



VENDOR GUIDE BIDS & TENDERS

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HOMEPAGE

On the Bid Opportunities homepage, you can search for and view current online bid opportunities. Search by typing in keywords and selecting a bid status.

The screenshot shows the 'Bids & Tenders' homepage. At the top, there is a blue header with the logo. Below the header, the main content area is titled 'Bid Opportunities'. There are links for 'Bids Homepage', 'Create Account', and 'Login'. A paragraph explains that the site allows potential bidders to create an account and search for opportunities by commodity code. Below this, there are 'Login' and 'Create Account' buttons. A search criteria box contains a text input for 'Keyword(s):' with the placeholder 'Search by keywords ...' and a dropdown menu for 'Status:' set to 'Open'. There are 'Search' and 'Clear' buttons. Below the search box is a 'Search Results' table with the following data:

Bid Name	Bid Status	Bid Closing Date	Days Left
12345 - test dialog2	Open	Fri July 31, 2015 3:00:00 PM	14

At the bottom of the search results, there is a 'Register as a Plan Taker' button and links for 'Bid Details' and 'Plan Takers'.

BID STATUS DESCRIPTIONS

Status	Description
Open	The bid is open and vendors can view/submit bids through the website
Closed	The bid has been closed and vendors can no longer process a submission or register for
Awarded	The bid opportunity was awarded to a vendor(s).
Cancelled	The bid opportunity was cancelled by the purchasing entity.

Once a bid has closed, you can view the results by choosing the closed status or awarded stats. (Note: not all agencies will publically post the results)

BENEFITS TO CREATING AN ACCOUNT

The website is intuitive and responsive, and will simplify the procurement process for vendors who wish to view and bid on opportunities. Once you register as a vendor, you can download bid documents, submit bids online and receive numerous automated email notifications from the system to keep you up-to-date and informed.

Some of the acclaimed new key features available to vendors include:

- Unlimited access to register for all bid opportunities
- Unlimited use of online submissions, document downloads and addenda notices
- Unlimited category subscription for bid matching
- Instant access to bid results
- Customized vendor dashboard that allows quick access to active opportunities and bid history
- Self-serve profile management
- Ability to add up to 10 contacts to your account
- Ability to register for the Emergency Contact database
- Ability to view all bids by status
- Ability to view details of bids including plan takers, bids submitted and award details

EBIDDING

The new system will allow vendors to submit their bids online in a safe and secure environment.

Some highlights of the eBidding system include:

- Streamlined, fully online process to submit bids
- Bidding anytime and anywhere, 24 hours a day, 7 days a week, 365 days a year
- Built in Bid Compliancy Checker for 100% compliant bids
- Digital / electronic bonding
- Online Addendum notices and acknowledgement
- Virtual Public Openings/instant access to unofficial bid results
- No more late bids – always online, always accessible
- No more calculation errors – all calculations are done automatically
- Reduces amount of effort required from the bidders
- Allows bidders to preview bid documents prior to registering
- Eliminates exclusion of submissions due to geographical location of bidders
- Provides bidders with the flexibility to modify and withdraw bids in advance of the closing date from the comfort of their own computers, from anywhere in the world

AUTOMATED NOTIFICATIONS

Bids & Tenders e-procurement provides Automated Notifications to Vendors, including:

- New bid opportunity notices

- Addendum notices
- Bid meeting/site meeting notices and reminders
- Bid submission reminders 48 hours/24 hours before closing
- Bid result notification

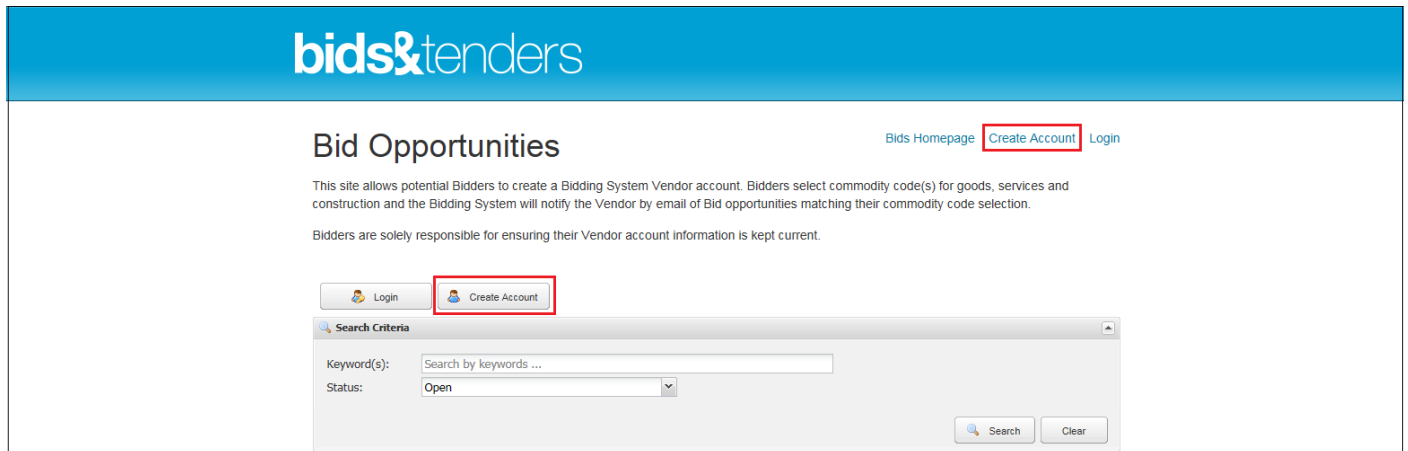
Bids & Tenders is powered by [eSolutionsGroup](#) Limited, a Canadian -based digital solutions firm. eSolutionsGroup created Bids & Tenders with simplicity, convenience and vendor benefits in mind, with the lasting objective of building and maintaining the easiest, most transparent, cost efficient and limitless procurement program available today and tomorrow.

For more information on [Bids & Tenders](#), visit the product information page on the eSolutionsGroup website.

If you require any technical assistance in creating an account, please contact us at support@bidsandtenders.ca

CREATING AN ACCOUNT

Click the Create Account button on the bid opportunities homepage.



ORGANIZATION DETAILS

Fill out the fields under the Organization Details Section. Fields with a red asterisk (*) are required fields and must be filled out to successfully create your account.

bids&tenders

[Bids Homepage](#) [Create Account](#) [Login](#)

Bid Opportunities - Create Account

Organization Details

Company Name: *

Address 1: *

Address 2:

Country: *

Province / State: *

City: *

Postal Code / Zip Code: *

Fax:

Website:

HST#:

BECOMING AN EMERGENCY VENDOR

In the event of an emergency, the Procurement Department is developing a Vendor Emergency Contact List. They are interested in receiving emergency contact information that would be useful during an emergency. This is not a commitment to purchase.

If you would like to be included in the Vendor Emergency Contact List, please click the Yes button. If you would not like to be included in the Vendor Emergency Contact List, click the No button.

If you clicked yes, fill in the specific emergency contact information in the Contacts section.

Would you like to be an Emergency Vendor?

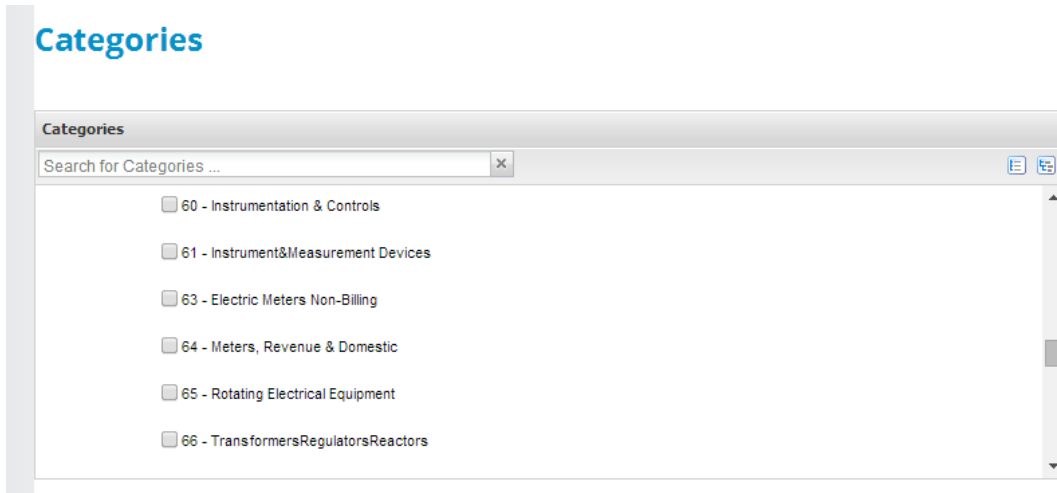
In the event of an emergency the Procurement Department is developing a Vendor Emergency Contact List. We are interested in receiving emergency contact information that would be useful during an emergency. This is not a commitment to purchase.

Please provide specific emergency contact information in the contacts section below.

Emergency Vendor: Yes No

SUBSCRIBE TO BID CATEGORIES

Creating a vendor account allows you to subscribe to bid categories that relate to your company's area of expertise/ services. Check off the categories you would like to subscribe to. You will receive an email notification when a bid opportunity is issued that relates to the category or categories that you are subscribed to. You can subscribe to as many bid categories as you wish.



CONTACT INFORMATION

Please identify a key contact from your organization who can be contacted if needed. If you would like to include more than one contact, click on the "Invite Another Contact" button and fill in the person's contact information. You can provide a maximum of 10 contacts under one vendor account.

NOTE: Your password must have at least 6 characters, include 2 uppercase characters, and include 1 special character (example: !, -, *)

Contact(s)

First Name: *

Last Name: *

Email: *

Confirm Email: *

Password: *

Confirm Password: *

Phone: Ext *

After Hours Phone: Ext *

Cell:

Home:

Alternate Cell:

Alternate Home:

Primary Contact
 Emergency Contact
 Delete Contact

FINISH CREATING ACCOUNT

After you have filled in all of the required information, click the Continue button.

Contact(s)

First Name: *

Last Name: *

Email: *

Confirm Email: *

Password: *

Confirm Password: *

Phone: Ext. *

After Hours Phone: Ext. *

Cell:

Home:

Alternate Cell:

Alternate Home:

Primary Contact

Emergency Contact

Delete Contact

You will be taken to a screen indicating that your vendor account was successfully created.

bids&tenders

Successfully Created Account [My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Change Password](#) [Logout](#)

Thank you for creating your account with the Town of Newmarket Bid Opportunities Website.

Please click on one of the following links to continue.

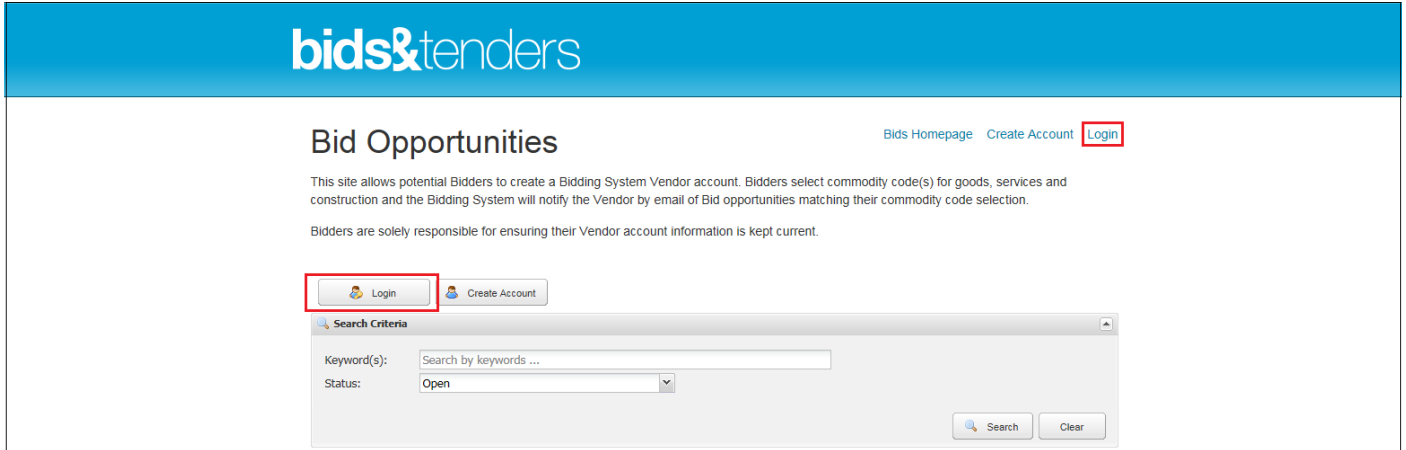
Contact Us

eSolutionsGroup Ltd.

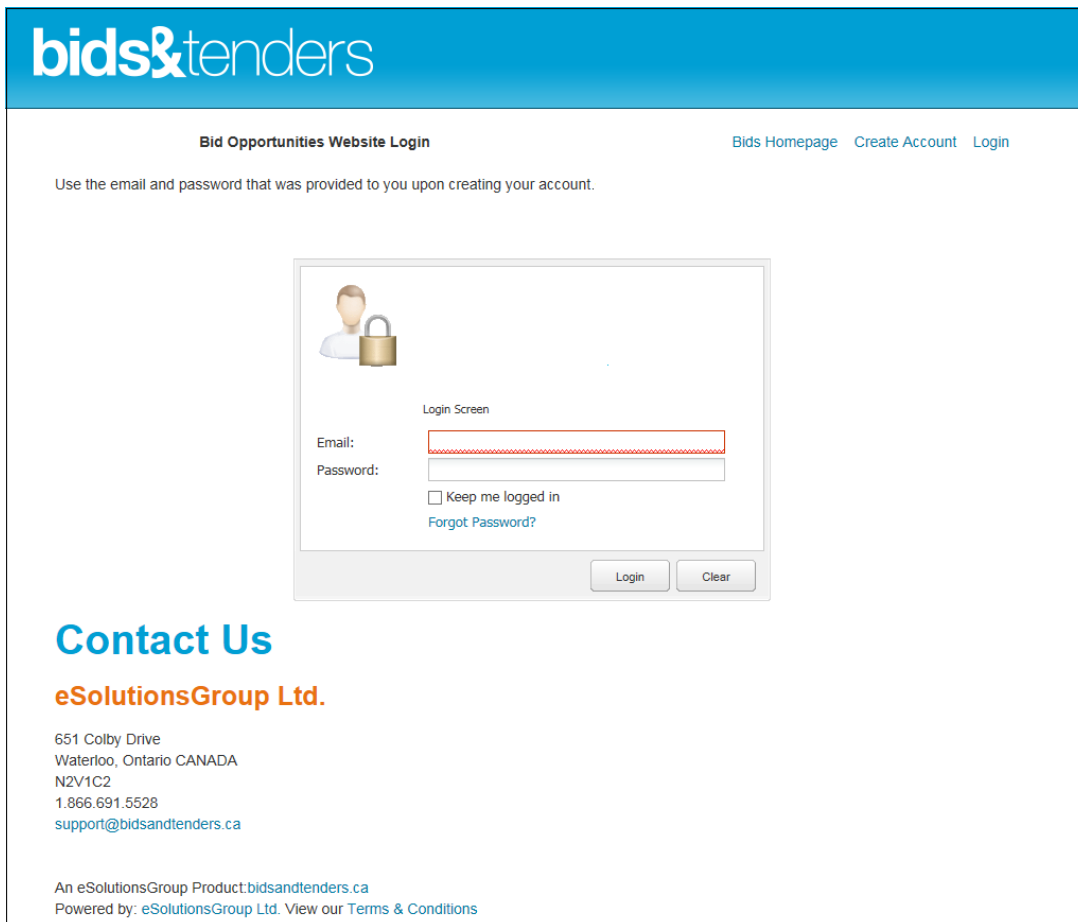
651 Colby Drive
Waterloo, Ontario CANADA
N2V1C2
1.866.691.5528
support@bidsandtenders.ca

LOGIN TO YOUR ACCOUNT

- 1. Click the Login button on the Bid Opportunities homepage.



