



***Thank you for your interest in doing business with Manitoba Public Insurance.
Tell us about you and your company.***

This Vendor Application will assist you in gathering the necessary information Manitoba Public Insurance needs in order to get to know you, your company and the goods and/or services you provide. ***For your convenience, you may either print the form to hand write the information and your signature, or you may tab from field to field to type the information, and then print it to add your hand written signature.***

The information you supply will help Manitoba Public Insurance develop a network of strong, experienced and reliable Vendors to satisfy our need for high quality goods and services.

Manitoba Public Insurance's purchasing goal is to engage Vendors who shall service the corporation's needs to the highest standard at a reasonable cost, in a manner consistent with our **Corporate Values and Sustainable Development Code of Practice and Procurement Guidelines**, attached to this application. These Corporate Values and Sustainable Development Procurement Guidelines shall be considered when selecting Vendors.

Award Criteria

Manitoba Public Insurance uses the following criteria when considering a Vendor's tender, proposal or quote submission(s) for goods or services:

- Vendor's ability to meet or exceed the Goods/Services Requirements;
- apparent quality, dependability, consistency and timeliness in providing the goods/services;
- Vendor's reputation, experience and financial stability;
- cost competitiveness; and
- Vendor's ability to support Manitoba Public Insurance's Sustainable Development Procurement Guidelines and Corporate Values.

Confidentiality

Anything submitted to Manitoba Public Insurance that a Vendor considers to be confidential because of its proprietary nature should be marked "confidential". Manitoba Public Insurance will not disclose such confidential documents to third parties, unless such disclosure is compelled by the terms of *The Freedom of Information and Protection of Privacy Act*, other applicable legislation, order of a court of competent jurisdiction, or other valid legal process.

Once you have completed the following application form and gathered the information, please send it to us at the following address:

**Manitoba Public Insurance
Administrative Services Department
Box 6300, 234 Donald Street
Winnipeg MB R3C 4A4**

Manitoba Public Insurance's professional Purchasing staff will review your material at their earliest possible opportunity. If they have any questions or need more information, they will be sure to contact you. They will make every effort to ensure the best fit between the goods, services and expertise your company offers and the needs of Manitoba Public Insurance.



VENDOR APPLICATION

1. Company Information (PLEASE PRINT CLEARLY)

Full Company Name	
Primary Location	
City	
Province/State	
Postal Code/Zip Code	
Telephone Number	
Facsimile Number	
Web site if applicable	
Primary Contact	
Full Name	
Title	
Telephone Number	
Facsimile Number	
Other number (pager, cellular)	
E-mail Address	
Alternate Contact	
Full Name	
Title	
Telephone Number	
Facsimile Number	
Other number (pager, cellular)	
E-mail Address	

2. Business Locations (staffed company office facilities)

City	Province/State

Vendor Application

3. Business Overview

Provide a brief description of your organization, highlighting the products and services provided.

4. What is the main focus of your company?

5. References

Provide a list of major accounts (preferably in Manitoba) which may be called upon as references. Include contact name, telephone and facsimile number, email address, and type of products/services that you have supplied to them.

6. Financial Information

- Please provide the most recent set of your financial statements.
- Please provide any other information that you feel would indicate stability of your company.

7. Corporate Values and Sustainable Development

Provide information on how your products/services, business practices and manufacturing processes support our Corporate Values, Code of Practice and Sustainable Development Procurement Guidelines attached to this application.

8. For service and construction contracts, as well as for some major purchases, you may be required to provide the following insurance documents. Please indicate, with a check mark, which requirements you can provide:

- | | |
|---------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Workers Compensation Clearance | <input type="checkbox"/> Consent of Surety |
| <input type="checkbox"/> Performance Bond (up to 50%) | <input type="checkbox"/> Third Party Liability (\$5,000,000) |
| <input type="checkbox"/> Blanket Bond | <input type="checkbox"/> Comprehensive General Liability Insurance |
| | <input type="checkbox"/> Cargo Insurance |

Signature of Authorized Vendor Representative

Name (please print)

Company Name

Signature

Date



**MANITOBA PUBLIC INSURANCE
CORPORATE VALUES**

Our Customers

Our customers' interests are at the heart of everything we do. We balance the individual customer's needs with the needs of Manitobans as a whole. We base our relationships on respect, fairness, honesty and integrity. We safeguard the confidentiality of information and personal privacy. We are committed to the highest ethical standards and excellence in service.

