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M. WWII — TBR. CON. = Office Memos, Misc

FOLDER No.

100-2

MacMillan, H.R.
SPECIAL COLLECTIONS

PLEASE RETAIN
ORIGINAL ORDER

OTTAWA CANADA

Mr. S. F. Rook

H. R. MacMillan

October 21, 1940.

It is undesirable that any person should be placed in a position that would prevent his firm from doing business with the Government of Canada, or that a situation should remain open that might be embarrassing to any individual; therefore, I would like to have the following procedure adopted:

- (1) Enquiries or tenders should be sent to all firms that are competent to quote on enquiries and whose competition might be expected to enable the Government to buy at the lowest possible price or achieve the earliest possible deliveries.
- (2) Knowledge of the tenders is only to become available after the hour of opening tenders. Persons in this office related to the firms tendering are not to have access to information until after the tenders are examined and the contract awarded.
- (3) The information received is to be held by a person not related to a firm tendering and the decision respecting the awarding of the contract is to be made by some person not related to any of the firms tendering.
- (4) Communications to tendering firms are to be prepared and signed by a person not related to any tendering firm.

HRM:LR

TIMBER CONTROLLER.