



# Information Bulletin

Web-based Call for tenders for Specialty products  
DATA ADJUSTMENT

To all agents and suppliers

---

## Data Entry Errors

### Budget Forecast – Promotional Budget Section

In the context of the current Call for tenders for Specialty products for **Wine – world-wine Syrah (except Rhône and Languedoc)**, we have noticed some errors in the Budget Forecast – Promotional Budget section. This is the first Web-based Call for tenders for Specialty products, and in the Information Bulletin issued on October 19, 2007 pertaining to this subject, we pointed out that certain **modifications were made** to the fields in the Budget Forecast section. **Effective immediately, this information must be given by case, and not "by global amount".**

The following fields in the Promotional Budget section are affected:

1. Partnership for the *Circular*
- 2.1 Merchandising activities in outlets
- 2.2 Print-based promotional offers
3. Activities out of the SAQ's outlets destined to the Québec market

### Draft tenders and future tenders

For draft tenders, the SAQ requests that you revise the amounts that appear in fields 2.1, 2.2, and 3 to ensure that they reflect **data by case**. For future tenders, make sure to fill in the fields with **data by case**.

### Tenders already submitted

The SAQ would like to inform its partners that it will **adjust the data** entered in fields 2.1, 2.2, and 3 for tenders that have already been submitted by dividing each entry by the number of cases shown in field 1, in order to allow for a standardized analysis of all product tenders.

If this calculation does not reflect the data that you wish to have analyzed in your tender, you **must** send an e-mail message to our **Service d'Assistance aux Relations d'Affaires (SARA – Business Relations Assistance Service)**, at [sara@saq.qc.ca](mailto:sara@saq.qc.ca). Specify the Call for tenders, your submission number and the figures that should appear in the specified fields. This e-mail message must be received by Wednesday, November 14, 2007 at 11:59 p.m. local time in Montréal at the latest.

We will follow up by telephone and send an electronic confirmation in response to your e-mail message by Friday, November 16, 2007.

For more information, please contact the  
**Service d'Assistance aux Relations d'Affaires**  
(Business Relations Assistance Service)  
by e-mail, at [sara@saq.qc.ca](mailto:sara@saq.qc.ca), or by phone, at 514-254-2711.