Tender Advertising

*Government Contract Regulations* (Part II – Tenders, 8 (1)) require that a contract authority issue a tender before entering into any contract. Government Contract Regulations do not specify thresholds for public advertisements therefore the listed schedules are to be considered as guidelines.

**Objectives**

When undertaking a competitive bidding process, PW&S subscribes to the following principles:

- Complete the contract for the best value, on time and on budget
- Ensure that fairness is shown to all bidders
- Support the involvement of Northern and Local workers and businesses

**When to Advertise**

All contracts in excess of $5,000 are to be posted to the GNWT Contract Registry and Reporting System (CRRS) website. PW&S procurement information is entered on the Contract Information System and is posted to the CRRS Notice Board.

In order to obtain maximum coverage, it is recommended that requirements be advertised when the cost is expected to exceed $250,000.

You may consider an invitational process rather than advertising on higher value requirements where specialized requirements are involved and the northern business community has limited capacity to provide. However, you should ensure that all qualified potential bidders are provided the opportunity to bid.
Advertising Schedules

The following schedules are considered the minimum requirements:

For contracts estimated to cost **$5,000 or more but less than $250,000** posting on the GNWT Contract Registry, Reporting System website.

Contracts estimated to cost **$250,000 but less than $500,000**, place one advertisement in each selected northern newspaper and post on the GNWT Contract Registry, Reporting System website.

Contracts estimated to cost **$500,000 or more**, place advertisements twice in each selected northern newspaper and post on the GNWT Contract Registry, Reporting System website.

A listing of NWT newspapers is provided at the end of this chapter.

Translation of Advertisements

Pursuant to Section 11 of the *Official Languages Act R.S.N.W.T. 1988,c.O-1*, public notices must be issued in both (English and French) official languages. The advertising agency that prepares tender advertisements will arrange for the translation and placement, if requested.

All French advertisements must be in a French language newspaper, presently the *L’Aquilon* is the only French Language newspaper in the NWT. Costs incurred to translate and place French language advertisements may be recovered from the Federal Government.

Public Notices of Advertised Tenders

In addition to newspaper advertising, where appropriate, post public notices of advertised tenders, in all regional tender opening locations and the band, hamlet or settlement office where the work will be done. Posting locally also needs to be done on invitational and web tenders to ensure small local contractors become aware of
potential work in the community.

Posting of tender notices are not required for Yellowknife, Fort Smith, Hay River, Inuvik, and Dettah.

NWT Construction Association Plansroom

Distribution of construction related documents will be in electronic form. The NWT Construction Association (NWTC) has been contracted to provide this service to Public Works and Services on an interim basis. Documents will be provided to the Association in electronic Portable Document Format (PDF) by the PWS Contract Authority.

Use of the NWTC Electronic Plan Room is required on construction projects over $250,000 in value. Smaller construction projects or simple O&M projects that may not lend themselves to electronic distribution due to contractor specific requirements or regional logistics can be tendered using invitational or the web.

For construction projects valued at $100,000 and above, provide the tender advertisement and one copy of the tender document to the NWT Construction Association.

GNWT Contract Registry, Reporting System

The Department of Industry, Tourism & Investment, maintains the GNWT Contract Registry, Reporting System on the web page:

http://www.contractregistry.nt.ca/Public/PublicHome.asp

Information posted to the CRRS meets the minimum requirements for the Agreement on Internal Trade.

This is treated as a source of bidding information for the benefit of the business community. As such, it is important that all PW&S bidding opportunities valued in excess of $5,000 and all subsequent contract awards be posted.

The following information is published on the website:
3.3 Tender Advertising

- Reference Number
- Description
- Closing Date
- Location
- Contact Information
- Contract Type
- Award Type
- Bidders name and total bid amount (except RFP)*
- Award information – name and contract amount

*Note: In the case of Request for Proposals (RFPs), post the names of all proponents and, after contract award, the total contract value of the successful proponents.

**NWT Newspapers by Region**

Whenever a contract is tendered publicly, advertise that project in the various NWT newspapers listed below. The ability to advertise in a listed newspaper will depend upon the length of the tender period and its publication schedule.

**Fort Smith Region**

**Enterprise:**  News North, Hub, L’Aquilon,

**Fort Liard:**  News North, Deh Cho Drum, L’Aquilon

**Fort Providence:**  News North, Hub, L’Aquilon, Deh Cho Drum
Advertising Standing Offer Agreement

Public Works & Services has a standing offer agreement for advertisement which contains ad templates to use when advertising tenders or proposals. Use of the SOA is advantageous for two reasons. Firstly, using a standard template will avoid the cost associated with a custom designed ad placement and, secondly, all standard templates conform to the GNWT’s Visual Identity Program.
3.3 Tender Advertising