

PURPOSE

To ensure Fair and Equal Treatment in its competitive procurements, the City of Toronto will undertake to:

- disallow bidders/proponent from submitting a bid to any Tender, Quotation, or Proposal call in which the bidders/proponent has participated in the preparation of the call document; and
- a bidders/proponent who fails to comply will result in disqualification of their response to the call/request.

Note: Adopted by Council at its meeting held on March 1, 2 and 3, 2004, Report No. 2, Clause 21 of the Administration Committee.

POLICY

To prohibit an external party such as a vendor, consultant or firm, or supplier, from competing for, or being otherwise awarded, a procurement on which the party has advised the City on the content, format, or process of a specific Tender or Quotation Call, or Request for Proposal.

PROCEDURE

The terms of this Policy shall be included in all City procurement calls/requests as one of the conditions of eligibility for bidders/respondents.

The bidders/proponents will be requested in the call document to confirm that they comply with this policy.

CONTACT

Should you have any questions, please contact the Purchasing and Materials Management Division. In the event that further interpretation is required, please contact the Manager, Corporate Purchasing Policy & Quality Assurance at 416-392-0387 or Supervisor, Policy, Training & Technology at 416-392-1305.