

Personal Protective Equipment (PPE) Pre-Qualified Supplier List (#7697)

Last revised: December 2020
Last reviewed: December 2020
Next review: December 2021

Background

The Government of Saskatchewan (GOS) has established a pre-qualified supplier list (7697) for personal protective equipment (PPE) for use across all of GOS. The deliverables include: disposable respirators, masks, gloves, gowns, protective eyewear, and sanitizers that are suitable for general pandemic protection.

The pre-qualified list allows ministries, agencies, crowns, MASH sector and First Nations schools to access a list of vetted suppliers that should result in quicker turnaround time and ease of ordering, with set terms and conditions. The terms and conditions are included for reference. The pre-qualified suppliers are listed on the Standing Offer (SO) website, www.standingoffers.gov.sk.ca, and will periodically be updated as new pre-qualified suppliers are added to the list. If you do not already have access to the SO website, and you are a Public Sector buyer, fill out and submit the Buyer Registration Form found on the home page of the site.

Once logged in, a screen shot of how to search for the Supply List (7697) is included below:

The screenshot shows the 'Saskatchewan' logo at the top left and 'You're visiting PURCHASING' with a home link at the top right. The breadcrumb trail reads 'Location: Purchasing Home > Search Standing Offers'. The main heading is 'Search Standing Offers'. Below this, there are instructions for searching:

- To search for all active standing offers, click the All Active Standing Offers checkbox.
- To include expired and in progress standing offers in your search results, click the Include Expired/In Progress Standing Offers checkbox.
- To search for all standing offers started so far this week (from this past Sunday to the following Sunday), click Standing Offers Started This Week.
- To search based on other criteria, enter the criteria information and click on the appropriate button.
- Press Search Standing Offers when your selection(s) has been completed.
- To start a new standing offer, click New Standing Offer.

The search form includes the following fields and options:

- All Active Standing Offers
- Include Expired/In Progress Standing Offers
- Start Date: After: DEC 14 2020 Before: DEC 14 2020
- Expiry Date: After: DEC 14 2020 Before: DEC 14 2020
- Standing Offer Number: 7697
- Supplier Name:
- Keyword:

Buttons at the bottom of the form include 'Standing Offers Started This Week', 'New Standing Offer', and 'Search Standing Offers'. The footer contains the text: '| Home | Public Sector Purchasers | Central Services | Disclaimer © 2008 |'

Usage

Entities that are interested should develop a short request for quote (RFQ) for supplier(s) that defines the need and is clear around expectations. A RFQ template can be found in the list of documents that is attached to 7697 within the SO website. Be sure to include enough information that suppliers can provide an accurate response to the short request.

For orders between \$0 and \$2,500

Public entities may contact one supplier on the list for the supply of goods. However, it is recommended that more than one (1) supplier on the list be contacted for a quote so that pricing and offerings can be compared. The supplier should be selected based on best value to government.

Personal Protective Equipment (PPE) Pre-Qualified Supplier List (#7697)

Last revised: December 2020
Last reviewed: December 2020
Next review: December 2021

For orders from \$2,501 to \$10,000

Public entities are required to contact a minimum of three (3) suppliers on the list for a quote for the supply of goods. The supplier should be selected based on best value to government.

For orders over \$10,001+

Public entities are required to contact more than three (3) suppliers on the list, for a quote for the supply of goods. The supplier should be selected based on best value to government.

Public entities reserve the right to request samples during the process for usage. If a public entity chooses to request samples, they must do so while following the process for usage above.

Audit

GOS, SaskBuilds, will be completing mid-year audits to ensure the process outlined above is followed. Public entities may be required to provide documentation, or demonstrate that they have followed the process listed above, for any PPE purchases. SaskBuilds also reserves the right to send out a survey to users in order to facilitate this audit process.

No single supplier should be given preference over any other on the list, however local supply should be considered.

Ministries and agencies of Executive Government should complete a Purchase Order, referencing the number (007697), in MIDAS in order to assist with audit process, and PCard under \$10,000 analysis.

PPE Pre-Qualified Supplier List Survey

Click the link below to access a short survey on awareness and usage of the PPE pre-qualified supplier list. The survey shouldn't take more than five minutes to complete. Your responses will provide valuable feedback, and allow us to make any necessary changes/improvements to the website and list.

[SURVEY LINK](#)

Questions

If there are any questions regarding the pre-qualification supplier list, please contact Heather Kemp at 306-798-1482 or email at heather.kemp@gov.sk.ca or Ryan Gianoli at 306-787-5537 or email at ryan.gianoli@gov.sk.ca or Jennifer Oo at 306-787-6935 or email at jennifer.oo@gov.sk.ca.