

Bids and Tenders - Vendor Guide

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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.

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Bid Opportunities

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

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.

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

Search Criteria

Keyword(s):

Status:

[Search](#) [Clear](#)

Search Results

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

[Register as a Plan Taker](#) [Bid Details](#) | [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 new <https://bids.stjohns.ca> 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.

bids&tenders

Bid Opportunities

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

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.

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

Search Criteria

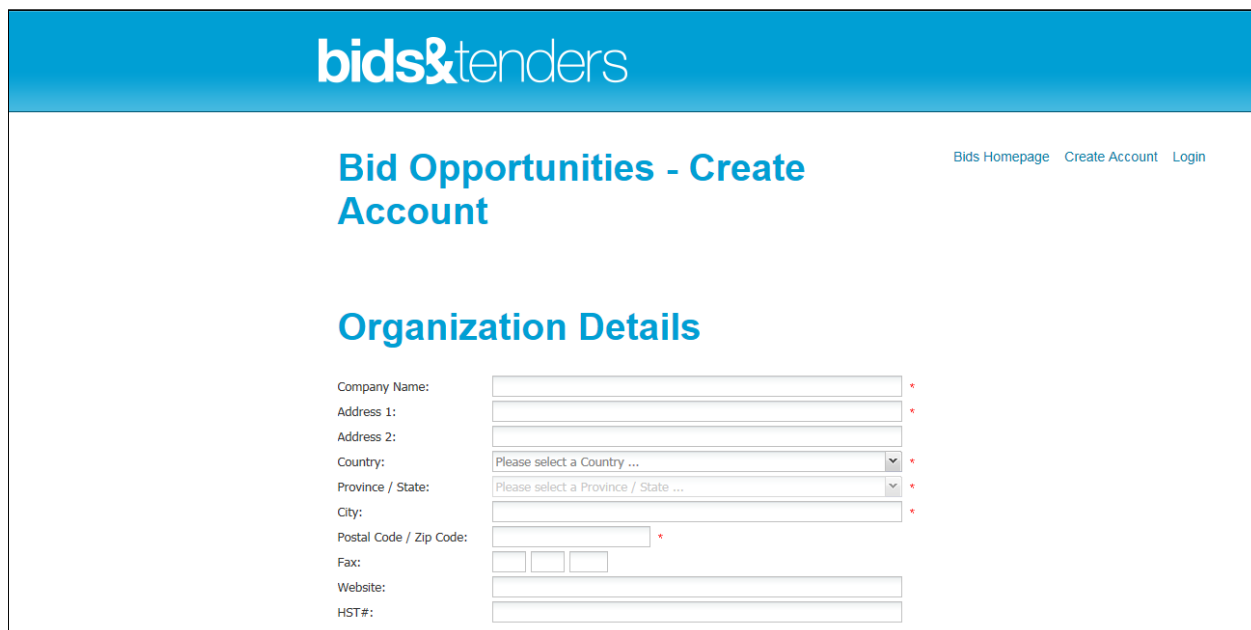
Keyword(s):

Status:

[Search](#) [Clear](#)

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.



The screenshot shows the 'Bids & Tenders' website interface. The main heading is 'Bid Opportunities - Create Account'. In the top right corner, there are links for 'Bids Homepage', 'Create Account', and 'Login'. The 'Organization Details' section contains the following fields:

- 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?

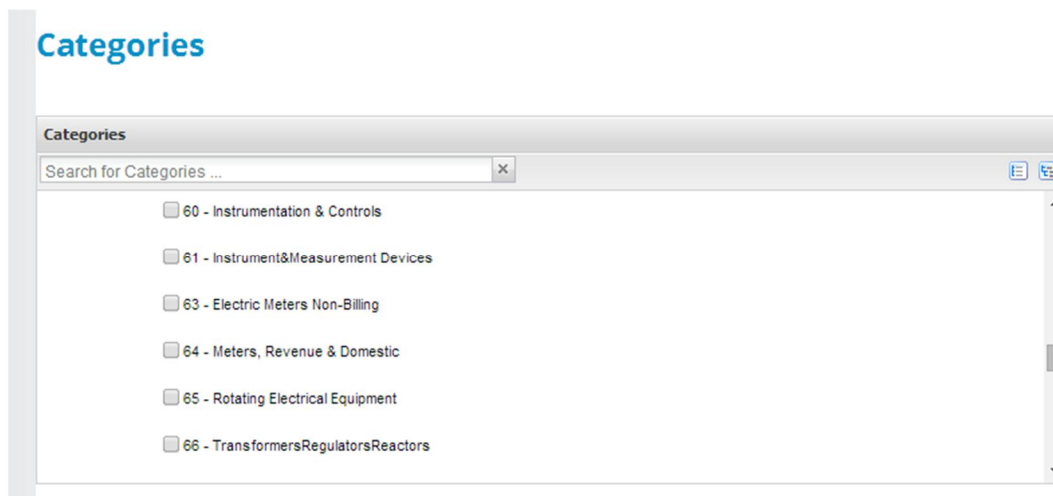
In the event of an emergency the Procurement Department is developing a Vendor Emergency Contact List. We are interested in receiving emergency contact information that would be useful during an emergency. This is not a commitment to purchase.

