

HOW TO DO BUSINESS WITH CFB SUFFIELD

There are two tiers of procurement that CFB Suffield engages in:

1. Purchases over \$25k. These are done through Public Works and Government Services Canada and are posted as a tender on the “Buy and Sell” web site which posts all Government tenders: <https://buyandsell.gc.ca/>

Vendors are encouraged to visit the www.buyandsell.gc.ca website for tenders above the 25K and engage with Public Works and Government Services Canada and the Office of Small and Medium Enterprises for any further assistance, training and information.

Companies not familiar with bidding on government contracts should attend either in person or online seminars to see how it all works and obtain valuable insight on how tenders for government work and find out information on how to bid. Sessions can be viewed online: <https://buyandsell.gc.ca/event-calendar> or through the Chamber of Commerce website.

2. Purchases under \$25k. These purchases are done locally, through a local tender process. CFB Suffield solicits bids/quotes from “known” sources for the goods and/or services sought.

In order for you to be considered for quote requests, you must be known to the CFB Suffield Procurement Office. They maintain a “Vendors List”, which is their main source of suppliers. As well, they use an internet search method for other suppliers as well.

They encourage any business that have something to offer, in either provision of goods or services, to make an effort to engage CFB Suffield and promote yourself. In order for you to be on the CFB Suffield Vendor’s List, you need to introduce yourself and your company to their procurement office. The following information is required:

Your name, Company name,
E-mail address, website, (if you have one)
Phone and fax number
Address, and a short simplified list of the products and/or services you wish to provide

Please send your information to the CFB Suffield Procurement office:

Catherine Cooper, G4 Procurement Officer
Ph: 403-544-4335
Send details By Fax: 403-544-4676 or by E-mail: Catherine.Cooper@forces.gc.ca

Diane Warnell
Procurement Supervisor
Email: Diane.Warnell@forces.gc.ca
Ph: 403-544-4339

This information will then retained for any tenders which come up, and in turn you may be considered as a potential supplier.

Drop by visits and sending Flyers and catalogues are discouraged, visits via appointment are required.

Important note: Companies that send emails, must ensure emails provide information in the body of the email along with a proper signature line, otherwise these attachments will automatically be deleted.