



Helping Businesses Sell to the Government of Canada

You are invited to attend an information seminar brought to you by the Quinte Economic Development Commission and the City of Quinte West in Partnership with Public Works and Government Services Canada's - Office of Small and Medium Enterprises (OSME).

Quinte Economic Development Commission and the City of Quinte West in cooperation with Public Works and Government Services Canada's Office of Small and Medium Enterprises (OSME) are pleased to bring the following seminars in response to requests by local companies who wish to learn more about potential opportunities within the Canadian government's procurement system and in particular opportunities created by the expansion at 8 Wing Trenton.

These informative and practical seminars will address;

- The fundamentals of selling goods and services to the Government of Canada
- How to market to the Government of Canada
- How the government does its buying
- Advice and guidance in preparing a proposal
- Gain better knowledge and understanding of Request For Proposals (RFP)
- Understand how bids are evaluated and how to respond to an RFP
- Learning helpful tips and specific DND procurement examples

The following 2 FREE seminars are being offered.

SEMINAR 1; How To Do Business With the Federal Government – The Basics

Time: 9:00 a.m. – 10:30 a.m. (includes Q & A Session)

HEALTH BREAK – 10:30 a.m. – 10:45 a.m.

SEMINAR 2; Understanding the Procurement Process and Responding To Bids

Time: 10:45 a.m. – 11:45 a.m. (includes Q & A Session)

Date:	Thursday December 6th 2007
Location:	City of Quinte West – City Hall Building 7 Creswell Drive, Trenton Ontario (<i>map attached</i>)
Time:	Seminar 1: 9 a.m. – 10:45 a.m. Seminar 2: 10:45 a.m. – 11:45 a.m.

Public Works and Government Services Canada (PWGSC) established the Office of Small and Medium Enterprises (OSME) in 2005 to assist Small and Medium Enterprises (SMEs) understand the Canadian government's procurement processes and to act as an advocate for SMEs within the federal procurement system.

Of the close to \$20 billion in procurement last year SMEs won over 85 percent of the contracts, representing about one-third of the total value of all contracts in Canada. In Ontario, of the more than \$2.1 billion in procurement last year 63 percent of the contracts for goods and services went to SME's accounting for 39.5 percent of the total value.

Please RSVP by Wednesday November 28 2007 by completing and faxing the attached faxback form to Linda Lisle at Fax: (613)392-0131 or Tel: (613) 392-2841 x4477 or email at lindal@city.quintewest.on.ca

For more information on Public Works Government Services Canada, Office of Small and Medium Enterprises please visit www.pwgsc.gc.ca/ontario/osme-bpme



FAX BACK FORM

Public Works & Government Services Canada Information Seminar

Date: Thursday, December 6 2007

Meeting Location: City of Quinte West - City Hall Building - 7 Creswell Drive (map attached)

Session 1: 9:00 a.m. - 10:45 a.m.

Session 2: 10:45 a.m. - 11:45 a.m.

Please fill out the required information and fax to Linda Lisle at the City of Quinte West

First and Last Name: _____
Title: _____
Company: _____
Address: _____
City: _____
Prov: _____ *Postal Code:* _____
Phone: _____ *Ext.* _____
E-Mail: _____

Fax this form to : (613) 392-0131

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