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**From :** François Pouliot, Director, Procurement Services  
**Date:** May 5, 2022  
**To:** Buyers, Procurement Services  
**Subject:** **SEAO details on tenders rejected due to ineligibility or non-compliance**

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## AUTHORITY

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

## PART I – PURPOSE AND SCOPE

Since 2017, the University has abandoned the issuance of separate letters to inform tenderers of their eligibility/ineligibility status as well as the compliance/non-compliance of their tender and has instead opted to leverage SEAO as the means of official communication. The University has also added this practice as an obligation in its standard INSTRUCTIONS TO BIDDERS document:

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McGill University will publish the initial description of each contract executed as a result of the CFT on SEAO within fifteen (15) days of contract award. The description will detail the following:

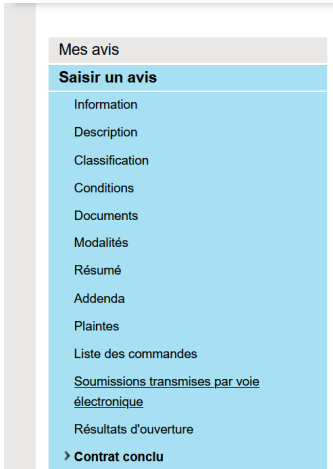
- the name and the price submitted by any Supplier with which a contract was executed;
- the name and price of all the other bidders;
- a mention of the rejected tenders and the type of criteria or condition on the basis of which the Tender was rejected;
- the nature and object of the Contract;
- the date the Contract was executed;
- the value of the Contract as executed, as accurately as possible;
- a description of the options, as applicable;
- the total value forecast for the Contract if all options are exercised, as applicable.

To ensure that this obligation is fulfilled in accordance with a consistent method, Procurement Services hereby issues this **Directive**, effective as of the date hereof.



## PART II - INSTRUCTIONS

2.1. The Buyer must start by populating the “Contrat conclu” (“*Concluded Contract*”) tab in SEAO:



2.2. Down in the “Soumissionnaires” (“Tenderers”) section of the “Contrat conclu” page, the Buyer must use the drop-down menus to indicate the proper status of the tenderer and tender:

### Soumissionnaires

Prendre note que les montants n'incluent pas les taxes.

2.3. In all cases, for all calls for tenders, the Buyer must check both boxes of “Divulguer l’admissibilité” and “Divulguer la conformité” below the “Soumissionnaires” section:

Indiquer que tous les soumissionnaires sont admissibles et conformes.

### Divuligation

- Divulguer l'admissibilité
- Divulguer la conformité



2.4. Whenever a tenderer is ineligible or a tender is non-compliant, the Buyer must use the “Information supplémentaire” (“Additional Information”) field to provide the pertinent details.

### Information supplémentaire

DUBOIS CHEMICALS CANADA INC. est non conforme aux spécifications techniques. Plus précisément :  
- Le produit proposé à la demande de l'Université pour un mélange de 3 amines neutralisantes (morpholine 20%/m, cyclohexylamine 20%/m et diéthylaminonétilanol 20%/m) n'est pas conforme.

3575 caractères restants (maximum 4000)

**i** Vous devez "Visualiser" votre saisie avant de pouvoir publier.

2.5. The Buyer must save the information to SEAO and only publish it along with the contract results, once the contract is signed.