



RIDLEY TERMINALS INC.

## **Business with Ridley Terminals Inc. (RTI)**

Ridley Terminals Inc., as a Federal Crown Corporation, is committed to sustaining and promoting a procurement environment that satisfies the company's requirements in a timely and cost-effective manner while maintaining the highest ethical standards. As a matter of principle, RTI conducts its expenditure contracting activities with due regard to all relevant laws, trade agreements, environmental considerations, and RTI policies.

The Purchasing and the Materials Control Departments are the points of contact for all procurement activities. These departments along with Senior Management set the overall strategy regarding how the procurement process should be conducted on behalf of RTI.

The goal of RTI's procurement is to purchase goods and services at the best possible value. Best price, highest quality, timely delivery and optimal service are aspects of best value. The procurement process shall be open, transparent and fair; and all qualified vendors are given the opportunity to compete for RTI's business without prejudice.

For purchases subject to the Comprehensive Economic and Trade Agreement (CETA), business opportunities with RTI are posted on RTI's website.

### **Procurement Guidelines for Goods and / or Services**

1. Request for Quotation (RFQ)
  - a. When the value is  $\leq$  \$3,000 one (1) approved vendor quote is acceptable.
  - b. When the value is  $\geq$  \$3,000 and  $<$  \$15,000 minimum two (2) quotes are required.
2. Request for Proposal (RFP)
  - a. Public advertisement applies to acquisitions  $\geq$  \$100,000.
  - b. For acquisitions  $\geq$  \$15,000 and  $<$  \$100,000 a minimum of three (3) prospective vendors are to be invited to bid
3. Invitation to Tender (ITT) or Request for Tender (RFT)
  - a. Public advertisement applies to acquisitions  $\geq$  \$100,000
  - b. For acquisitions  $\geq$  \$15,000 and  $<$  \$100,000 a minimum of three (3) prospective vendors are to be invited to tender.
4. Request for Information (RFI)
  - Solicit a broad base of potential vendors for the purpose of gathering information, preparing for an RFP or RFQ, developing strategy or building a database which will be useful in later negotiations with vendors.



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- Obtain a detailed list of goods or services available from vendors for which pricing is later required. Such pricing should be used for comparative purposes for later negotiations (guideline), not as the basis for buying decisions.
- Identify strategic options, lower cost alternatives and cost reduction opportunities

Sole source requires written approval according to RTI's approval matrix.

For acquisitions not subject to CETA vendors may be identified from past experience, or sourced as needed.

RTI does not open tenders in public, nor is any information contained in the responses revealed except as required by CETA or by law.

To obtain further information please contact **Maria Petruchak**, Purchasing and Materials Coordinator, **by phone 250-624-3587** or **by email at [mpetruchak@rti.ca](mailto:mpetruchak@rti.ca)**