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.



Categories

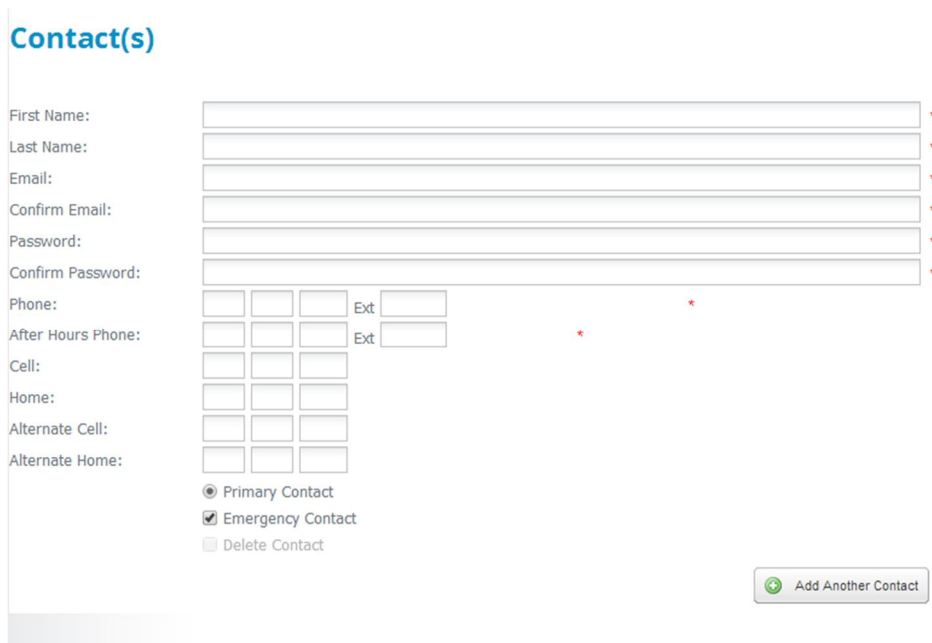
Search for Categories ...

- ☐ 60 - Instrumentation & Controls
- ☐ 61 - Instrument&Measurement Devices
- ☐ 63 - Electric Meters Non-Billing
- ☐ 64 - Meters, Revenue & Domestic
- ☐ 65 - Rotating Electrical Equipment
- ☐ 66 - TransformersRegulatorsReactors

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

[Add Another 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.

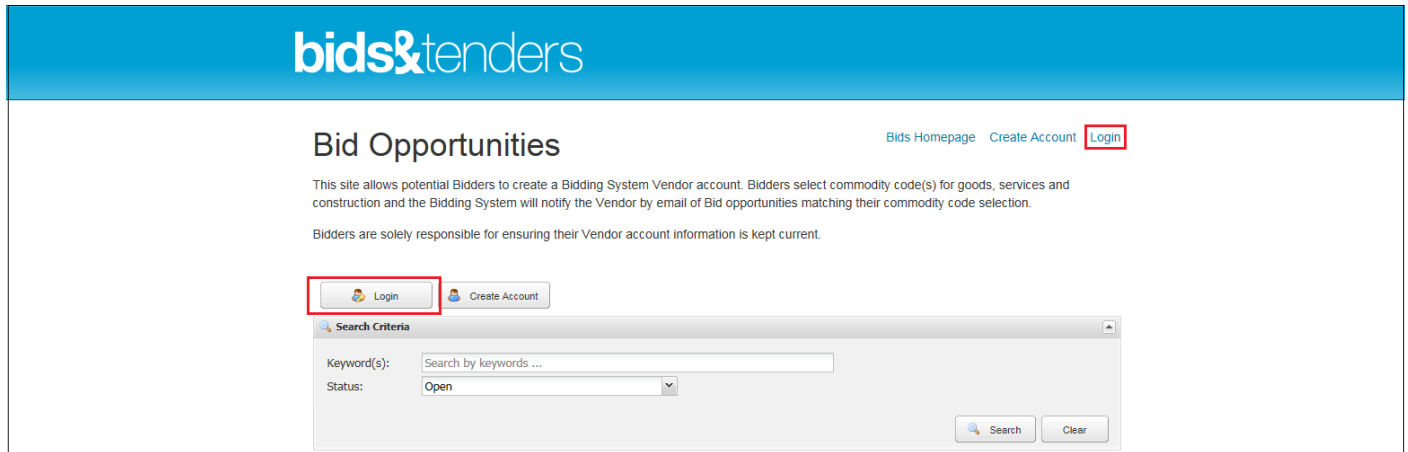
Contact Us

eSolutionsGroup Ltd.

