

Guideline 3 - Quotations & Tenders: What should I check for when tendering or inviting tenders or quotes?

- Do not discuss tender pricing or terms with competitors or come to any arrangement or understanding about market sharing or price (*price fixing, anti-competitive agreements*).
- Be truthful. The prohibitions against misleading conduct and misrepresentations about the quality of products and services apply to large commercial transactions as well as advertising (*misleading conduct, misrepresentations*).
- Make sure you have disclosed all relevant information about the contract. Check whether there is any fact or any other project that will affect how this contract is to be performed. If there is, this must be disclosed (*misleading conduct*).
- Remember that the key to a harmonious relationship between Principal and Contractor is well thought out specifications, clearly and unambiguously expressed.
- Seek legal advice before discussing any joint venture or cooperative tendering arrangement with a competitor.