

**Annex 7.6: Sample Covering Letters  
(2004-12-10)**

**Version 1: To be used for procurement that are advertised on GETS (MERX)**

The attached notice describes a procurement opportunity as advertised on the Government Electronic Tendering Service (GETS), which is provided through MERX. GETS (MERX) is the only source for the bid solicitation documents.

Therefore, it is important to contact GETS (MERX) to order a copy of the bid solicitation document(s) if you are interested in bidding. Public Works and Government Services Canada (PWGSC) will not send a copy to you directly.

GETS (MERX) charges a fee for this service. If you are already a paid GETS (MERX) subscriber, then ordering bid solicitation documents in electronic download format is free. Otherwise, for other formats, you will be charged the applicable fees for each document that you order. If you are not a GETS (MERX) subscriber, you must pay a one-time Non-subscriber order user fee per order basket when you order bid solicitation documents, plus the applicable cost of the document(s). The total cost of the associated bid solicitation document is based on its format (e.g. PDF downloadable - free, hard copy paper - order fee), size of the document (e.g. number of pages, etc.) and, the delivery method that you choose ( i.e. electronic download, facsimile, e-mail, pick-up, regular mail or courier).

To find out how to subscribe to GETS (MERX) or to request a bid solicitation document, please contact the MERX Call Centre at telephone number 1-800-964-6379 or visit the [MERX Website](#).

For more information on the attached procurement opportunity, call the specified contracting officer.

**Version 2: To be used for public advertising other than GETS (MERX)**

The attached notice describes a procurement opportunity publicly advertised by PWGSC. For more information on the attached procurement opportunity or to request bid solicitation documents, call the contracting officer identified in the Notice.