

For Use by Public Bodies

** see notes on reverse **

SUMMARY OF LIMITED CALL FOR BIDS	
Name of Public Body ¹	Requestors Name ²
Request Description ³	

Item Number	Quantity	Item Description ⁴

Bids Summary

Bidder / Quote 1	
Company ⁵	
Prov Supplier ⁶	
Contact ⁷	
Telephone	
Email	
Quote Date ⁸	
Quote Expiry ⁹	
Total Price ¹⁰	

Bidder / Quote 2	
Company	
Prov. Supplier?	
Contact	
Telephone	
Email	
Quote Date	
Quote Expiry	
Total Price	

Bidder / Quote 3	
Company	
Prov. Supplier?	
Contact	
Telephone	
Email	
Quote Date	
Quote Expiry	
Total Price	

Urgent? ¹¹	
Reason	

Email Quotation Attached	
Bidder 1	
Bidder 2	
Bidder 3	

Were 3 quotes obtained? ¹²	
If no, why not? ¹³	
How was Fair and Reasonable Price determined? ¹⁴	

Sustainable Procurement Strategy ¹⁵					
Pillars considered?	Local/Economic?		Environmental?		Social?
Pillars incorporated?	Local/Economic?		Environmental?		Social?
Explain:					

Field	Instructions
1	Enter name of Public Body undertaking the procurement.
2	Enter name of employee conducting the procurement.
3	Enter brief description of the commodity to be procured.
4	Enter product number, quantities required and a product description, as applicable.
5	Enter name of supplier organization providing this quotation (i.e. name of vendor).
6	Is this company a Provincial Supplier per Public Procurement Regulations (i.e. a supplier of goods, services or public works that has an establishment located in NL where the supplier regularly conducts its activities on a permanent basis?
7	Enter the name of the individual within the supplier organization that provided the quotation.
8	Enter the date that the supplier provided the quotation.
9	Enter the date the quotation expires, if any.
10	Enter the total price quoted for the quantity of commodity sought.
11	If the Requestor requires the processing of the purchase order to be expedited, specify the reason.
12	Note that "obtaining" a quotation is not the same as "soliciting" a quotation. Also remember that incomplete, conditional or otherwise non-compliant quotations do not count toward satisfying the obligation to obtain three quotations.
13	Specify the reason why three quotations were not obtained. Was collecting three quotes not required or not feasible? If collecting three quotes was required - but not feasible - include rationale with your requisition backup.
14	The procuring department is required to document how it determined that the price quoted was fair and reasonable price. Section 6 of the Public Procurement Policy provides examples as to how this may be determined.
15	In 2024, the Province launched the Sustainable Procurement Strategy requiring government departments and larger public bodies to consider and incorporate sustainability measures into the procurement of commodities. Please see Public Procurement Policy # 25. Where applicable, please record which pillars of sustainability were incorporated into the procurement and explain how.