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# Quick Reference Guide for Suppliers: How to do Business with the Government of Alberta

The following guide has been developed to support suppliers with navigating the Government of Alberta procurement process.

## Step 1) Supplier Registration on Alberta Purchasing Connection (APC)

In order to express interest in Government of Alberta procurement opportunities, you will need to register for a Supplier Account on [Alberta Purchasing Connection](#), the Government of Alberta's electronic tendering site, which is commonly referred to as APC.

By registering as a supplier, you will have the ability to:

- Download bid documents.
- Bookmark postings for fast and easy future access.
- Express interest in opportunities to receive email notification of updates to the opportunities (e.g. addenda, changes to opportunity status, etc.).
- Save and apply custom filter sets to quickly access information that may be relevant to you and your business.
- Sign up for New Posting Notifications to receive daily updates on the latest procurement opportunities.

For more information on the account registration process, refer to the following How-To Guide on APC:

- [How-To Guide for Suppliers: How do I self-register for an APC Supplier account?](#)

## Step 2) Find Relevant Opportunities

The [Find Opportunities & Notices](#) page on the APC website serves as the main hub for suppliers, helping them quickly locate procurement postings that align with their business interests. By default, the postings list on the Find Opportunities & Notices page automatically lists all opportunities and notices posted on APC. To help you focus on postings that are most relevant to your needs, you can use the available filter sets to narrow down the list.

### How to Use Filter Sets

It is recommended you use filters to help narrow down the list of opportunities that may be relevant to your organization.

Filters can be applied by:

- Category (goods, services, or construction)
- Contracting Organization
- Posting Type (informational request, limited opportunity, notice, open & competitive opportunity, etc.)
- Solicitation/Notice Type (invitation to bid, pre-qualification request, request for proposal, etc.)
- Region of Delivery
- Opportunity Status
- UNSPSC Code
- Posting/Closing Date
- Text phrase

For more information on how to find relevant opportunities and apply filter sets, refer to the following How-To Guide on APC:

- [How-To Guide for Suppliers: How do I use filters to find relevant postings?](#)

### Step 3) Express Interest

Suppliers can use the "Express Interest" feature on APC to opt-in for email notifications when there are updates or new information related to specific opportunities your organization may be interested in.

Why express interest in an opportunity? By using the Express Interest function, you can:

- Include your business' name on the Interested Suppliers list in the public posting, signaling your interest in the opportunity to the contracting organization, other businesses, and potential subcontractors.
- Receive email notification of all updates to the opportunity, including addenda, new documents, etc.
- Express interest in being contacted by other Suppliers regarding potential partnerships for the opportunity.

For detailed, step-by-step instructions on how to apply filters effectively, please refer to the 'How to' Guide on APC titled:

- [How-To Guide for Suppliers: How do I express & update interest in an opportunity?](#)

### Step 4) Bidding Process

#### Prepare a Bid

- In order to submit a bid, you must first agree to all terms and conditions of each solicitation.
- The solicitation document and contract represent the legal commitments between the supplier and Government of Alberta and therefore, it is important to follow the instructions and requirements as listed within the solicitation document when preparing a bid.
- Vendors must be authorized resellers, distributors, or installers of the goods or services they bid on. Vendors must provide proof of authorization, such as a manufacturer's certification or reseller agreement.
- Bids from unauthorized resellers or brokers will be rejected. Vendors should confirm their eligibility before bidding.
- All costs associated with delivering the product/service must be included in the bid.
- Vendors should report to the Buyer contact named in the procurement opportunity any contradictory, unclear, or unachievable requirements during the posting period.
- Vendors must comply with insurance and Workers' Compensation Board requirements as specified in the solicitation document and contract terms. Proof of coverage may be required before work begins.
- Should you have questions regarding the procurement opportunity, it is recommended you reach out to the Buyer contact identified within the procurement opportunity on APC while the posting remains open.

#### Submit a Bid

- In order for your bid to be reviewed, all responses must be received on or before the closing date, time, and location as stated within the solicitation document to be considered.
- Failure to meet these requirements will result in the **automatic rejection** of the bid.

#### Bid Evaluation

- Bid evaluation criteria and associated weightings are disclosed in the solicitation document. It is important to remember that evaluation criteria are dependent on the type of solicitation method used and can vary depending upon the procurement opportunity posted.

- It is important to pay close attention to all mandatory requirements within the solicitation. Failure to meet any mandatory requirement will result in an automatic disqualification of the bid.

### **Post-Submission**

- Following the evaluation of a bid, the department will issue a contract or purchase agreement to the successful supplier.
- Vendors that were unsuccessful during a competitive procurement process can request a debrief from the purchasing department. To initiate this process, it is recommended you reach out to the point of contact listed within the original solicitation document within 10 days of receiving the bid decision.