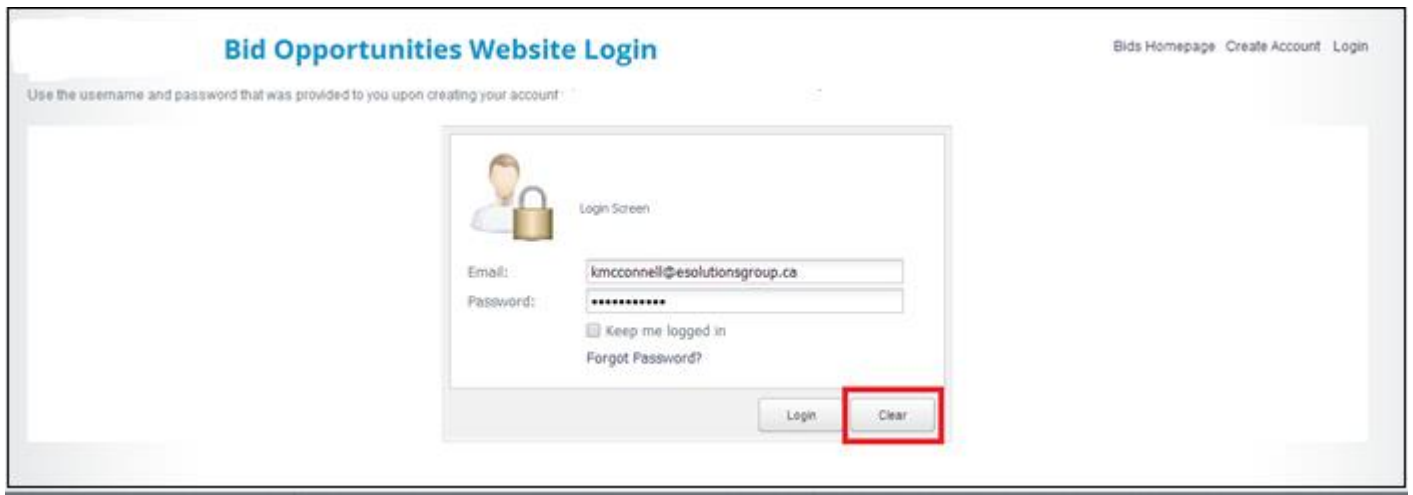
- 2. You will be taken to the Login page. Please enter your email and password that you provided when setting up your account.



3. Click the Login button. (OPTIONAL - If you click the "Keep me logged in" checkbox, the system will remember your account and you will not have to sign in the next time you visit the Bid Opportunities website.)



4. Click the Clear button to clear your login fields and re-enter your email and password.



5. Once you are logged in, you should see this homepage.

The screenshot shows the 'bids&tenders' website homepage. At the top, there is a blue header with the logo. Below the header, the page title is 'Bid Opportunities'. To the right of the title are navigation links: 'My Bids', 'Bids Homepage', 'Shopping Cart (0)', 'Manage Account', 'Change Password', and 'Logout'. Below the title, there is a paragraph explaining that the site allows potential bidders to create a Bidding System Vendor account and that bidders select commodity code(s) for goods, services, and construction. Below this, a note states that bidders are solely responsible for ensuring their Vendor account information is kept current.

Below the text is a search criteria form with the following fields:

- Keyword(s): Search by keywords ...
- Status: Open

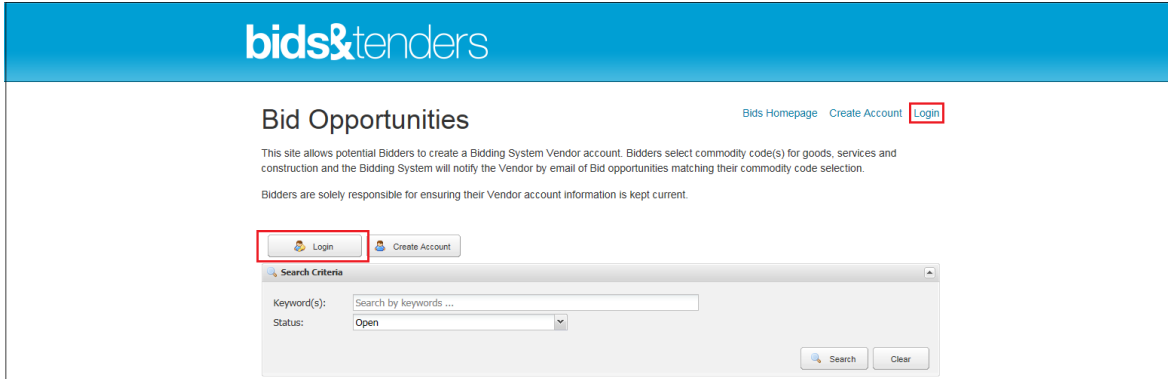
Buttons for 'Search' and 'Clear' are located to the right of the search criteria form.

Below the search form is a 'Search Results' table with the following data:

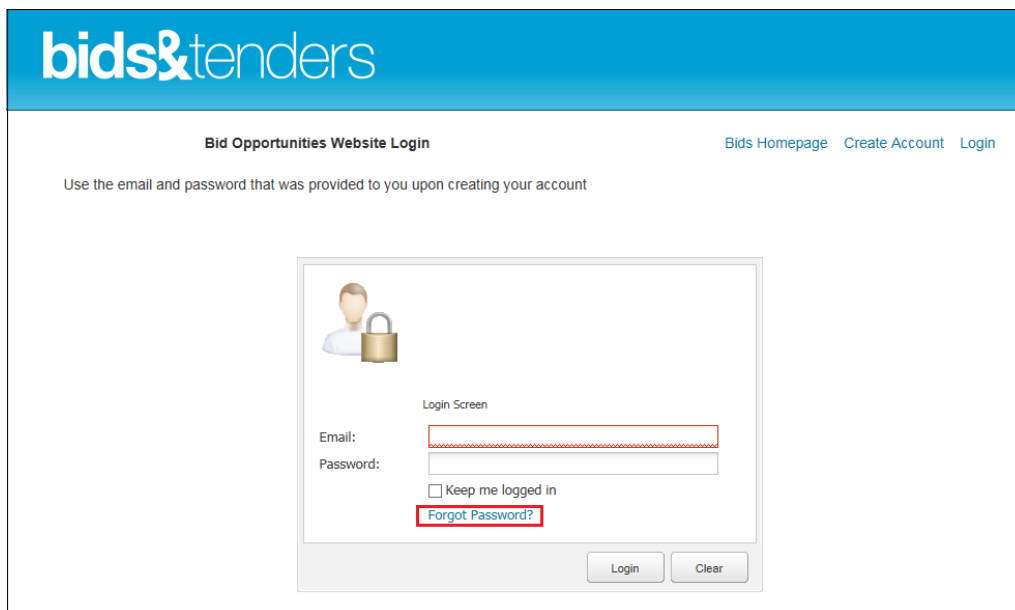
Bid Name	Bid Status	Bid Closing Date	Days Left
12345 - test dialog2	Open	Fri July 31, 2015 3:00:00 PM	15
Register as a Plan Taker Bid Details Plan Takers			
123 - test dialog	Open	Fri July 31, 2015 3:00:00 PM	15
Register as a Plan Taker Bid Details Download Documents (1) Plan Takers			
123456 - export testing	Open	Fri July 31, 2015 3:00:00 PM	15

FORGOT PASSWORD

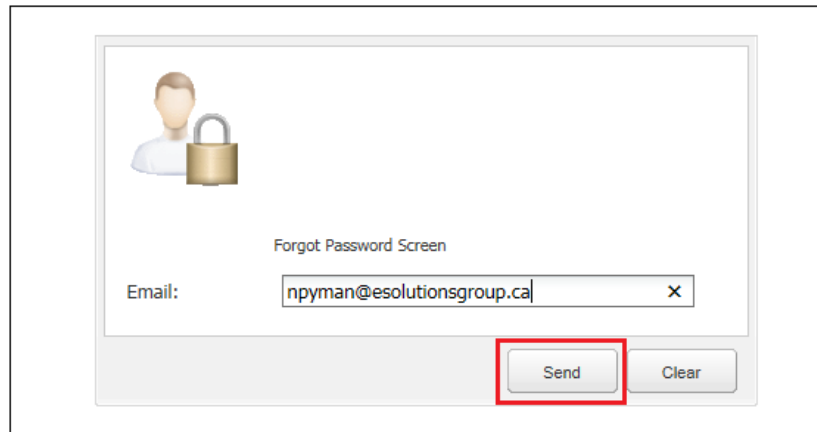
1. Click Login.



2. Click forgot password.

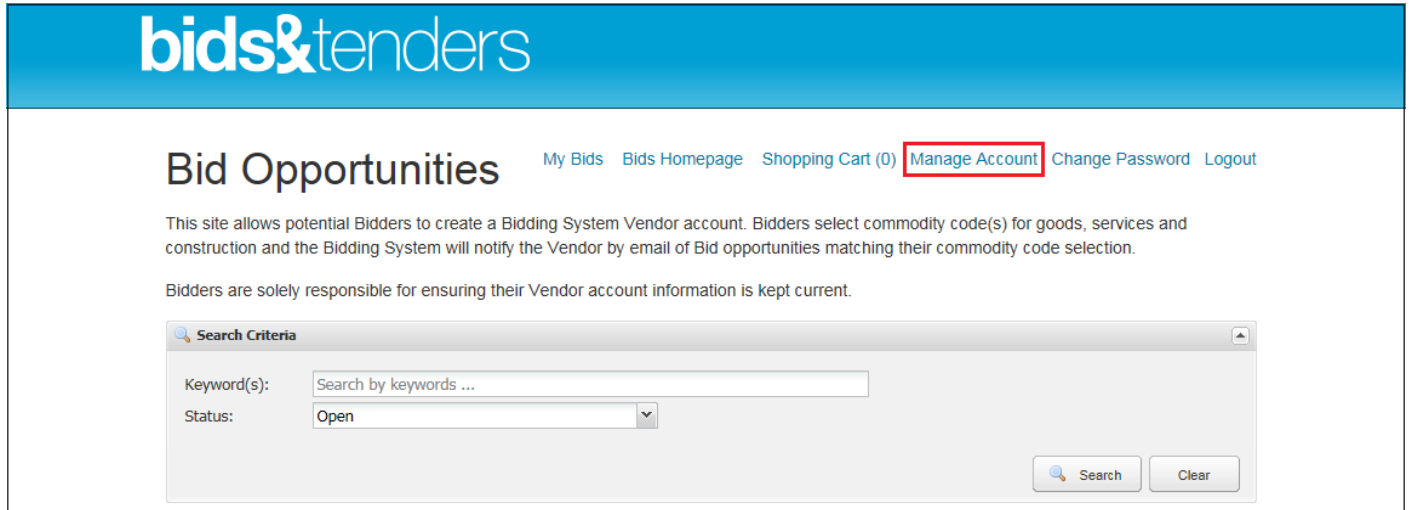


3. Fill in your email address. Then press the send button. You will receive an email that will provide a link to reset your password.

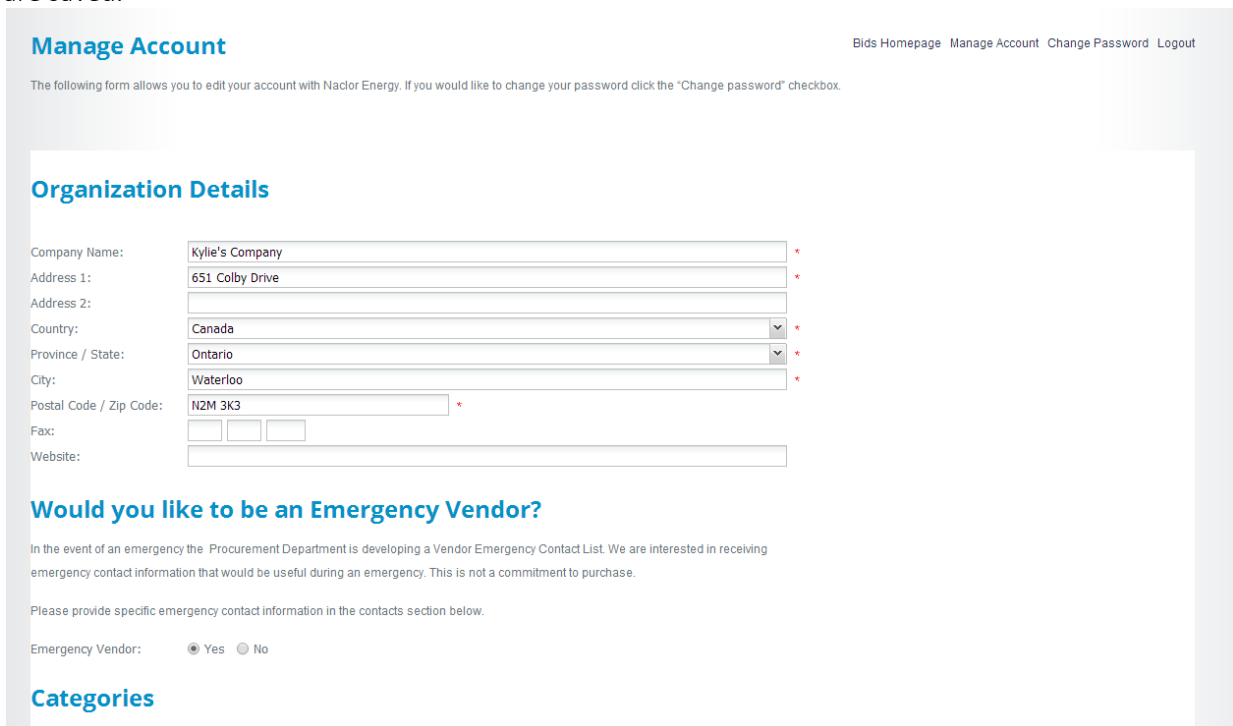


CHANGE ACCOUNT DETAILS

1. Click Manage Account to edit your account settings / information. You must be signed in to change your account details.



