



# Pre-selection and sampling Regular Product Tenders

February 2007 analysis period  
To all agents and suppliers

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Pursuant to its recent call for tenders for regular products to be submitted online, the Société des alcools du Québec would like to summarize this pilot project and announce the next step in the analysis of proposals, and to inform you of the pre-selection rules that will result in the best proposals continuing the selection process.

The new e-technology that is being used makes it possible to achieve two key objectives: streamline the submission method for our business partners; and allow the SAQ to receive and process an unlimited number of regular product tenders.

This new system allowed for a preliminary ranking of the proposals received, but we would like to assure you that our product selection teams examined every proposal carefully. The human input into this pilot project has served to optimize the precision and accuracy of the final ranking of the proposals.

## Summary of the pilot project

Period for submitting calls for tenders for regular products	November 8-23, 2006
Number of tenders received	<b>767</b>
Number of tenders considered	<b>762<sup>1</sup></b>
Number of pre-selected products for sampling	<b>278</b>
Number of products to be chosen in the final selection process	<b>20<sup>2</sup></b>

## Pre-selection criteria

Taking into account the high number of tenders that were received and the SAQ's goal of introducing a maximum of 20 products, we have conducted a pre-selection of tenders, in accordance with the same principle that applies to tenders for specialty products.

The regular product tenders were first analyzed using the criteria of reputation and financial performance potential. For details concerning the elements that were considered and the weighting that was given to each, please consult the documents entitled *Selection Process for Proposed Products – Selection Criteria and Application Procedures* (Section 4.4), which are available on the *Policy and Standards* page of the [www.saq-b2b.com](http://www.saq-b2b.com) web portal.

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<sup>1</sup> Received but not considered tenders (5) are the ones withdraw from the suppliers or double ones.

<sup>2</sup> As stipulated in the November 1, 2006 information bulletin, in order to achieve the objective of 1,200 regular products listed in its catalogue, and taking into account the low number of possible product withdrawals in light of existing quotas, the SAQ must restrict its selection of products from this call for tenders to 20.



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Only those tenders that are deemed to be the most interesting will be sampled as part of the analysis based on the quality/price ratio criteria.

## Division of samplings

- **By category**

The volume of market share and sales trends for the category were used to establish the number of products submitted for sampling. This division was carried out for every category for which we received tenders.

A minimum of three (3) products will be sampled in each category for which tenders were received.

If fewer than three (3) tenders were received in a given category, all tenders in this category that obtained a pre-selection score of higher than 30 points will be sampled.

- **By best score**

Taking into account the limited number of products that are being sought for final selection and the large number of tenders that were received, the minimum pre-selection score required in order to proceed to the sampling step was set at 30 points (out of 70).

All of the tenders that meet the specific needs that were announced by the SAQ, and that obtained at least the minimum pre-selection score will be sampled, regardless of the division by category.

## Response

Within the next few days, you will receive an e-mail that contains instructions with respect to how to proceed in order to discover the SAQ's response to your product tender. Please follow the indicated process in order to determine the next "Action" to be taken through your SAQ-2B2 or GWS account in connection with your tender.

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.