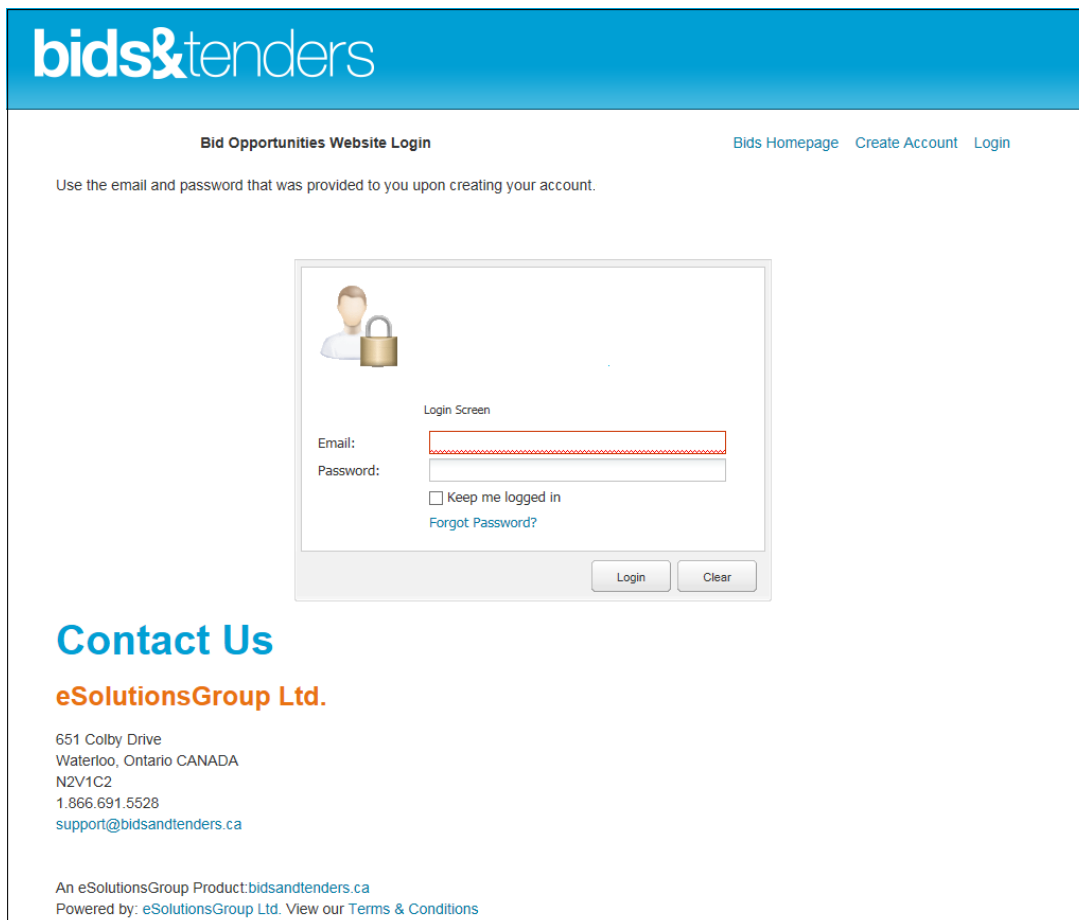
651 Colby Drive
Waterloo, Ontario CANADA
N2V1C2
1.866.691.5528
support@bidsandtenders.ca

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.)