2. Edit your organization details, emergency vendor details, bid categories and contact information as needed. Fields with a red asterisk (*) are required fields and must be filled out to ensure the changes you made to your account details are saved.



Categories

Search for Categories ...

- 02 - Photographic & X-Ray Equipment
- 03 - Appliances & Water Heaters
- 14 - Lumber & Wood Products
- 15 - Construction & Building Mats
- 16 - Paint & Protective Coatings
- 17 - Thermal Insulation

Contact(s)

First Name:

Last Name:

Email:

Confirm Email:

Phone: Ext

Primary Contact

Delete Contact

3. Click the Continue button after you have finished editing your account details.

Categories

Search for Categories ...

- 02 - Photographic & X-Ray Equipment
- 03 - Appliances & Water Heaters
- 14 - Lumber & Wood Products
- 15 - Construction & Building Mats
- 16 - Paint & Protective Coatings
- 17 - Thermal Insulation

Contact(s)

First Name:

Last Name:

Email:

Confirm Email:

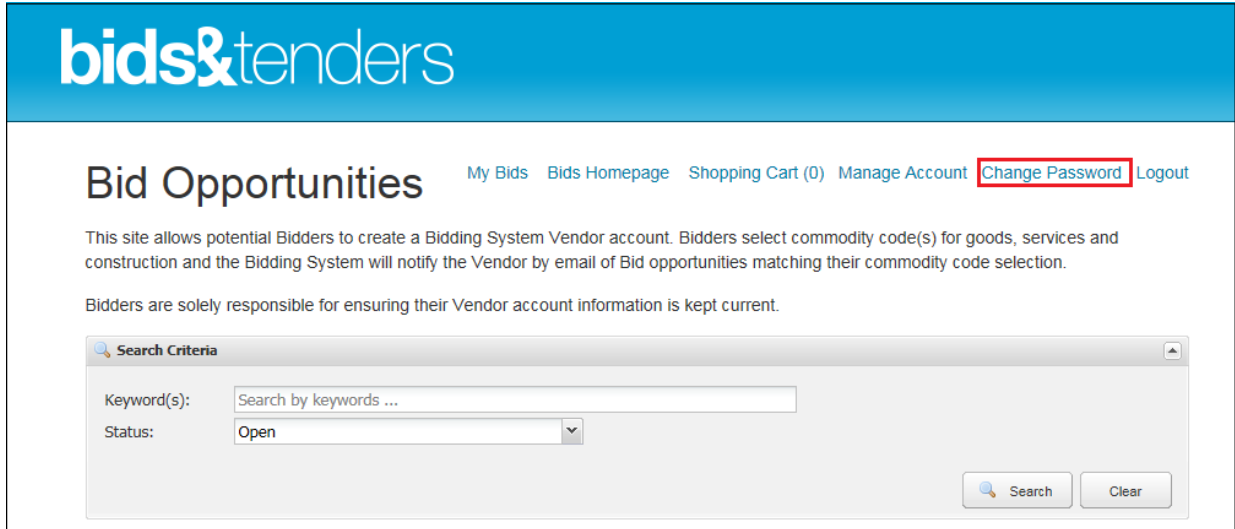
Phone: Ext

Primary Contact

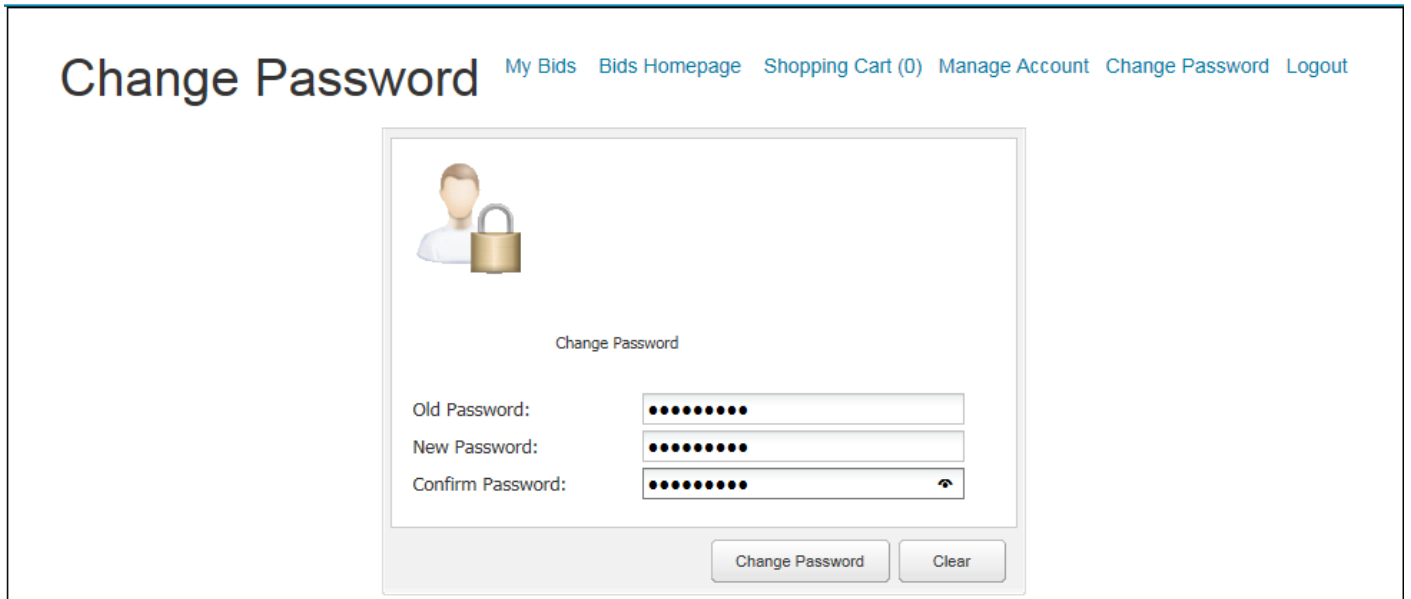
Delete Contact

CHANGE PASSWORD

1. Click the Change Password button on the homepage. You must be signed in.




2. Enter your old password. Then enter your new password and confirm your new password.



3. Click the Change Password button after you have provided your new password.

Change Password [My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Change Password](#) [Logout](#)



Change Password

Old Password:

New Password:

Confirm Password:

LOGOUT

Click the Logout button in the top right hand side of the Bid Opportunities website homepage to log out of your account.

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Bid Opportunities [My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Change Password](#) [Logout](#)

This site allows potential Bidders to create a Bidding System Vendor account. Bidders select commodity code(s) for goods, services and construction and the Bidding System will notify the Vendor by email of Bid opportunities matching their commodity code selection.

Bidders are solely responsible for ensuring their Vendor account information is kept current.

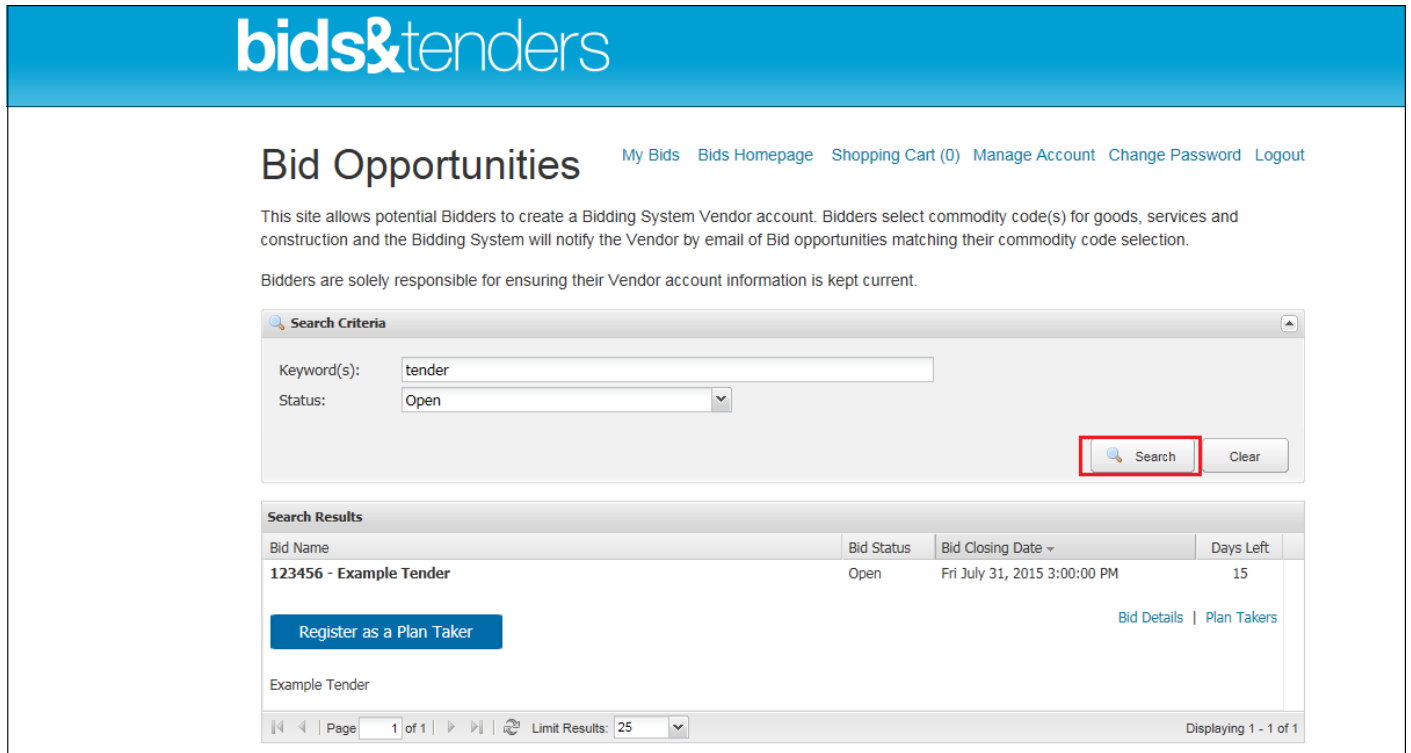
Search Criteria

Keyword(s):

Status:

SEARCH FOR BID OPPORTUNITIES

On the Bid Opportunities homepage, you can search for and view current online bid opportunities. Search by typing in keywords and selecting a bid status. Click search to generate your results.



BID STATUS DESCRIPTIONS

Status	Description
Open	The bid is open and vendors can view/submit bids through the website
Closed	The bid has been closed and vendors can no longer process a submission or register for
Awarded	The bid opportunity was awarded to a vendor(s).
Cancelled	The bid opportunity was cancelled by the purchasing entity.

Bid Results: Once a bid has closed, you can view the results by choosing the closed status or awarded stats. (Note: not all agencies will publically post the results)

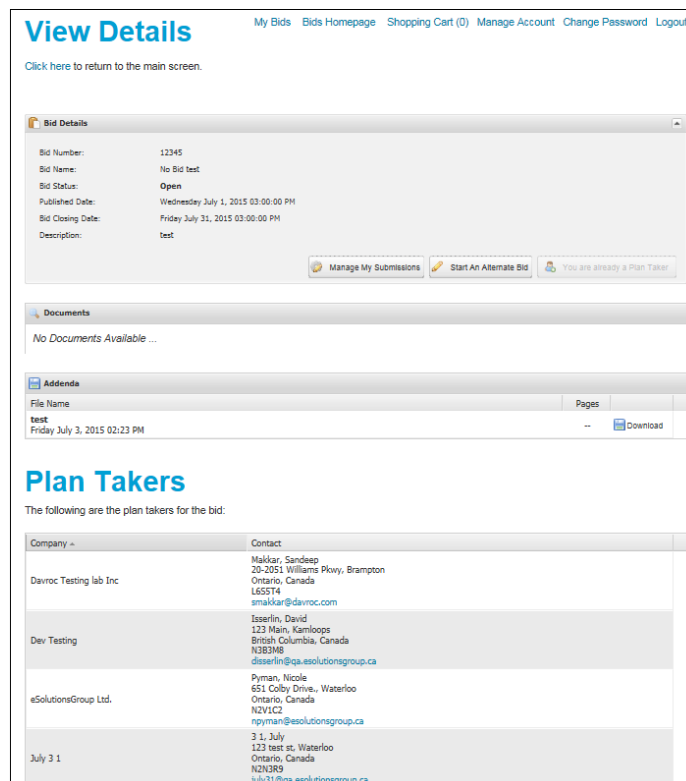
BID DETAILS

1. To view specific details pertaining to a bid, click on the Bid Details button.



2. On the bid details page, you will be able to see:

- Bid Number
- Full Bid Name
- Bid Status
- Published Date
- Closing Date
- Bid Description
- Specification documents
- Issued Addenda
- Team Members (Purchasing staff managing the bid opportunity. It is up to the purchaser if they would like to share this information with the public.)
- Plan Takers (Other vendors that have registered as a plan taker for this bid opportunity. It is up to the purchaser if they would like to share this information with the public.)



3. If you know that you would like to register as a plan taker for the bid, click the Register as Plan Taker button.


View Details

[My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Change Password](#) [Logout](#)

[Click here](#) to return to the main screen.

Bid Details

Bid Number:	123456
Bid Name:	Example Tender
Bid Status:	Open
Published Date:	Wednesday July 1, 2015 03:00:00 PM
Bid Closing Date:	Friday July 31, 2015 03:00:00 PM
Description:	Example Tender



Documents

No Documents Available ...

Addenda

No Addenda Available ...

