

## 805.6.B Information Disclosure Schedule Request for Tender, Proposal & Quote

Document	Records Disclosed If Requested	Not Disclosed Without Approval
Purchase Requisition #, Quotation #, Proposal #, Tender #, Requisitioning Department, Contact Person,	X	
Buyers Name	X	
Date of Newspaper Advertisement	X	
Request for Proposal Documents	X	
Request for Tender Documents	X	
Invitation to Quote	X	
Evaluation criteria	X	
Evaluation weightings	X	
List of bidders invited	X	
Bidders meeting minutes (if applicable)	X	
List of bidders responding	X	
Successful bidder	X	
Quotations received from bidders	X	
Total award price	X	
Unit prices		X
Evaluation committee members (decision makers) identity	X	
Evaluation committee members - notes and memoranda		X
Evaluation of bids, summary of all evaluations		X
Negotiation information		X
Briefing note recommending contract award (reasons for award)		X
Signed contract or purchase order		X
Bidders correspondence and responses		X