

# SUPPLIER INFORMATION

[kwantlen.ca](http://kwantlen.ca)



**Kwantlen**  
POLYTECHNIC  
UNIVERSITY

Kwantlen Polytechnic University has a central purchasing office located on the Surrey campus that coordinates all the purchases for supplies, equipment and service contracts for all departments on all campuses. Suppliers and Contractors require a Purchase Order/Contract to be issued by the Supply and Business Services Office for the supply of any goods or services.

If you are interested in Selling to Kwantlen, the following steps should be taken:

#### Step 1 – PHONE

Contact the Supply and Business Services Office to identify the products or services you would be interested in providing to Kwantlen Polytechnic University.

#### *Contact Staff:*

Scott Gowen, Director at 604-599-2134  
Christine Monroe, Manager at 604-599-2237  
Kathie Hicks, Senior Buyer at 604-599-2133  
Christopher Hall, Buyer at 604-599-2136  
Luciana Abbott, Customer Service Assistant at 604-599-2236

#### Step 2 – FAX OR EMAIL

Once you have spoken with us, you will be requested to provide a 1-2 page Letter of Introduction to your firm, outlining details such as business name, address, key contact names and phone numbers; along with any related references or experiences your firm has in the post secondary, or related market. Along with this Letter of Introduction, you may wish to include a few pages listing your products or services. This Information should be either faxed to 604-599-2135 or emailed to [supply@kwantlen.ca](mailto:supply@kwantlen.ca). Mailed or couriered responses will also be reviewed.

#### Step 3 - FOLLOW UP

We suggest that you follow-up by phone to confirm the information has been received and is on file. Supplier Information will be reviewed by the Purchasing Team any may require further follow up immediately, or captured in a file for future review for requirements.

#### Step 4 - BC BID WEBSITE

We suggest that you visit the BC BID website at [www.bcbid.ca](http://www.bcbid.ca) to view public sector bid opportunities that you may wish to take advantage of.

#### Hours of Operation:

Mondays to Fridays 8 am to 4 pm, and we are closed for lunch between 12 Noon to 1 pm.

Location:  
12666 72<sup>nd</sup> Avenue building C room 216  
Surrey, BC  
V3W 2M8  
Phone: 604-599-2060  
Fax: 604-599-2135

Email: [supply@kwantlen.ca](mailto:supply@kwantlen.ca)

Website: [www.kwantlen.ca/supply](http://www.kwantlen.ca/supply)