



P0001 – Goods and Services: Limited Tender & Emergency Procurement Certification

Attach this form to purchase requisition in acquire

The Queen's University Procurement Policy applies to the purchase of all products & services and reflects all federal and provincial laws that govern public sector procurement, including competitive market practices. The Procurement Policy and related procedures apply to expenditures from all funds: operating, research, ancillary, capital and special purpose. Compliance with the Policy is mandatory. In addition, the Queen's University Procurement Code of Ethics applies to all staff and students engaged in the supply chain.

It is required through the Canadian Free Trade Agreement (CFTA), Article 1 Definitions:

Limited Tender : A procurement method by which the selection of suppliers is limited in accordance with the Canadian European Trade Agreement, Article 19.12 and Canadian Free Trade Agreement, Article 513.

Emergency: A circumstance in which an immediate purchase or procurement decision is necessary and sufficient time for competitive procurement process does not constitute an unforeseeable situation of urgency.

Authority:

In keeping with the Provincial, Broader Public Sector Procurement Directive, this purchase is authorized at one level above the level required by the Queen's University contract signing authority matrix for a competitive procurement.

If quotations or competitive proposals are not solicited for the reasons indicated on this form, certification along with the back-up documentation must be attached to the purchase requisition for procurement of products & services that have not followed the proper process.

Proof of fair market value (FMV) must be demonstrated via written manufacturer's list price, any educational discounts and the net price. Attempts should be made to obtain maximum value for money.

Conflict of interest and/or commitment – to be signed by requester :

I can confirm that I have read, understood and will abide by the Queen's University Procurement Policy and Queen's University Procurement Code of Ethics as they apply to conflict of interest and/or commitment .

Name: _____

