



# Supplier Information



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UNIVERSITY**

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Kwantlen Polytechnic University has a central purchasing office located on the Langley 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 Polytechnic University, please follow the information below:

Please email the Supply and Business Services Office at [supply@kwantlen.ca](mailto:supply@kwantlen.ca) with any information that you believe that it is important to us.

Please submit 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.

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.

### **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 8:00 am to 4:00 pm, and we are closed for lunch between 12:00 pm to 1:00 pm.

Location: 20901 Langley Bypass  
Langley BC V3A 8G9

Phone: 604-599-2060

Fax: 604-599-2135

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

### **Contact Staff:**

Scott Gowen, <i>Director</i>	604-599-2134
Christine Monroe, <i>Manager</i>	604-599-2237
Kathie Hicks, <i>Senior Buyer</i>	604-5992133
Christopher Hall, <i>Buyer</i>	604-599-2136
Luciana Abbott, <i>Customer Service Assistant</i>	604-599-2236