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Subject: DIRECTIVE Compliance Requirements

AUTHORITY

The present Directive is issued under the authority assigned to Procurement Services by the Procurement Policy.

PART I – PURPOSE AND SCOPE

- 1.1 Tender compliance requirements primarily determine when a tender must be rejected. Also, tender compliance requirements can be classified in two major categories: compliance requirements which, if not met, entail the automatic rejection of the tender (requirements of strict compliance) and compliance requirements which, if not met, do not entail the automatic rejection of the tender, provided this is corrected within a prescribed period (requirements of soft compliance). Through undesired, automatic rejections of tenders, misuse of tender compliance requirements can cause irreparable damage to the success of a call for tenders process.
- 1.2 To ensure that compliance requirements of calls for tenders are managed in a consistent manner while allowing the University to maintain a level of flexibility in avoiding the automatic rejection of tenders for matters that are adequately addressed through soft compliance, the Director of Procurement Services hereby issues this **Directive**.

PART II - INSTRUCTIONS

- 2.1 Compliance Requirements of calls for tenders will be incorporated to the calls for tenders exclusively by way of the Statement of Compliance and Contract Signature Form, for which the templates are found here: [Form 1 SoC&CEF](#). The calls for tenders documents must not list any other tender compliance requirements.