6. **QUOTATIONS**

Where it is determined that there is a limited number of suppliers, or an emergency situation exists, at the discretion of the Chief Financial Officer/Secretary-Treasurer, quotations shall be requested from no less than three suppliers unless the specified material is available from only one source.