



## **EXTERNAL AUDIT SERVICES**

**Reference Number: 10-136**

### **INSTRUCTION TO BIDDERS**

Sealed proposals, for the above, will be received ONLY at the Service Guelph desk at Guelph City Hall, 1 Carden Street, Guelph, Ontario, Canada, N1H 3A1, BEFORE TWO THIRTY (2:30) p.m., local time **Thursday September 9<sup>th</sup>, 2010**.

### **GENERAL**

These terms, conditions and specifications are intended to govern the provision of External Auditor Services.

Documents may be obtained by e-mailing your request to Purchasing at:

**[purchasing@guelph.ca](mailto:purchasing@guelph.ca)**

**NOTE:** Subject Line **MUST** indicate the "REF# 10136"

You must provide full Company Name, Address, Postal Code, Phone Number and Fax Number. If the above information is not provided then the documents will not be forwarded. Upon receipt of the e-mail you **must** respond back indicating you have received this documentation. Failure to follow these procedures may result in your bid document not being considered and may be sent back to you unopened.

NOTE: Sealed tenders, for the above, will be received ONLY at the Service Guelph desk at Guelph City Hall, 1 Carden Street, Guelph, Ontario, Canada, N1H 3A1

**NO OTHER AREAS OF CITY LOCATIONS**  
**The city will not be responsible for any lost documents**  
**The lowest or any Tender not necessarily accepted**