Bid Opportunities Website Login

Use the username and password that was provided to you upon creating your account

Bids Homepage Create Account Login

Login Screen

Email: kmcconnell@esolutionsgroup.ca

Password: *****

☒ Keep me logged in

[Forgot Password?](#)

Login Clear

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

Bid Opportunities Website Login

Use the username and password that was provided to you upon creating your account

Bids Homepage Create Account Login

Login Screen

Email: kmcconnell@esolutionsgroup.ca

Password: *****

☐ Keep me logged in

[Forgot Password?](#)

Login Clear

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

bids&tenders

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):

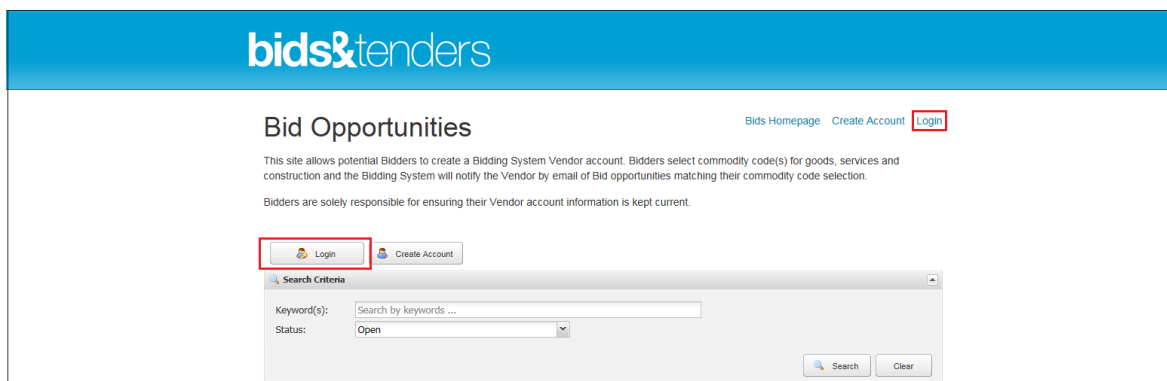
Status:

Search Results

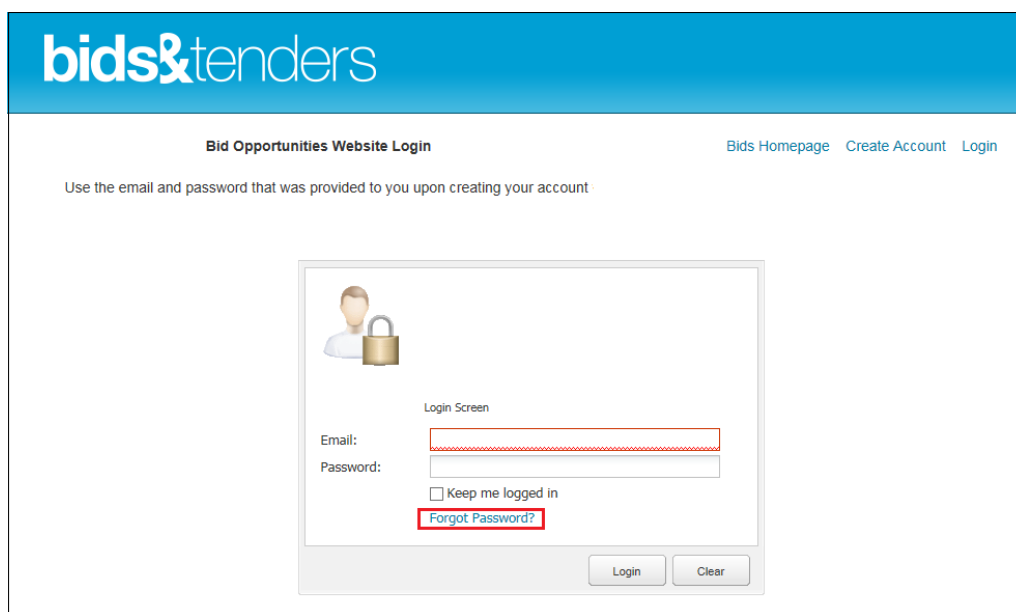
Bid Name	Bid Status	Bid Closing Date	Days Left
12345 - test dialog2	Open	Fri July 31, 2015 3:00:00 PM	15
Register as a Plan Taker		Bid Details Plan Takers	
123 - test dialog	Open	Fri July 31, 2015 3:00:00 PM	15
Register as a Plan Taker		Bid Details Download Documents (1) Plan Takers	
123456 - export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

FORGOT PASSWORD

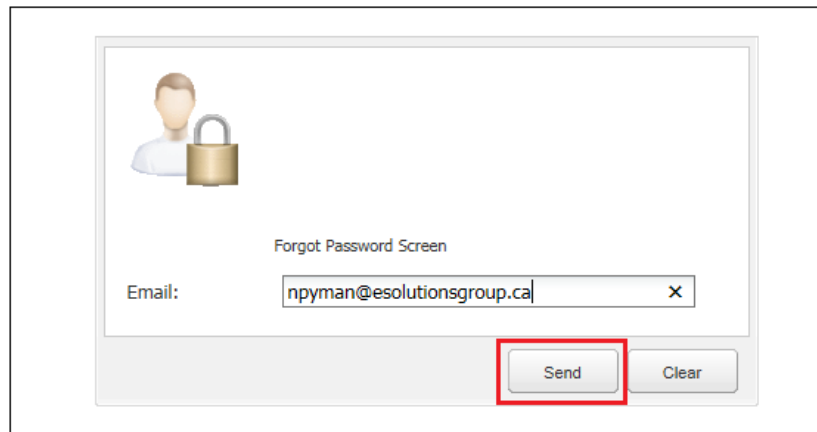
1. Click Login.



