

 <p>BRANDON UNIVERSITY Founded 1899</p>	<p>Purchasing of Goods and Services** A Policy Statement</p>	<p><i>Approved by Board of Governors</i> <i>Administered by Vice-President (Administration & Finance)</i></p>
<p>Board of Governors Policy</p>	<p><i>First Approved: December 15, 1988</i></p>	<p><i>Updated:</i></p>

It is the policy of Brandon University, as it is reasonable and possible, to publicly tender its purchase of goods and services. This is to ensure that:

- the University receives good value for its money; and
- the Community has an opportunity to benefit from University expenditures.

The foregoing produced the following general guidelines:

- The University normally accepts the lowest acceptable price from a qualified supplier following regarding for such other considerations as the quality of the good/service, and the quality of the support for the good/service. No specific consideration is given for the location of the supplier, although it is recognized that local suppliers may have an advantage when it comes to such considerations as the quality of the support.
- All other things being equal, the University will attempt, in the long run, to spread its expenditures among the suppliers of goods and services.

Competitive pricing is normally assured by:

- publicly advertised and tendered closed competitive bidding; and
- generic specifications, and the provision of/ or inviting suppliers to tender a pricing strategy for a period of time.

Except as provided, purchases are processed through the University's Purchasing Department and respect the procedures of the Department.

This policy applies equally to goods and services. A special situation is the securing of certain technical, professional, managerial and financial services. Tendering for such services emphasizes such considerations as quality in addition to price. It is undertaken at regular intervals, normally at least every five years, and normally involves a commitment for a period of time, often two years, with provision for extension.

** Please refer to the Purchasing Manual in the Administrative Policies section.