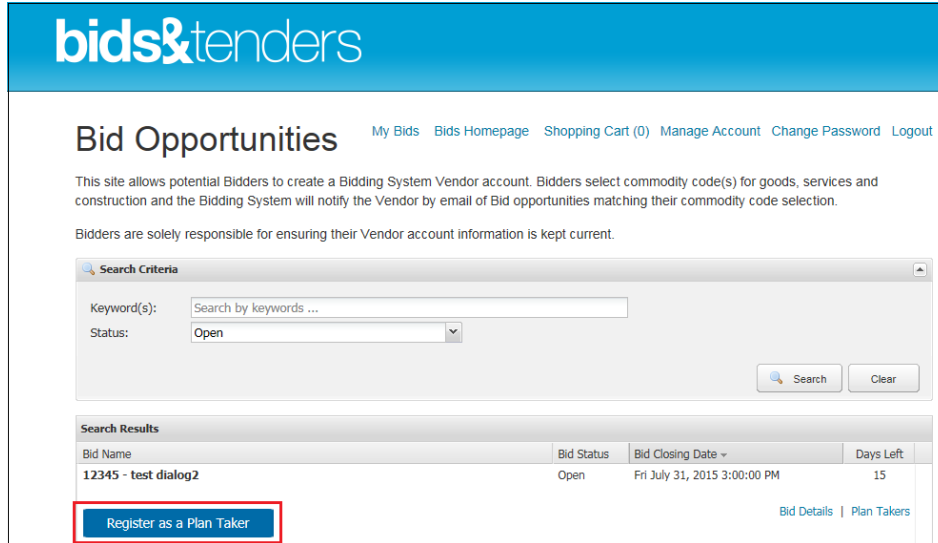
Plan Takers

The following are the plan takers for the bid:

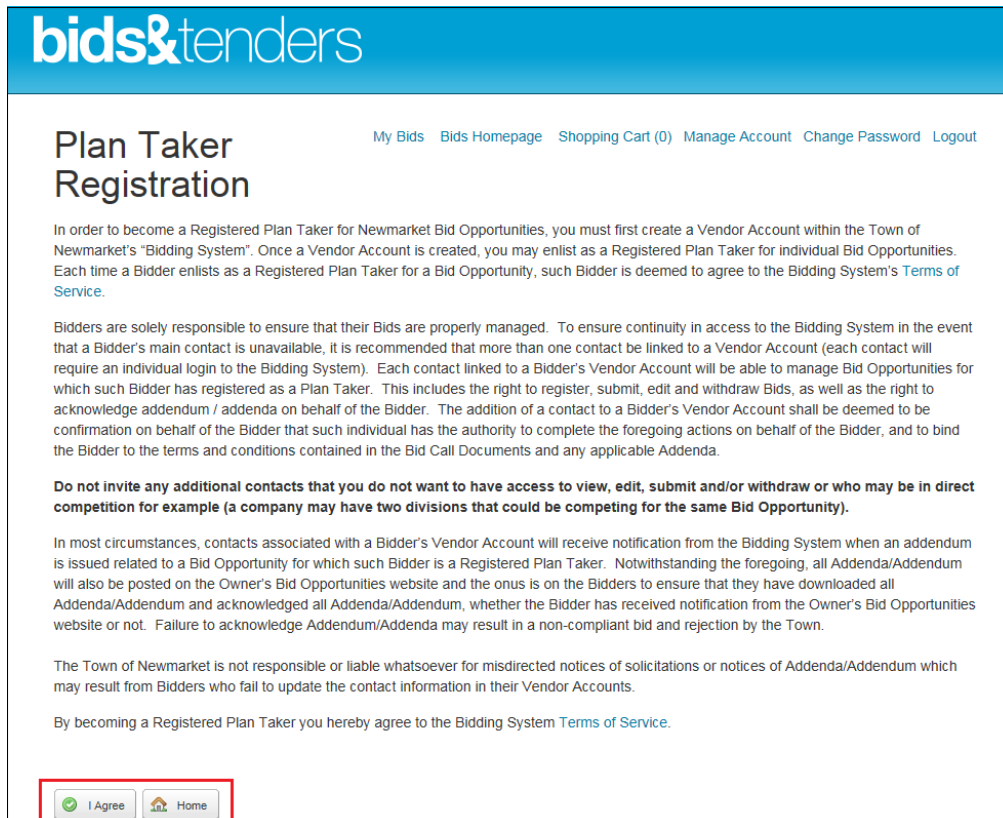
No Plan Takers

REGISTER FOR A BID

- 1. Once you have found a bid opportunity that you would like to register for, click "Register As Plan Taker".



- 2. You will be taken to the Terms or Service and Disclaimer page. After reading the Terms of Service and Disclaimer, click the I Agree button to continue. If you no longer want to register for the bid opportunity, click Home.



3. Depending on the type of submission, you may be required to pay for the bid document and submitting online. Fill in the information as needed.

Select Purchase Method

[My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Change Password](#) [Logout](#)

The selected bid has multiple methods available for purchase. Please select the appropriate purchase method:

Bid Document for download only - \$1.31

▶ Continue
🏠 Home

Shopping Cart

[Home](#) [Shopping Cart](#) [Manage Account](#) [Logout](#)

Items below are in Canadian Dollars (\$CDN). To purchase your items, please click the Checkout button. You will have another opportunity to review the items prior to purchase.

There are no refunds or returns

Name	Description	Qty.	Price
12345	test dialog2 [CRFP]	1	\$1.31 ✘
			SUBTOTAL: \$1.31
			TOTAL: \$1.31

✔ Checkout

Payment Summary

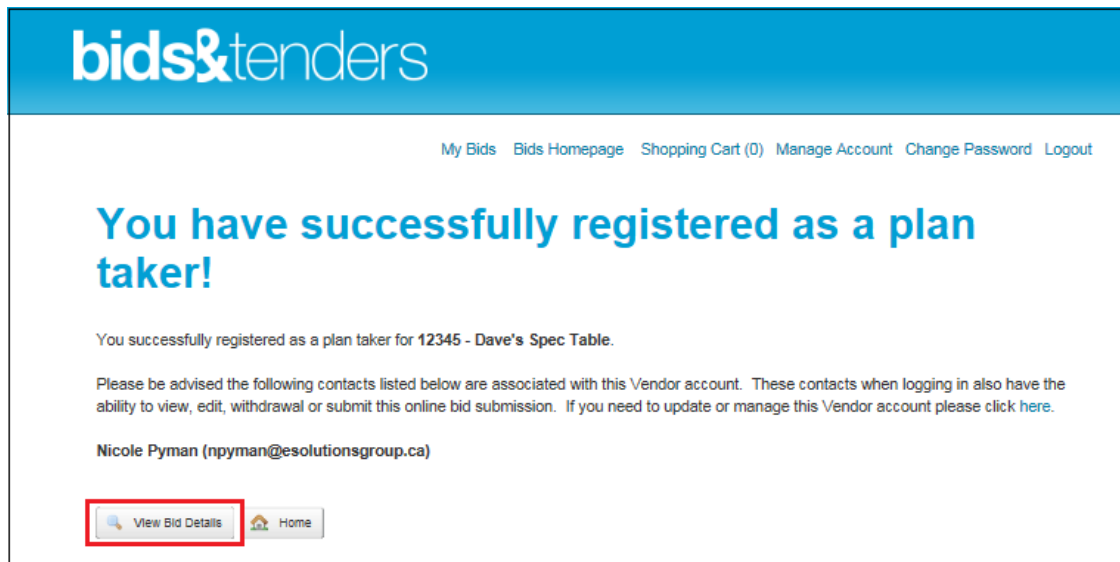
Item	Description	Quantity	Price
12345	test dialog2 [CRFP]	1	\$1.31
			SUBTOTAL: \$1.31
			TOTAL: \$1.31

All funds are in Canadian dollars.

Payment Method: *

- Select -
Pay At Kiosk
Credit Card

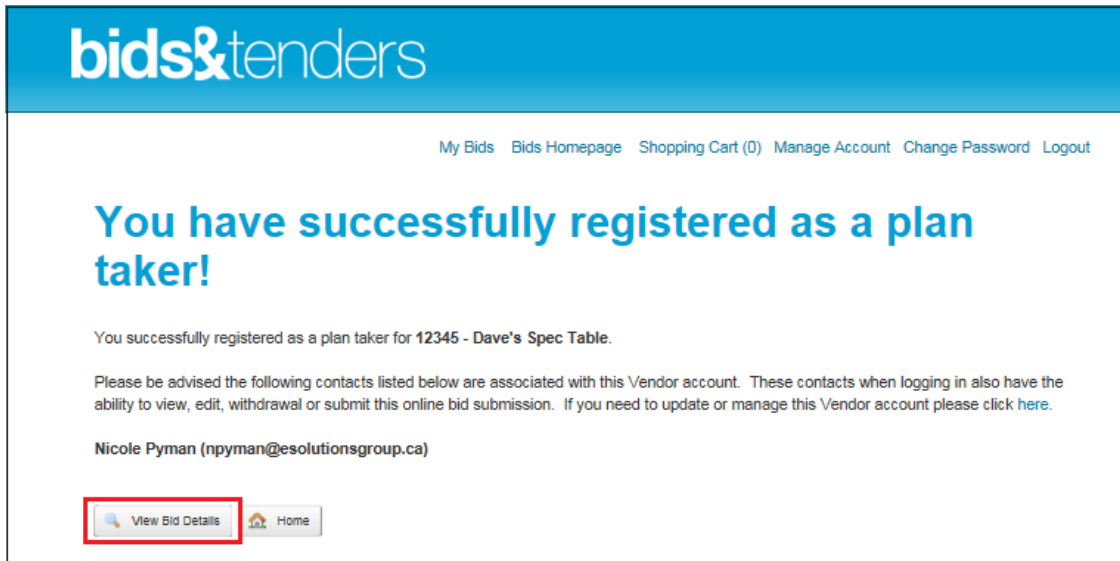
4. You will then be directed to another screen confirming you have successfully registered as a plan taker. If you are not required to pay for the bid document, you will be taken directly to this confirmation page after agreeing to the terms of service.



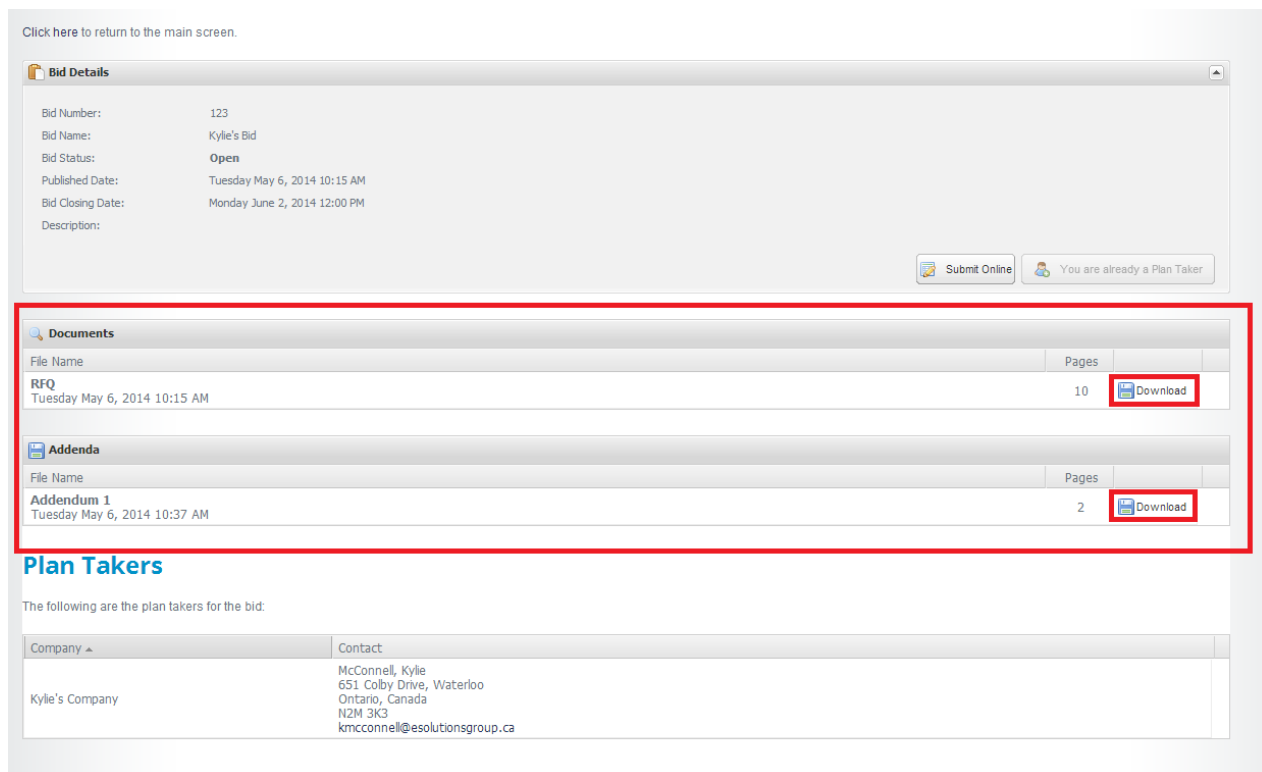
4. You will also receive an automated email confirming you have been successfully registered as a plan taker.

SUBMITTING A BID ONLINE

1. After you have agreed to the Terms of Service and successfully registered as a plan taker, click the View Bid Details button.



2. Ensure you scroll down to find any documents or addenda that have been issued. You can download any documents or addenda associated with the bid opportunity by clicking the Download button. The Plan Takers list may or may not be displayed based on the purchaser's decision to publish the list or not.



3. Click Start Submission to submit your bid.

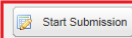

View Details

[My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Change Password](#) [Logout](#)

[Click here](#) to return to the main screen.

Bid Details


Bid Number: 12345
Bid Name: No Bid test
Bid Status: **Open**
Published Date: Wednesday July 1, 2015 03:00:00 PM
Bid Closing Date: Friday July 31, 2015 03:00:00 PM
Description: test

  You are already a Plan Taker

Documents

No Documents Available ...

Addenda


File Name	Pages	
test Friday July 3, 2015 02:23 PM	--	

Plan Takers

The following are the plan takers for the bid:

Company	Contact
Davroc Testing lab Inc	Makkar, Sandeep 20-2051 Williams Pkwy, Brampton Ontario, Canada L6S5T4

4. You will be directed to the Online Submission section.



An eSolutions Product

Time Remaining to Complete Submission			
13	22	38	51
Days	Hours	Minutes	Seconds

[Back to Bid Details](#)
[My Bids](#)
[Bids Homepage](#)
[Shopping Cart \(0\)](#)
[Manage Account](#)
[Change Password](#)
[Logout](#)

Schedule of Prices

Questions & Specifications

References & Subcontractors

Documents & Bonding

Terms & Conditions

Preview My Bid

Submit My Bid

Current Bid: Last updated by: eSolutions Test
Fri, Jun 17, 2016 16:17:44

123456 - Example Tender

Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. HST is additional. In lawful money of Canada.

The first table is a Summary Table which provides your Sub-Total for each pricing table and also indicates whether or not the table is mandatory or not. Asterisk's within the table denotes a "MANDATORY" line item.

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value unless you are prepared to provide the line item at zero dollars to the Owner.

If a table is "NON-MANDATORY" and you are bidding on it, you must bid on all line items with an asterisk.

If there are multiple tables, you must click the "EDIT PRICING" button inside the Summary Table to display the applicable Pricing Table that you wish to bid on.

Table	# of Rows	# of Required Rows	Mandatory	Subtotal	
TOTAL 5 YR. SOFTWARE MAINTENANCE & SUPPORT, TRANSACTION FEES AND OTHER COSTS	10	0	Yes	\$0.00	Edit Pricing !
TOTAL IMPLEMENTATION COSTS (C)	9	0	Yes	\$0.00	Edit Pricing !