Our People

Our people are given the training, tools and encouragement they need to succeed. We provide a respectful, inclusive and safe environment where our staff is skilled, confident and committed to the Corporate Mission. We provide our people with clear and consistent direction. Our people have the authority they need to do their jobs, providing a sense of achievement from their work, and the opportunity for career growth and advancement. We encourage and support our people to make a positive contribution, both inside and outside the workplace.

Working Together

We work co-operatively with each other and with our business associates, sharing expertise, ideas and resources. Each of us, in our daily work, creates a team environment, drawing on one another to do the best job possible. Our communication with one another is respectful, appropriate and helpful.

Financial Responsibility

Manitoba Public Insurance holds the funds of its policyholders in trust to meet their needs into the future. We operate in a fiscally responsible and cost-effective manner, using investment income to reduce rates and provide long-term benefits to Manitobans.

Excellence and Improvement

We constantly improve our products, services and procedures. As our customers' needs and the business environment continue to change, so must we. We value initiative, creativity and a strong desire for personal, team and corporate success in everything we do. We recognize and reward excellence and improvement in our work.

Our Corporate Citizenship

We lead by example, conducting our affairs responsibly and professionally. We contribute to the social and economic well-being of our communities as well as the sustainable development of Manitoba now and into the future.



SUSTAINABLE DEVELOPMENT Code of Practice

The Corporation shall integrate sustainable development principles into its decisions, actions and operations, and will strive to:

1. ensure its economic decisions adequately address environmental, human health and social considerations;
2. ensure its environmental initiatives adequately address economic, human health and social considerations;
3. recognize its stewardship responsibilities and manage economic, environmental, human health and social initiatives for the equal benefit of present and future generations;
4. anticipate and mitigate adverse economic, environmental, human health and social effects of its decisions and actions;
5. make efficient use of renewable and non-renewable resources;
6. encourage and promote the development and use of environmentally, socially and economically viable substitutes for scarce or hazardous resources;
7. minimize waste by reducing, reusing, recycling and recovering resources.

SUSTAINABLE DEVELOPMENT Procurement Guidelines

The following sustainable development procurement guidelines apply to Manitoba Public Insurance and shall be considered in retaining a Vendor:

Protect Human Health and Well-Being

- Anticipate, prevent and mitigate significant adverse economic, environmental, human health and social effects of purchasing decisions.
- Where practicable, require the purchase of substitute or alternative goods, materials or services in place of goods or materials that contain, or services that use, toxic substances or are otherwise harmful to the environment or human health.
- Ensure that toxic substances are managed properly to protect the environment and human health.
- Ensure those goods, materials and services that may otherwise pose an elevated risk to human health, safety and the environment are managed properly.

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Promote Environmentally Sustainable Economic Development

- Recognize economic, ecological and social interdependence among communities; provinces and nations that require the integration of economic, environmental, human health and social factors in purchasing decisions.
- Purchase decisions may assist in the development of local environmental industries and markets for environmentally preferable products and services.

Conserve Resources

- Evaluate and reduce the need to purchase goods, materials and services.
- Purchase goods, materials and services that use recycled products.
- Purchase goods and materials with structures that require less material to manufacture.
- Purchase goods and materials that require less packaging.
- Reuse, recycle and recover goods and materials.

Conserve Energy

- Purchase goods, materials and services where the consumption of energy (electricity and fossil fuels) during production, transportation, usage and delivery is minimized.
- Purchase goods, materials and services where renewable forms of energy are substituted during production, transportation, usage and delivery for non-renewable forms of energy.
- Purchase goods, materials and services that have or use a structure that facilitates energy efficiency and resource conservation.

Promote pollution prevention, waste reduction and diversion

- Purchase goods and materials that are easy to recycle.
- Purchase goods and materials with structures that facilitate disassembly for processing, recycling and waste management.
- Purchase goods and materials packed with recycled products or materials that are recyclable.
- Purchase goods and materials with a manufacturing process that avoids the creation of waste and pollutants at source.
- Purchase goods and materials that are used or remanufactured.
- Purchase goods, materials and services that are suitable alternatives or substitutes.
- Purchase services that minimize adverse environmental impacts.
- Purchase goods and materials that have greater durability and longer life-span.
- Use goods and materials in a manner that minimizes adverse environmental impacts.

Evaluate value, performance and need

- Purchase environmentally preferable goods, materials and services that perform adequately and are available at a reasonable price with careful consideration of full-costing.
- Purchase goods, materials and services that comply with recognized environmental standards.
- Evaluate and reduce the need to purchase goods, materials and services.
- Evaluate the appropriate scale and utilization of a good, material or service.
- Evaluate market factors for goods, materials and services, such as specifications, quality, delivery date and price.