EUNA Supplier Network

CHECKLIST

BONUS RESOURCE:

Eligibility Compliance Checklist (CAD)

Before you can win a government contract, you need to make sure your business meets basic eligibility and compliance requirements.

Use this checklist to confirm that you're ready to bid:

1. Business Registration & Legal Standing

- [ ] Your business is officially registered with your provincial or territorial authority.
- [ ] You have a valid Business Number (BN) issued by the Canada Revenue Agency (CRA).
- [ ] Your business is in good standing with provincial and federal tax authorities (no outstanding tax obligations).
- [ ] You hold any required business licenses for your industry and location.

2. Government Vendor Registration

- [ ] You are registered on **CanadaBuys** (formerly Buyandsell.gc.ca) to view and bid on federal opportunities.
- [ ] (If applicable) You are registered with your provincial or municipal procurement portals.
- [ ] Your business profile includes accurate industry classification codes (NIGP codes or equivalent).

3. Financial Stability

- [ ] You can provide financial statements (preferably from the past 1–2 years) if requested.
- [ ] You are prepared to show proof of insurance coverage appropriate to your business (liability, bonding, etc.).
- [ ] You can furnish tax compliance certificates if needed.

4. Past Performance & References

- [ ] You have examples of completed work, even from private-sector clients if you're new to government contracts.
- [ ] You can provide 2–3 professional references.

5. Certifications (if applicable)

- [ ] You hold any relevant certifications for Indigenous-owned businesses, women-owned businesses, or small businesses.
- [ ] Documentation of certification status is ready to include with proposals.