TOTAL 5 YR. SOFTWARE MAINTENANCE & SUPPORT, TRANSACTION FEES AND OTHER COSTS

ANNUAL SOFTWARE MAINTENANCE, SUPPORT, TRANSACTION FEES, AND OTHER COSTS IF APPLICABLE	Quantity	Unit Price*	Total Cost	Comments
(B-1) Year 1 - annual software maintenance and support - provide description and breakdown	1	\$ <input type="text"/>	\$ <input type="text"/>	
(B-2) Year 1 - any other additional costs - provide description and breakdown	1	\$ <input type="text"/>	\$ <input type="text"/>	
(B-3) Year 2 - annual software maintenance, support, and transaction fees - provide description and breakdown	1	\$ <input type="text"/>	\$ <input type="text"/>	
(B-4) Year 2 - any other additional fees - provide description and breakdown	1	\$ <input type="text"/>	\$ <input type="text"/>	
(B-5) Year 3 - annual software maintenance, support, and transaction fees - provide description and breakdown	1	\$ <input type="text"/>	\$ <input type="text"/>	
(B-6) Year 3 - any other additional fees - provide description and breakdown	1	\$ <input type="text"/>	\$ <input type="text"/>	
(B-7) Year 4 - annual software maintenance, support, and transaction fees - provide description and breakdown	1	\$ <input type="text"/>	\$ <input type="text"/>	
(B-8) Year 4 - any other additional fees - provide description and breakdown	1	\$ <input type="text"/>	\$ <input type="text"/>	
(B-9) Year 5 - any other additional fees - provide description and breakdown	1	\$ <input type="text"/>	\$ <input type="text"/>	
(B-10) Year 5 - any other additional fees - provide description and breakdown	1	\$ <input type="text"/>	\$ <input type="text"/>	

[Save My Bid](#)

Contact Us

eSolutionsGroup Ltd.

457 Colby Drive
 Waterloo, Ontario CANADA
 N2V1C2
 1.866.691.5526
support@bidsandtenders.ca

An eSolutionsGroup Product: bidsandtenders.ca
 Powered by: eSolutionsGroup Ltd. [View our Terms & Conditions](#)

5. The bar at the top of the page will indicate your progress, and the time remaining to complete your submission will be indicated in the top right corner of the page. The check mark indicates that the page has been completed, and the red exclamation mark indicates that the page has not yet been completed. Note: Depending on the type of submission, the progress bar may not show all of the below progress items.

Back to Bid Details | My Bids | Bids Homepage | Shopping Cart (1) | Manage Account | Change Password | Logout

Time Remaining to Complete Submission: 15 Days, 3 Hours, 45 Minutes, 5 Seconds

Current Bid: 12345 - Dave's Spec Table

References and Subcontractors

Last updated by: Nicole Pyman
Thu Jul 16, 2015 11:12:07

6. Fill out the required text fields within the bid table. When inputting your unit price, the total field will automatically calculate

TOTAL 5 YR. SOFTWARE MAINTENANCE & SUPPORT, TRANSACTION FEES AND OTHER COSTS

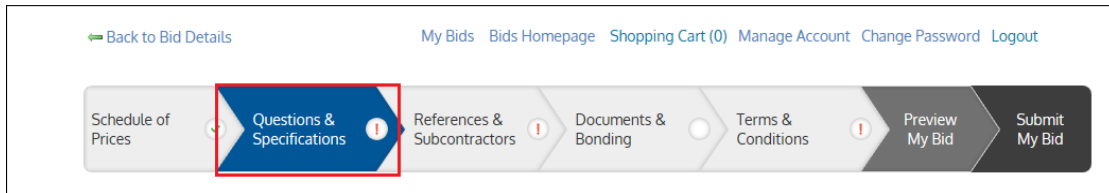
ANNUAL SOFTWARE MAINTENANCE, SUPPORT, TRANSACTION FEES, AND OTHER COSTS IF APPLICABLE	Quantity	Unit Price*	Total Cost	Comments
(B-1) Year 1 - annual software maintenance and support – provide description and breakdown		\$ 2,500.00	\$ 2,500.00	
(B-2) Year 1- any other additional costs – provide description and breakdown	1	\$ 1,000.00	\$ 1,000.00	
(B-3) Year 2 - annual software maintenance, support, and transaction fees – provide description and breakdown	1	\$ 100.00	\$ 100.00	

7. When all of the required fields have been completed, click Save My Bid.

(B-8) Year 4 - any other additional fees – provide description and breakdown	1	\$ 100.00	\$ 100.00	
(B-10) Year 5 - any other additional fees – provide description and breakdown	1	\$ 100.00	\$ 100.00	
(B-10) Year 5 - any other additional fees – provide description and breakdown	1	\$ 100.00	\$ 100.00	

Save My Bid

8. Click Questions & Specifications on the top progress bar to continue. (This section may or may not be displayed depending on if the purchaser would like to ask the vendor's questions or not.)

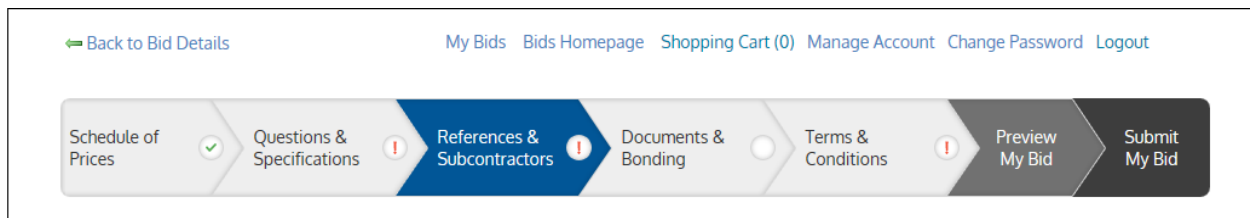


9. Please provide answers to any required questions asked by the purchaser and click Save My Bid when complete.

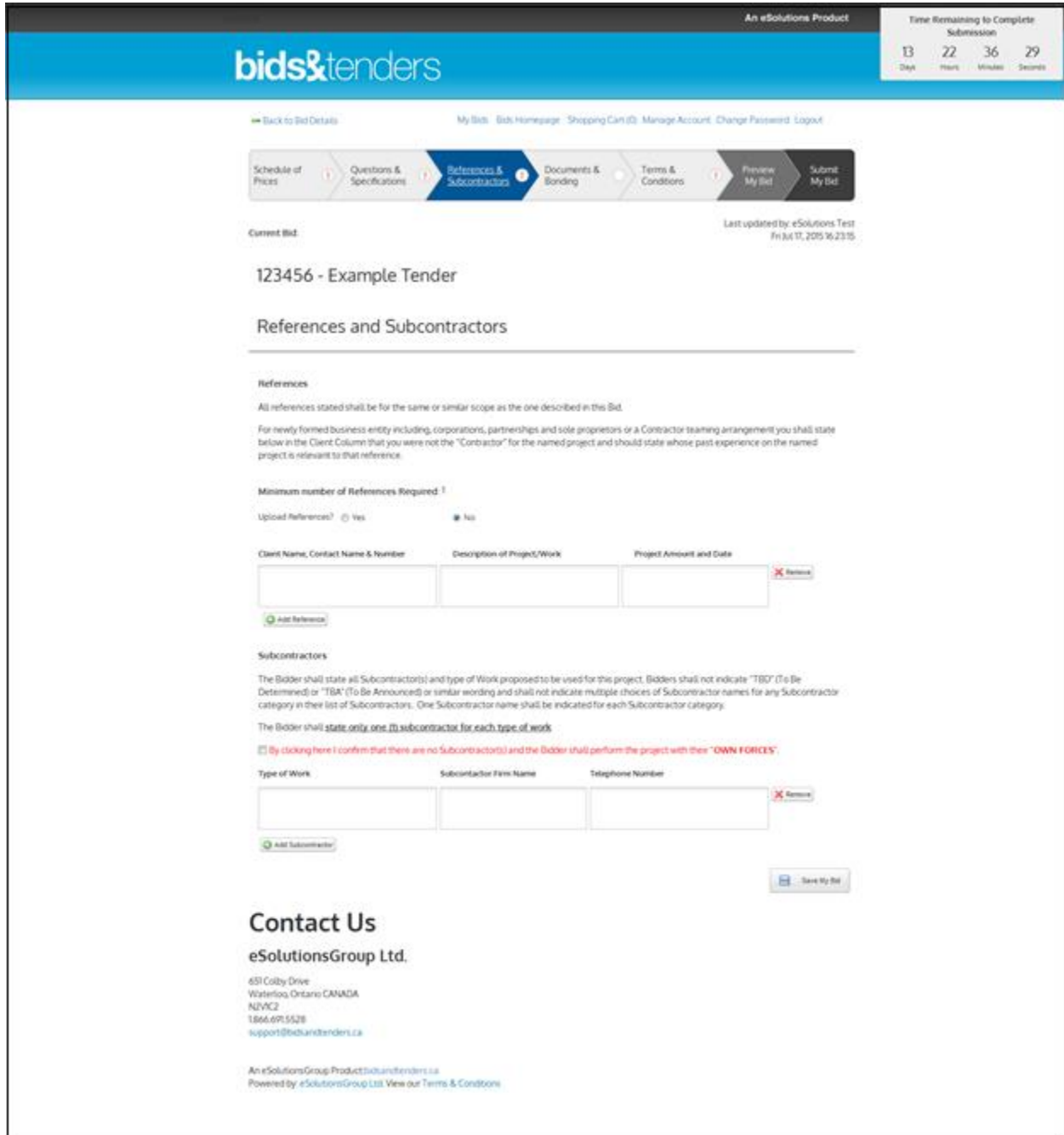
General Requirements

Req. No.	Requirement Description	Priority	Proponent Response*	Explanation/Justification (Mandatory if proponent response is YES)
1-1	The vendor's solution will restrict user access to administer or P1 maintain content on the Town's public website to authorized Town staff who are using Town owned devices connected on the Town's corporate network	P1	<input checked="" type="radio"/> Yes <input type="radio"/> No	
1-2	The vendor's solution will be compatible with the Town's VPN P1 system to allow authorized staff to administer and maintain content for the Town's public website from offsite locations	P1	<input type="radio"/> Yes <input type="radio"/> No	
1-3	The vendor's solution will ensure that the Town's new public P1 website is fully compliant with Canadian Anti-Spam Legislation (CASL)	P1	<input type="radio"/> Yes <input type="radio"/> No	
1-4	The vendor's solution will ensure that the Town's new public P1 website is fully compliant with Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)	P1	<input type="radio"/> Yes <input type="radio"/> No	
1-5	The vendor's solution will ensure that the Town's new public P1 website is fully PCI Level 2 compliant	P1	<input type="radio"/> Yes <input type="radio"/> No	
1-6	The vendor's solution will consist of a single core platform P2 that can largely meet all Town requirements out-of-the-box through configuration of the system	P2	<input type="radio"/> Yes <input type="radio"/> No	
1-7	The core platform being recommended as part of the vendor's P2 solution offers broad availability of third-party components, web parts, or widgets to extend base platform	P2	<input type="radio"/> Yes <input type="radio"/> No	
1-8	The core platform being recommended as part of the vendor's P2 solution is well recognized in the marketplace and has a clearly established product roadmap which demonstrates the continuous evolution of the product for years to come	P2	<input type="radio"/> Yes <input type="radio"/> No	

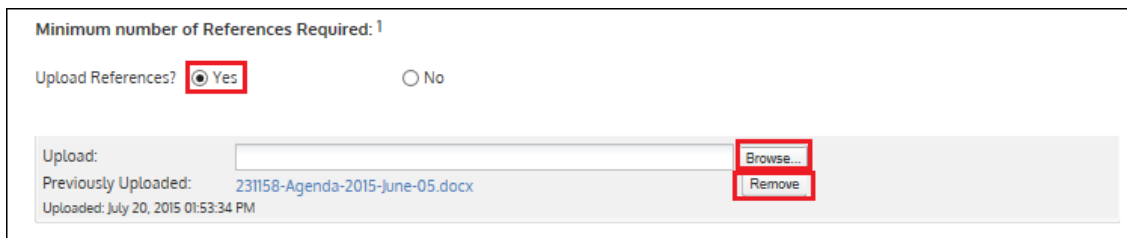
10. Click on References & Subcontractors on the top progress bar to continue. (This section may or may not be displayed depending on if the purchaser is requesting references or a list of subcontractors).



11. This will bring you to the References & Subcontractors section



12. To upload a reference, click Yes, and click browse to find the required reference. You can remove the reference at any time by clicking Remove.



13. If you will be using subcontractors, fill out the necessary boxes. To add additional subcontractors, click Add Subcontractor.

Subcontractors

The Bidder shall state all Subcontractor(s) and type of Work proposed to be used for this project. Bidders shall not indicate "TBD" (To Be Determined) or "TBA" (To Be Announced) or similar wording and shall not indicate multiple choices of Subcontractor names for any Subcontractor category in their list of Subcontractors. One Subcontractor name shall be indicated for each Subcontractor category.

The Bidder shall **state only one (1) subcontractor for each type of work**

[By clicking here I confirm that there are no Subcontractor\(s\) and the Bidder shall perform the project with their "OWN FORCES".](#)

Type of Work	Subcontractor Firm Name	Telephone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

14. If you will not be using subcontractors, click the confirm no Subcontractors box.

Subcontractors

The Bidder shall state all Subcontractor(s) and type of Work proposed to be used for this project. Bidders shall not indicate "TBD" (To Be Determined) or "TBA" (To Be Announced) or similar wording and shall not indicate multiple choices of Subcontractor names for any Subcontractor category in their list of Subcontractors. One Subcontractor name shall be indicated for each Subcontractor category.

The Bidder shall **state only one (1) subcontractor for each type of work**

[By clicking here I confirm that there are no Subcontractor\(s\) and the Bidder shall perform the project with their "OWN FORCES".](#)

Type of Work	Subcontractor Firm Name	Telephone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

15. Add your references by providing the company name, company contact and the contact's phone number, description of project/work, and the the project amount and date.

16. Click on Documents & Bonding on the top progress bar to continue. (This section may or may not be displayed depending on if the purchaser is requesting references or a list of subcontractors).

[← Back to Bid Details](#) [My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Change Password](#) [Logout](#)

Schedule of Prices	Questions & Specifications	References & Subcontractors	Documents & Bonding	Terms & Conditions	Preview My Bid	Submit My Bid
--------------------	----------------------------	-----------------------------	--------------------------------	--------------------	----------------	---------------

17. In the Documents section you can upload your bid document and any additional documents you would like to include with your online submission. Click Browse, select the file you would like to upload from your computer and press open. If you would like to remove a document from your submission, click Remove. When you have uploaded all of your documents, click Save My Bid at the bottom of the page.

