

University of Waterloo-Procurement & Contact Services

Gifts & Favours

The University's Faculty and Staff may not accept gifts, favours or entertainment from individuals or firms with which our University does business.

When such gifts are received or offered, they will be courteously returned or declined with an explanation of our policy on the matter. Inexpensive advertising novelties, bearing the donor company's name, may be accepted, but even these minor gifts are discouraged.

Are there special requirements for contacting and dealing with outside suppliers?

The best interests of the University should be your primary concern throughout the procurement process. As such, you must be absolutely fair and impartial when dealing with vendors. It is the responsibility of the departmental representative to avoid any pre-purchase, pre-tender or inference of preference.

If a supplier offers me a good deal can I accept it on the spot?

You cannot sign a contract or obligate the University in any manner. Only a University Officer who has been delegated purchasing authority may sign and approve purchases and contracts from outside suppliers. The Procurement Manager approves most University purchases and contracts, although certain other officials also have specific purchasing authority.

Should we "prepay" for goods before we receive them?

The University has a firm practice of NOT prepaying suppliers for goods or services. It's important to insist on receipt of the goods, in compliance with recognized standards, in good working order before payment. Once a supplier has been paid, it can be extremely difficult to ensure that the user obtains the value that they had originally intended.

I have been working with a specific supplier for the last few months. I would like that supplier to bid for the purchase. How do I notify P&CS?

There are two issues here; end-users should contact P&CS early in any discussions to avoid later conflicts. Enter the name and address of any suggested supplier on the Purchase Requisition, along with a brief background. Suggested suppliers are particularly useful when seeking bids on specialized equipment items.

If a supplier assisted in preparation of the bid specification, should I so indicate on the purchase requisition?

Equipment users should avoid specific supplier specifications as they may often create sole source situations which are not in the best interest of the University.

Where it is unavoidable, please enter the supplier's name and phone number on the requisition, and indicate that they have assisted with the bid specifications.

Can suppliers solicit business in University departmental offices?

Supplier representatives may contact University personnel if they have prior approval from P&CS or if they have been specifically invited by P&CS personnel to demonstrate a product, assuming the communication is not directly related to any outstanding Request for Proposals or Tenders.