



BALLE NOVA SCOTIA

Business Alliance for Local Living Economies

Standing Offers and the Provincial Government

What is a standing offer?

A standing offer is a contractual arrangement between the Province and a pre-approved supplier. Under the terms and conditions of a standing offer, the supplier agrees to provide certain goods or services on an "as required" basis, during a particular period of time and at a predetermined price or discount. The terms and conditions are set up in advance and vary depending on the type of goods or services to be provided.

What types of standing offers exist between the Province and its suppliers?

Several different types of standing offers are established on an ongoing basis. Standing offers for goods include items such as fuel oil, office equipment, building supplies, shop material and road maintenance. Standing offers for services include consultants for communications, business, information technology, training, Human Resources and temporary staffing Services.

How to Apply?

Standing offers for various goods and services are tendered throughout the year for low value purchases (under \$10,000)

Register your business with the [Nova Scotia Business Registry \(NSBR\)](#). This is a free registration and will give you access to tender notifications through the Tender Opportunities Notification Service (TONS).

You can be asked to be notified of new tenders or visit <https://www.gov.ns.ca/tenders/> to view current tenders.

The provincial government provides a guide on how to fill out tender applications. You may also contact the procurement office for help. Explain that you are new to the process and someone will guide you.

When are your tenders for standing offers issued?

The table below gives a tentative schedule for several of our Standing Offers. These dates serve only as a guide and may not necessarily be the actual issue date for a particular RSO:

Standing Offer Name	Contract Period	Date When Next Tender Expected to be Issued
IT Professional Services	1 Nov 09 - 31 Oct 11	May / June 2010
Temporary Staffing	1 Aug 09 - 31 July 10	Nov-10
Fax Machines	01 Jan 10 - 31 Dec 10	Jan / Feb 2011
Photocopiers	1 Apr 10 - 31 Mar 11	Jul-10
Training Services	1 Mar 08 - 28 Feb 10	Jul-10
Executive Search	1 Oct 09 - 30 Sept 11	Mar-11
Consulting Services	1 Jun 10 - 31 May 12	Sep-10
Communications Services	1 Dec 09 - 30 Nov 10	2nd Quarter 2011
Fuel Oil	1 Aug 09 - 31 July 11	May / June 2010
IT Hardware & Software	Various dates	

For More Information on Standing Offers

<https://www.gov.ns.ca/tenders/>

Contact Information

Nova Scotia Procurement Office

6176 Young Street, Halifax, NS, B3K 2A6

1-902-424-3333

Email: ptenders@gov.ns.ca