Maximum file upload size is 500 MB

Envelope One

Upload: Browse...

Previously Uploaded: 231158-Agenda-2015-June-05.docx Remove

Uploaded: July 20, 2015 02:17:29 PM

BONDING UPLOAD SECTION

Bidders shall submit with their on-line bid either a Digital copy (preferred) or Scanned copy of both the Bid Deposit in the amount of ten(10%) percent of the Sub Total Contract Amount and An Undertaking to provide a Bond or a Letter of Credit in the amount of fifty (50%) of the Sub Total Contract Bid Amount, in one of the following two options:

Option # 1
A Digital Bid Bond & Undertaking to Bond (preferred by the owner)

Option # 2
A scanned Bid Bond & Undertaking to Bond – (pdf)

Bond Title

Upload: Browse...

To compress (or zip) a file or folder, follow these steps

1. Locate the file or folder that want to compress.
2. Right-click the file or folder, point to **Send to**, and then click **Compressed (zipped) folder**.

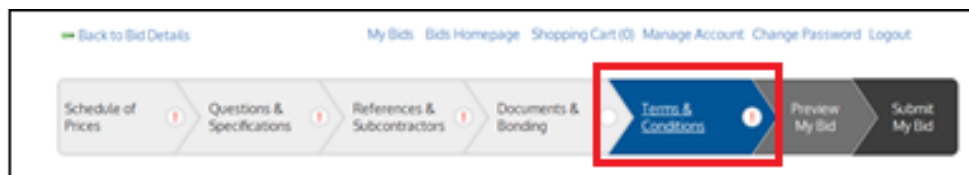
*A new compressed folder is created in the same location. To rename it, right-click the folder, click **Rename**, and then type the new name.*

To upload a document follow these steps

1. Click on the browse button to locate the file on your computer or network
2. Click the upload button
3. After the file has been successfully uploaded, a link to the document will appear on the screen, along with the time/date that it was uploaded.
4. If you have completed your document upload and are ready to finalize your submission then click the "Continue with Submission" button at the bottom of the screen. Or you may save and come back later.
5. If you need to remove the document, click the remove button next to the document name.

Save My Bid

18. Click on Terms & Conditions on the top progress bar to continue.



19. The Terms and Conditions section will load

An eSolutions Product

Time Remaining to Complete Submission
13 Days 22 Hours 35 Minutes 9 Seconds

My Bids Bids Homepage Shopping Cart (0) Manage Account Change Password Logout

Back to Bid Details

Schedule of Prices Questions & Specifications References & Subcontractors Documents & Bonding **Terms & Conditions** Preview My Bid Submit My Bid

Current Bid Last updated by: eSolutions Test Fri Jul 17, 2015 16:24:32

123456 - Example Tender

Terms and Conditions

The Bidder hereby acknowledges and agrees:

1. To provide all goods, services and construction, as more specifically set out and in accordance with the Owner's Bid Call Document, including but not limited to the scope of work, specifications, drawings, Addenda (if issued by the Owner), the terms and conditions, etc. stated therein, which are expressly acknowledged and made part of the Contract.
2. The Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
3. I/WE do hereby Bid and offers enter into a Contract to do all the Work as specified in the Bid Call Document(s) which shall include all costs but not limited to: freight, duty, currency, etc. in accordance with the prices and terms as submitted by the Bidder herein.
4. If I/WE withdraw the Bid before the formal Contract is executed by the Awarded Bidder for the said Work or Ninety (90) Calendar Days, whichever event first occurs, the amount of the Bid Deposit accompanying this Bid (if applicable to this Bid) shall be forfeited to the Owner.
5. If the Bid is accepted, I/WE agree to furnish all required documentation, as required by the Bid Call Document(s) within Ten (10) Calendar Days after notification of Award.
6. I/WE acknowledge and agree that any issued Addendum/Addenda forms part of the Bid Call Document.
7. I/WE declare that I have read and understood the Owner's Supplier Code of Conduct in its entirety (which can be viewed on this web page: [Supplier Code of Conduct](#)) and my organization, and our sub-contractors, are not only in full compliance with this Supplier Code of Conduct but we will maintain compliance with it throughout the full duration of this Contract.
8. I/WE, declare I have read and understood the Owner's Contractor Performance Procedures which can be viewed on this web page: [Contractor Performance Procedures](#).
9. I/WE, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the Accessibility for Ontarians with Disabilities Act, 2005. If requested, we are able to provide written proof that all employees have been trained as required under the act. I/WE shall be aware and sensitive to accessibility and disability issues.
10. I/WE (including any related or affiliated entities and any principal thereof) have no unresolved litigation with the Owner.

I/WE agree to be bound by the terms and conditions contained in the Bid Document and any applicable Addenda, and the person named below has the authority to submit this bid on behalf of the Bidder.

First Name:
Last Name:
Title:

The bidder shall declare any potential conflict of interest that could arise from bidding on this bid.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.
Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addenda 1 Friday July 17, 2015 03:42 PM	<input type="checkbox"/>	-- Download

Contact Us

eSolutionsGroup Ltd.
651 Colby Drive
Waterloo, Ontario CANADA
N2V1C7
1-866-691-5528
support@bidsandtenders.ca

An eSolutionsGroup Product [Bidsandtenders.ca](#)
Powered by: eSolutionsGroup Ltd. [View our Terms & Conditions](#)

20. After reading the Terms of Service and Disclaimer, check off the box to agree to the terms and indicate that you are able to submit to the bid on behalf of your company. Enter your first and last name in the text box. Check off yes or no to indicate if there is any potential conflict of interest, and final, check off the box to acknowledge you have reviewed any addendum and attachments if applicable.

6. I/WE acknowledge and agree that any issued Addendum/Addenda forms part of the Bid Call Document.

7. I/WE, declare that I have read and understood the Owner's Supplier Code of Conduct in its entirety (which can be viewed on this web page [Supplier Code of Conduct](#) and my organization, and our sub-contractors, are not only in full compliance with this Supplier Code of Conduct but we will maintain compliance with it throughout the full duration of this Contract.

8. I/WE, declare I have read and understood the Owner's Contractor Performance Procedures which can be viewed on this web page [Contractor Performance Procedures](#).

9. I/WE, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the Accessibility for Ontarians with Disabilities Act, 2005. If requested, we are able to provide written proof that all employees have been trained as required under the act. I/WE shall be aware and sensitive to accessibility and disability issues.

10. I/WE (including any related or affiliated entities and any principal thereof) have no unresolved litigation with the Owner.

I/WE agree to be bound by the terms and conditions contained in the Bid Document and any applicable Addenda, and the person named below has the authority to submit this bid on behalf of the Bidder.

First Name:

Last Name:

Title:

The bidder shall declare any potential conflict of interest that could arise from bidding on this bid.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.
Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages	
Addenda 1 Friday July 17, 2015 03:42 PM	<input checked="" type="checkbox"/>	--	Download

[Save My Bid](#)

21. Click Preview My Bid to view an HTML version of your bid submission.

[← Back to Bid Details](#) [My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Change Password](#) [Logout](#)

Schedule of Prices

Questions & Specifications

References & Subcontractors

Documents & Bonding

Terms & Conditions

Preview My Bid

Submit My Bid

22. An HTML version of your bid submission will be generated. Look over your bid submission preview to ensure all details are accurate.

123456 - Example Tender

Opening Date: Wednesday July 01, 2015 15:00:00

Closing Date: Friday July 31, 2015 15:00:00

Vendor Details

Company Name: eSolutionsGroup Ltd.
 651 Colby Drive.
 Address: Waterloo, Ontario N2V1C2
 Contact: Nicole Pyman
 Email: npyman@esolutionsgroup.ca
 Phone: 111-111-1111
 HST#:

Submission Details

Created On: Friday July 17, 2015 15:51:24
 Submitted On:
 Submitted By:
 Email:
 Transaction #:
 Submitter's IP Address:

Specification Tables

General Requirements

Req. No.	Requirement Description	Priority	Proponent Response	Explanation/Justification (Mandatory if proponent response is YES)
1-1	The vendor's solution will restrict user access to administer or maintain content on the Town's public website to authorized Town staff who are using Town owned devices connected on the Town's corporate	P1		

Table 1 - COPY	\$320.00
Table 2	\$0.00
Table 1	\$320.00
Subtotal Contract Amount:	\$640.00

Terms and Conditions

The Bidder hereby acknowledges and agrees:

- To provide all goods, services and construction, as more specifically set out and in accordance with the Owner's Bid Call Document, including but not limited to the scope of work, specifications, drawings, Addenda (if issued by the Owner), the terms and conditions, etc. stated therein, which are expressly acknowledged and made part of this Contract.
- This Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
- I/WE do hereby Bid and offer to enter into a Contract to do all the Work as specified in the Bid Call Document(s) which shall include all costs but not limited to: freight, duty, currency, etc. in accordance with the prices and terms as submitted by the Bidder herein.
- If I/WE withdraw this Bid before the formal Contract is executed by the Awarded Bidder for the said Work for Ninety (90) Calendar Days, whichever event first occurs, the amount of the Bid Deposit accompanying this Bid (if applicable to this bid) shall be forfeited to the Owner.
- If the Bid is accepted, I/WE agree to furnish all required documentation, as required by the Bid Call Document(s) within Ten (10) Calendar Days after notification of Award.
- I/WE acknowledge and agree that any issued Addendum/Addenda forms part of the Bid Call Document.
- I/WE declare that I have read and understood the Owner's Supplier Code of Conduct in its entirety (which can be viewed on this web page [Supplier Code of Conduct](#) and my organization, and our sub-contractors, are not only in full compliance with this Supplier Code of Conduct but we will maintain compliance with it throughout the full duration of this Contract.
- I/WE declare I have read and understood the Owner's Contractor Performance Procedures which can be viewed on this web page [Contractor Performance Procedures](#).
- I/WE certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the Accessibility for Ontarians with Disabilities Act, 2005. If requested, we are able to provide written proof that all employees have been trained as required under the act. I/WE shall be aware and sensitive to accessibility and disability issues.
- I/WE (including any related or affiliated entities and any principal thereof) have no unresolved litigation with the Owner.

I/WE agree to be bound by the terms and conditions contained in the Bid Document and any applicable Addenda, and the person named below has the authority to submit this bid on behalf of the Bidder.
 - Nicole Pyman, Mrs.
 The bidder shall declare any potential conflict of interest that could arise from bidding on this bid.

Yes No

Please provide a description in the box below of the potential conflict of interest that you may have.

There is no conflict.

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.
 Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
test Fri, July 3 2015 02:23 PM	<input type="checkbox"/>	--

23. If at any time you would like to edit your submission, you can do so by clicking the required menu item at the top of the page and editing your submission details.

[← Back to Bid Details](#)

[My Bids](#)
[Bids Homepage](#)
[Shopping Cart \(0\)](#)
[Manage Account](#)
[Change Password](#)
[Logout](#)

Schedule of Prices

Questions & Specifications

References & Subcontractors

Documents & Bonding

Terms & Conditions

Preview My Bid

Submit My Bid

Last updated by: Nicole Pyman
 Fri Jul 17, 2015 13:44:42

Current Bid:

12345 - Dave's Spec Table

Questions

Test question required

Test question that is not required

Specifications

24. Click Save My Bid at any time to save your work.

11	Yes	False	4	3	fasdf	\$ <input type="text"/>	\$ <input type="text"/>	*
12	Yes	False	234	234	234	\$ <input type="text"/>	\$ <input type="text"/>	*
13	Yes	False	2	3	4	\$ <input type="text"/>	\$ <input type="text"/>	*
14	Yes	False	234	234	234	\$ <input type="text"/>	\$ <input type="text"/>	*
15	Yes	False	24	234	234	\$ <input type="text"/>	\$ <input type="text"/>	*

