

MEMO

DATE: October 16, 2020
TO: Budget Officers and Business Administrators
FROM: Gordon Warner, Associate Director, Strategic Procurement
SUBJECT: Limited Tendering Form Guidelines

Please share this memo with the appropriate staff in your department.

There have recently been some questions about the proper use of the Limited Tendering Form and its use to acquire goods and services for the College. The Procurement Department has created the [attached guide](#) to clarify the process.

We must stress that Limited Tendering Forms should only be used on an exception basis, when regular procurement methods are unable to be followed.

If you have any questions, please reach out to any member of the Procurement Team by emailing purchasing@algonquincollege.com