spec field tax message

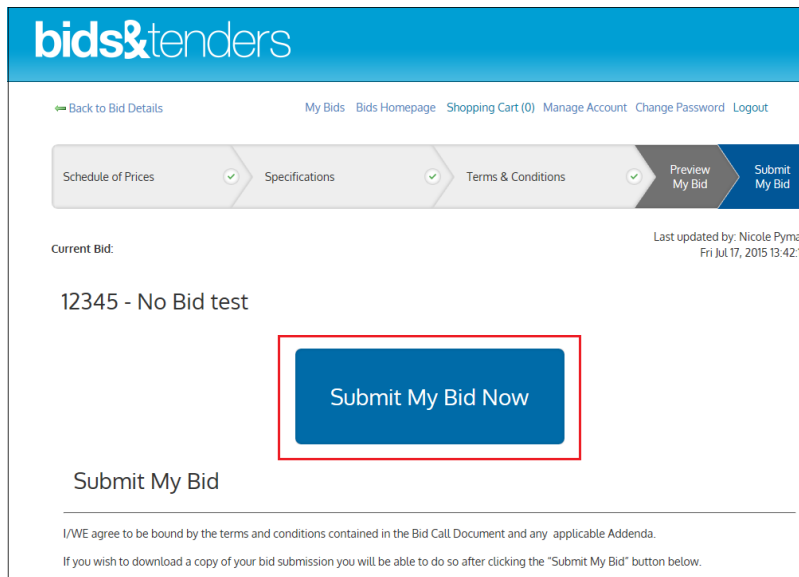
← Previous
|

Rows 1 to 15 of 25

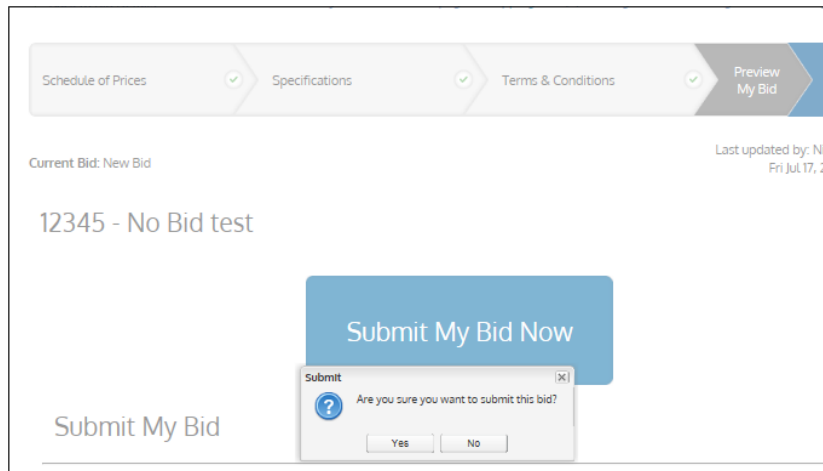
|
Next →

Save My Bid

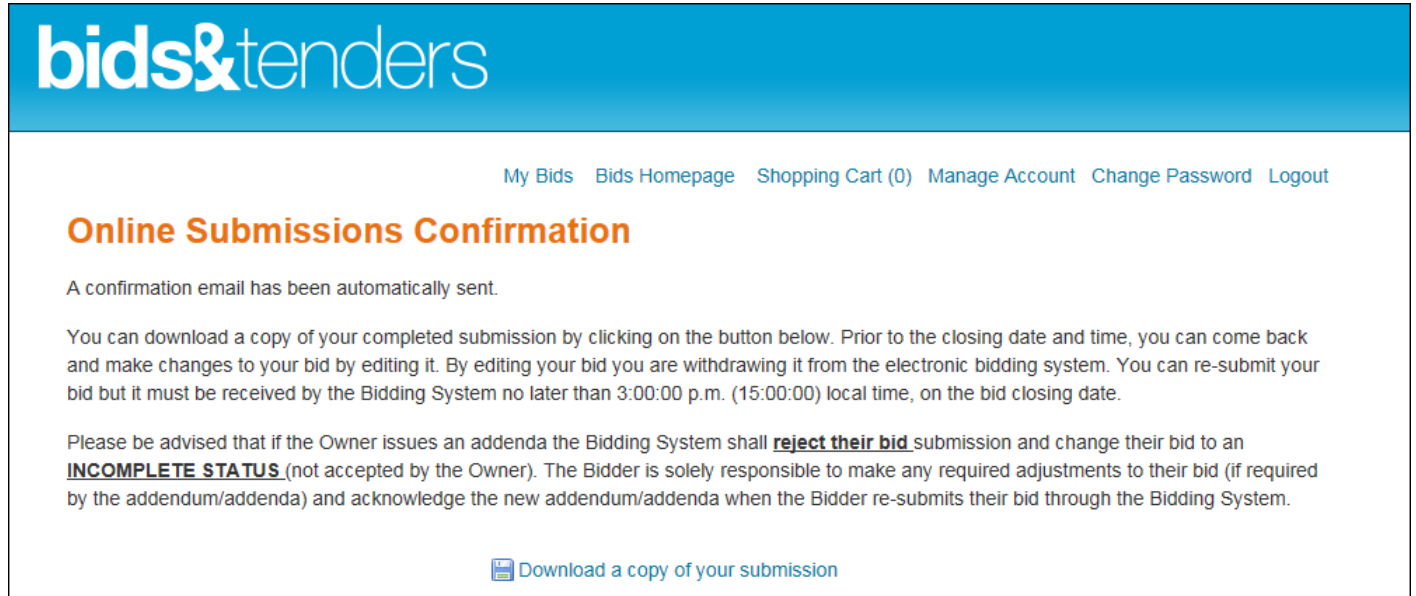
25. Once you are satisfied with your submission and would like to process your bid submission, Click Submit My Bid Now.



26. The Confirm Submit pop-up box will appear. Click Yes to submit your bid. Click Cancel if you are not ready to submit.

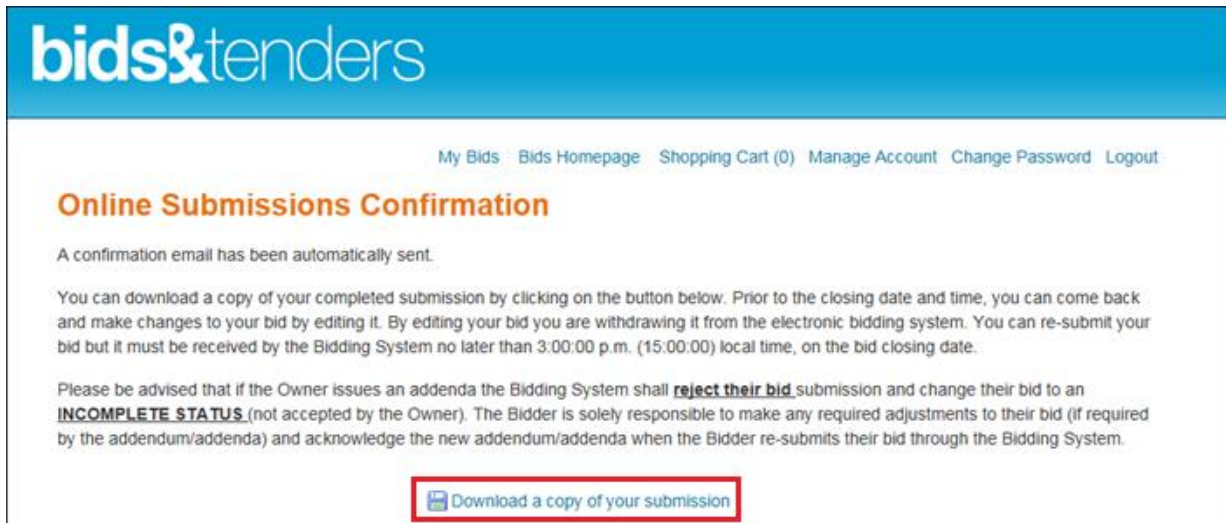


27. You will be taken to a page that indicates your submission was completed and successfully submitted to the purchaser.



28. You will also receive an automated email informing you that your bid was successfully submitted.

29. Click the Download a copy of your submission icon to download a PDF version of your submission.



ERRORS WITH BID SUBMISSION

1. After clicking the Submit button to complete your bid submission, you may receive an error message.

The screenshot shows a bid submission progress bar at the top with steps: Schedule of Prices (checked), Questions & Specifications (warning), References & Subcontractors (warning), Documents & Bonding (warning), Terms & Conditions (warning), Preview My Bid, and Submit My Bid. Below the progress bar, it says 'Current Bid: 12345 - Dave's Spec Table' and 'Last updated by: Nicole Pyman Fri Jul 17, 2015 14:35:25'. A large pink warning box contains the following text:

BID INCOMPLETE WARNINGS

- This bid has a total submitted value of \$0.00.

If this is intended please ignore this/these warning(s) and continue with your submission.

ERRORS

Category	Error	Action
Questions	An answer is missing for required question: 1	Fix it!
References	A minimum of 2 references must be filled out in their entirety or a document with the minimum number of references must be uploaded.	Fix it!
Subcontractors	You must either opt out of providing subcontractor references or provide at least one complete subcontractor reference.	Fix it!
Documents & Bonding	Envelope One is a required document is a required document	Fix it!
Terms & Conditions	You must agree to the terms and conditions and provide your full name and title. You must specify whether or not a conflict of interest exists.	Fix it! Fix it!

2. The error details will be listed. You may be missing some required details/sections for your submission. Click on the Fix It button to the right of the error to go straight to the section you need to complete and fill in your missing details.

Schedule of Prices Questions & Specifications References & Subcontractors Documents & Bonding Terms & Conditions Preview My Bid

Current Bid: Last updated by: Nicole Pyman
Fri Jul 17, 2015 14:35:25

12345 - Dave's Spec Table

BID INCOMPLETE WARNINGS

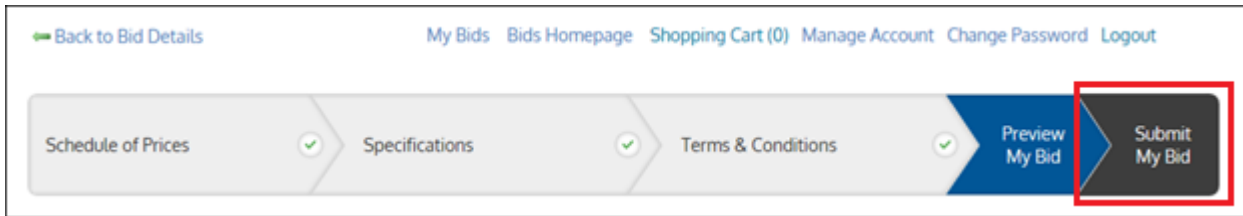
- This bid has a total submitted value of \$0.00.

If this is intended please ignore this/these warning(s) and continue with your submission.

ERRORS

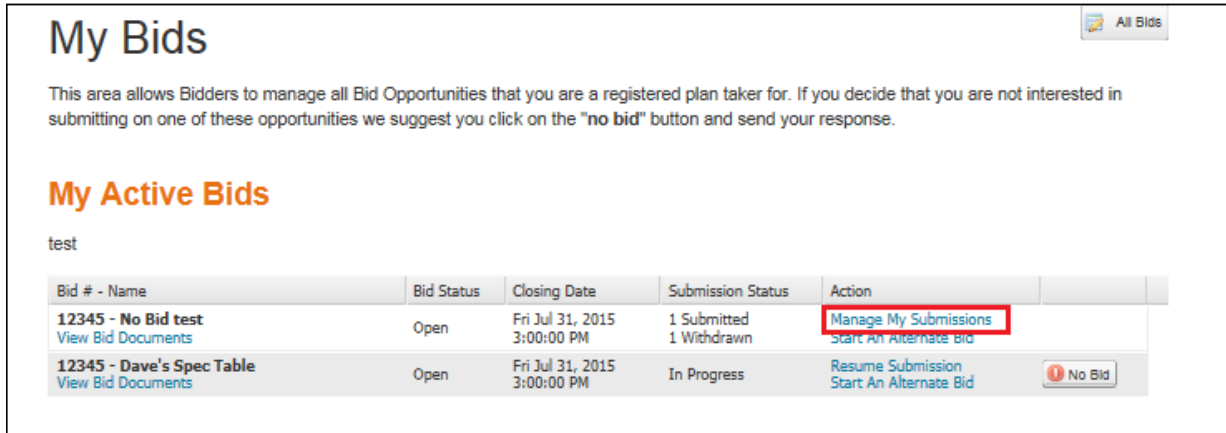
Questions	Fix it!
<ul style="list-style-type: none">An answer is missing for required question: 1	
References	Fix it!
<ul style="list-style-type: none">A minimum of 2 references must be filled out in their entirety or a document with the minimum number of references must be uploaded.	
Subcontractors	Fix it!
<ul style="list-style-type: none">You must either opt out of providing subcontractor references or provide at least one complete subcontractor reference.	
Documents & Bonding	Fix it!
<ul style="list-style-type: none">Envelope One is a required documentis a required document	
Terms & Conditons	
<ul style="list-style-type: none">You must agree to the terms and conditions and provide your full name and title.You must specify whether or not a conflict of interest exists.	Fix it! Fix it!

3. Once you have filled in the missing information, click Submit My Bid to try submitting the bid again.

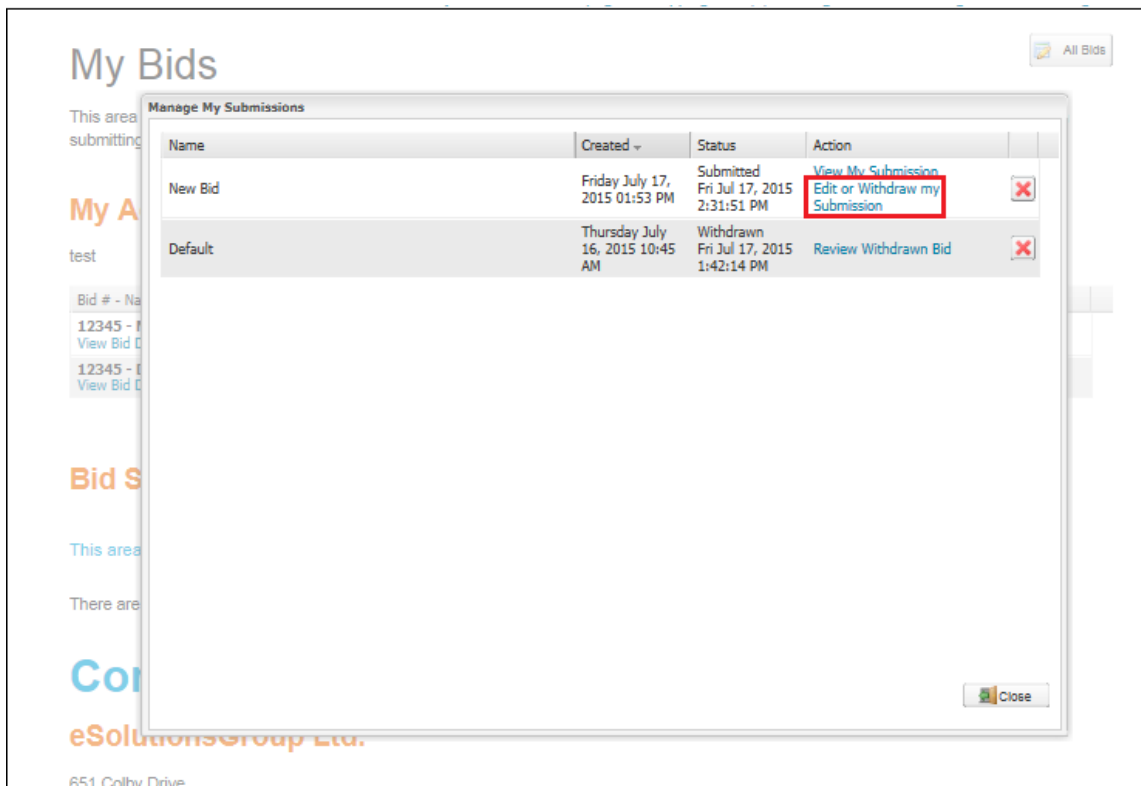


EDITING YOUR BID SUBMISSION

- 1. Go to the My Bids page. Find the bid opportunity that you wish to edit and click on Manage My Submissions.



- 2. Click Edit Submission.



3. Click Edit Submission.

Edit or Withdraw Submission

To **edit your submission**, the Bidder shall click on the edit button. By clicking the edit button you are withdrawing your submission and will not have a registered submission with the Town of Newmarket. **Bidders may edit their bid submission and re-submit through the Bidding System prior to the bid closing time and date!**

To **withdraw your submission**, the Bidder shall click on the withdraw button. By clicking the withdrawal button you are withdrawing your submission and will not have a registered submission with the Town of Newmarket.

[Edit Submission](#) [Withdraw Submission](#) [View Bid Details](#) [Home](#)

4. Click on Confirm to withdraw you submission and begin edits.

Confirm Edit of Completed Submission

By clicking the edit button you are withdrawing your submission and will not have a registered Bid submission with the Town of Newmarket. Bidders may edit their bid submission and re-submit through the Bidding System. Your resubmission shall be RECEIVED by the Bidding System, no later than the bid closing time and date!

Do you wish to continue with changes to your submission?

[Confirm](#) [Cancel](#)

5. You will receive an automated email informing you that your bid has been withdrawn.

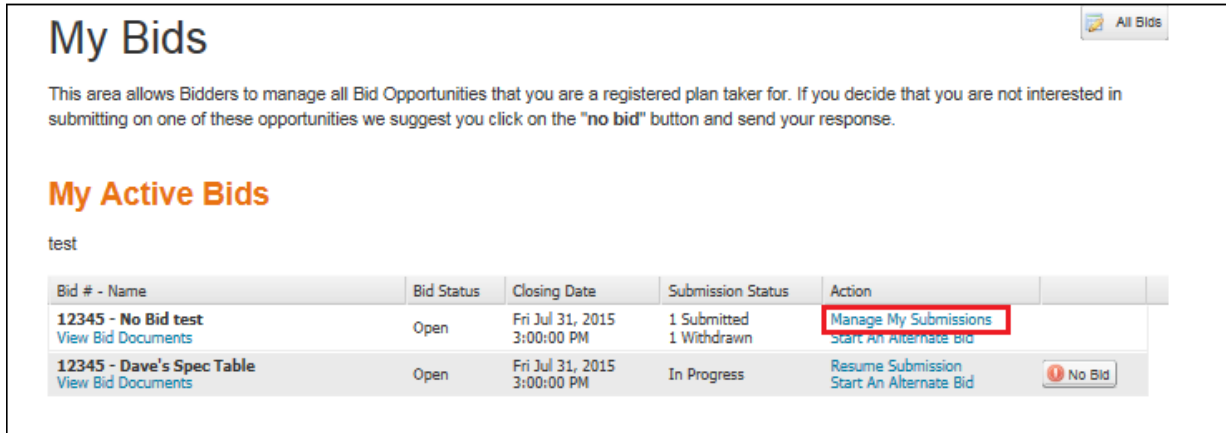
6. Edit the sections as required. When ready to submit, click Submit My Bid.

[Back to Bid Details](#) [My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Change Password](#) [Logout](#)

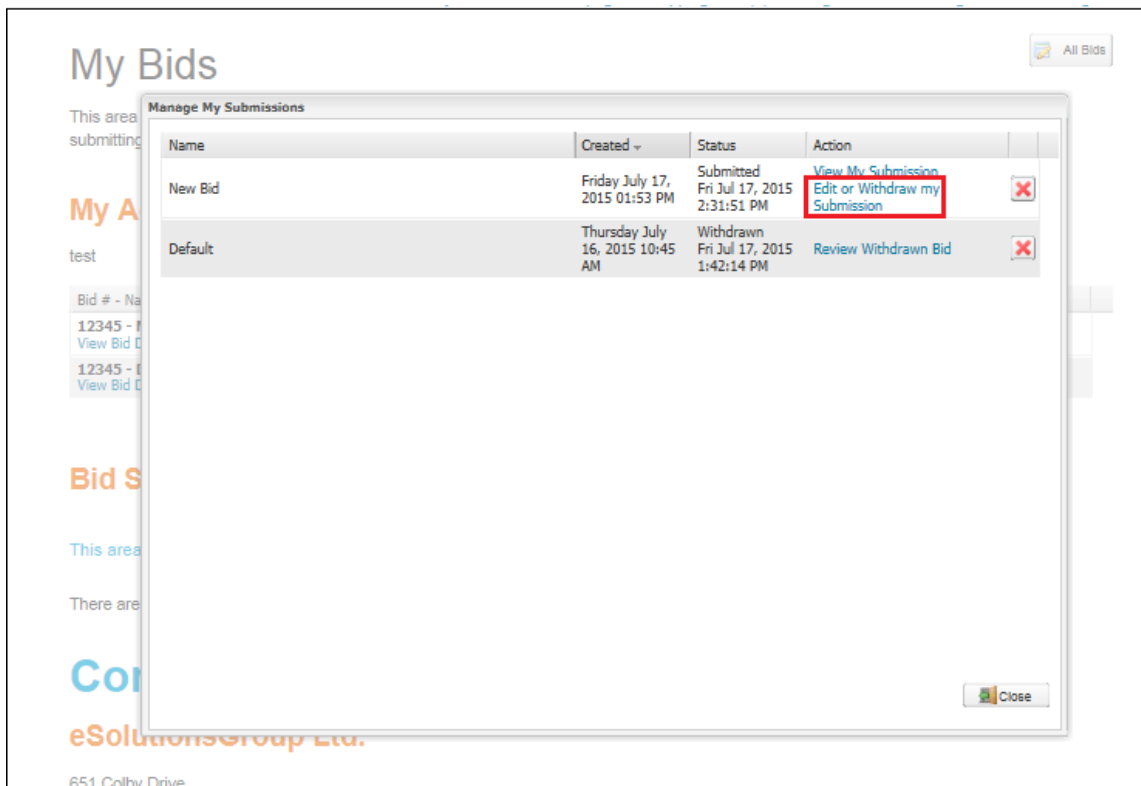
Schedule of Prices ✓ Specifications ✓ Terms & Conditions ✓ Preview My Bid **Submit My Bid**

WITHDRAWING YOUR SUBMISSION

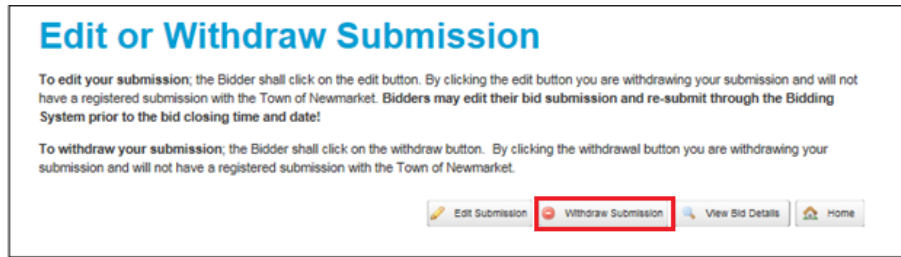
- 1. Go to the My Bids page. Find the bid opportunity that you wish to withdraw and click on Manage My Submissions.



- 2. Click Edit or Withdraw my Submission.



3. Click on Withdraw Submission to withdraw your bid submission.



4. You will receive an automated email informing you that your bid submission has been successfully withdrawn.

SUBMITTING AN ALTERNATE BID

1. Go to the My Bids page. Find the bid opportunity that you wish to edit and click on Start an Alternate Bid

My Active Bids

test

Bid # - Name	Bid Status	Closing Date	Submission Status	Action
123456 - Example Tender View Bid Documents	Open	Fri Jul 31, 2015 3:00:00 PM	2 In Progress	Manage My Submissions Start An Alternate Bid
12345 - No Bid test View Bid Documents	Open	Fri Jul 31, 2015 3:00:00 PM	2 Withdrawn	Manage My Submissions Start An Alternate Bid
12345 - Dave's Spec Table View Bid Documents	Open	Fri Jul 31, 2015 3:00:00 PM	In Progress	Resume Submission Start An Alternate Bid

2. Enter the name of the alternate bid and click Create

Start An Alternate Bid

Assign a name or short description to the bid to help identify and differentiate from other bids.

Name or Description:

3. You will be directed to the Online Submission section. Proceed to fill out all sections as before for the previous bid. Note that the name of your bid will be displayed in the top left corner.

← Back to Bid Details My Bids Bids Homepage Shopping Cart (0) Manage Account Change Password Logout

Schedule of Prices ✓
 Specifications ✓
 Terms & Conditions !
 Preview My Bid
 Submit My Bid

Current Bid: Bid 2 Green Option Last updated by: Nicole Pyman
Fri Jul 17, 2015 16:04:34

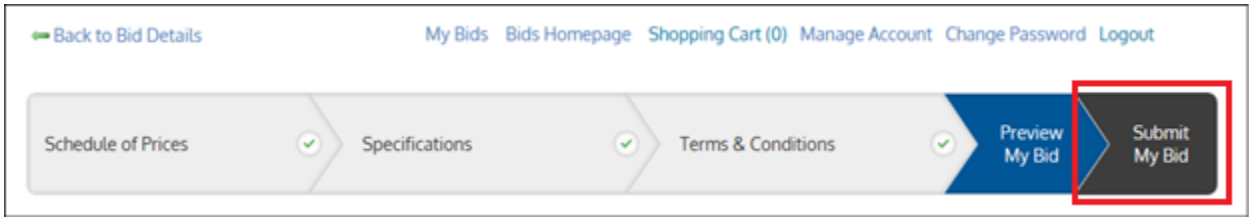
12345 - No Bid test

Schedule of Prices

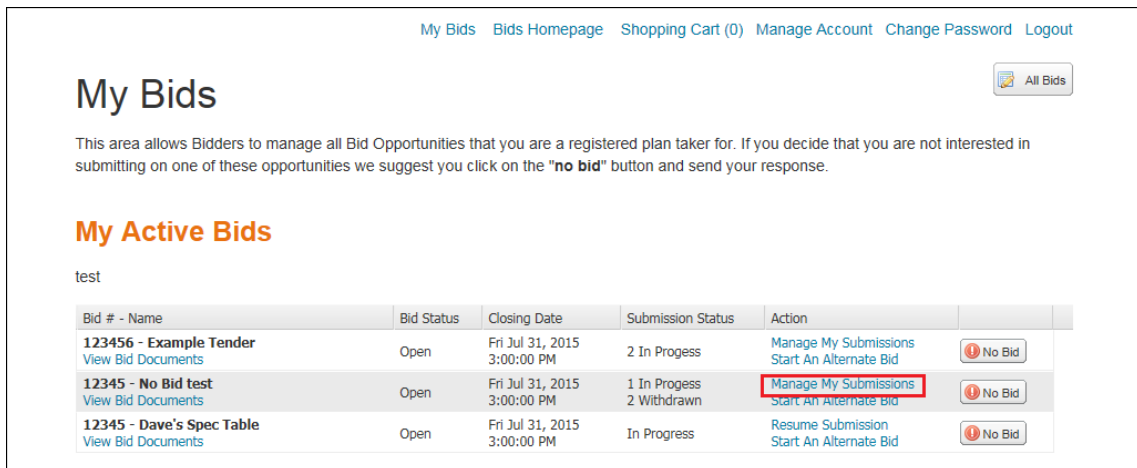
The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. HST is additional. In lawful money of Canada.

The first table is a Summary Table which provides your Sub-Total for each pricing table and also indicates whether or not the table is mandatory or not. Asterisk's within the table denotes a "MANDATORY" line item.

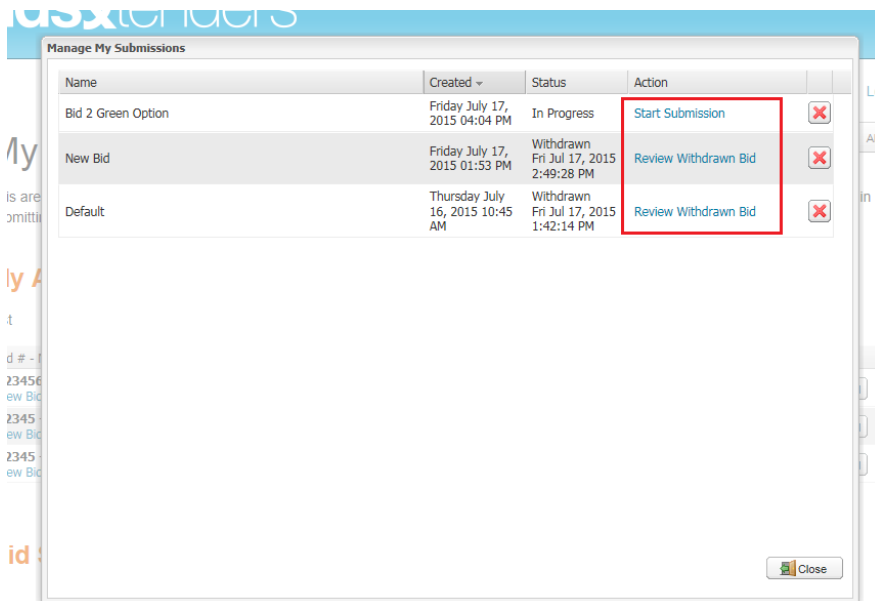
- 4. When you are ready to submit, click on Submit My Bid.
- 5.



- 6. To view or edit your alternate submission, go to the My Bids page, and click on Manage My Submissions



- 7. Click on the action that you would like to complete.



FREQUENTLY ASKED QUESTIONS - ONLINE BID SUBMISSIONS

WHAT IS AN ONLINE BID SUBMISSION?

The Bids and Tenders system allows for vendors to submit their response to a bid opportunity (RFI, RFQ, RFP, Tender etc.) completely online. It is a timely, audited and fully secure environment.

WHAT FILE TYPES ARE SUPPORTED?

Our system accepts all types of non-malicious files including drawings, rich text, word processing, images, media, PDFs and excels files.

WHAT DO I NEED TO INCLUDE IN MY BID PACKAGE?

Requirements for bid submissions can vary for each bid opportunity. Always refer to the instructions provided by the buyer.

IS THERE A SIZE LIMIT TO THE FILES I CAN UPLOAD?

The system has the ability to upload files as large as 500MB

MY FILES SIZE IS OVER 500MB, WHAT CAN I DO?

Did you scan in the documents of your bid response? If so, they may be saved in a high definition format (large file sizes). If this is the case try printing them to PDF to reduce the file size.

HOW LONG WILL IT TAKE TO UPLOAD MY BID?

We recommend uploading or completing your online bid submission **four hours** prior to the bid closing date/time. This buffer should provide enough time to ensure the document uploads successfully before the bid opportunity closes. If you are submitting your bid on using a computer that does not have high-speed internet, you may want to consider giving yourself more than four hours for the submission upload process.

WHY WILL MY BID NOT SUBMIT?

If you try to process your bid submission past the closing date/time, you will receive a message stating that you have missed the deadline and your bid cannot be accepted. If the document simply fails to upload, you may be trying to submit a file type that is not supported by the system. Always refer to the bid submission instructions provided by the purchaser. Contact Technical Support support@bidsandtenders.ca

HOW DO I KNOW THAT MY BID HAS BEEN SUCCESSFULLY SUBMITTED?

There are two types of confirmations; an on screen display and an email notification (that goes to all contacts on your vendor profile).

Upon submission, you will receive a bid submission receipt page which includes details such as:

- Time and Date of when the completed submission was received

- Addendums that were acknowledged with date/time stamp and IP address
- Auto generated confirmation number
- Company Details

ONCE I'VE SUBMITTED MY BID, CAN I MAKE CHANGES?

You can edit your bid and withdraw your bid up to the closing date/time of the bid. When a bid is withdrawn, all of the contacts on the vendor profiles are notified via email. Bidders are able to withdraw and / or modify their submission up until the closing date/time. If the bidder does withdraw, the system will send an email to all contacts on the vendor's profile. If you withdraw your bid and do not resubmit your bid, then you no longer have a bid registered with the agency

DOES THE PURCHASING ENTITY HAVE INSTANT ACCESS TO MY BID?

No, the system places all bid submissions into a virtual locked box where they cannot be viewed until the closing date and time.

CAN OTHER VENDORS SEE THAT I'VE SUBMITTED A BID?

The Bids and Tenders system gives buyers the option to publish a summary of the award results to the website, but only after the bid had closed. The details of what is posted and if its posted at all will depend on the agency's policy and bylaws.