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.



The image shows a web form titled "Forgot Password Screen". At the top left is an icon of a person with a padlock. Below the icon, the text "Forgot Password Screen" is centered. Underneath, there is a label "Email:" followed by a text input field containing the email address "npyman@esolutionsgroup.ca". To the right of the input field is a small "X" icon. At the bottom right of the form are two buttons: "Send" and "Clear". The "Send" button is highlighted with a red rectangular border.

CHANGE ACCOUNT DETAILS

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

The screenshot shows the 'Bids & Tenders' website header with a blue background. Below the header, the 'Bid Opportunities' section is visible. In the navigation bar, the 'Manage Account' link is highlighted with a red rectangle. Other links include 'My Bids', 'Bids Homepage', 'Shopping Cart (0)', 'Change Password', and 'Logout'. Below the navigation bar, there is a search criteria form with fields for 'Keyword(s):' and 'Status:' (set to 'Open'). A 'Search' button and a 'Clear' button are also present.

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.

The screenshot shows the 'Manage Account' page. The title 'Manage Account' is at the top left. Below it, a message states: 'The following form allows you to edit your account with Naclor Energy. If you would like to change your password click the "Change password" checkbox.' The 'Organization Details' section contains the following fields:

- Company Name:
- Address 1:
- Address 2:
- Country:
- Province / State:
- City:
- Postal Code / Zip Code:
- Fax:
- Website:

Fields with a red asterisk (*) are required. Below the 'Organization Details' section, there is a section titled 'Would you like to be an Emergency Vendor?'. It contains a message: '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.' The 'Emergency Vendor' field has two radio buttons: 'Yes' (selected) and 'No'.

At the bottom, there is a section titled 'Categories'.

Categories

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

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:

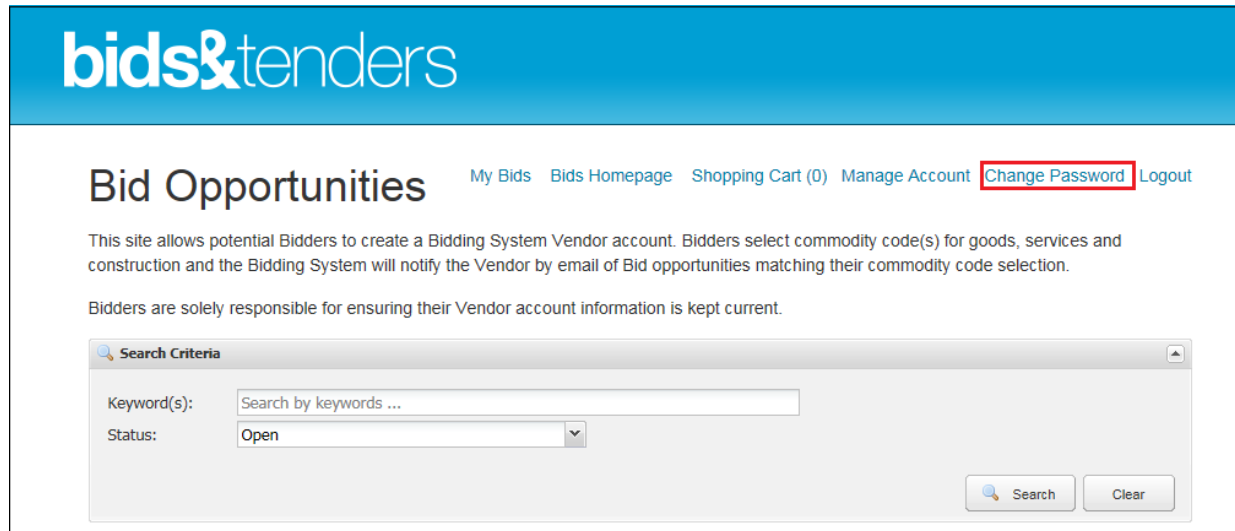
Phone: Ext

☒ Primary Contact

☐ Delete Contact

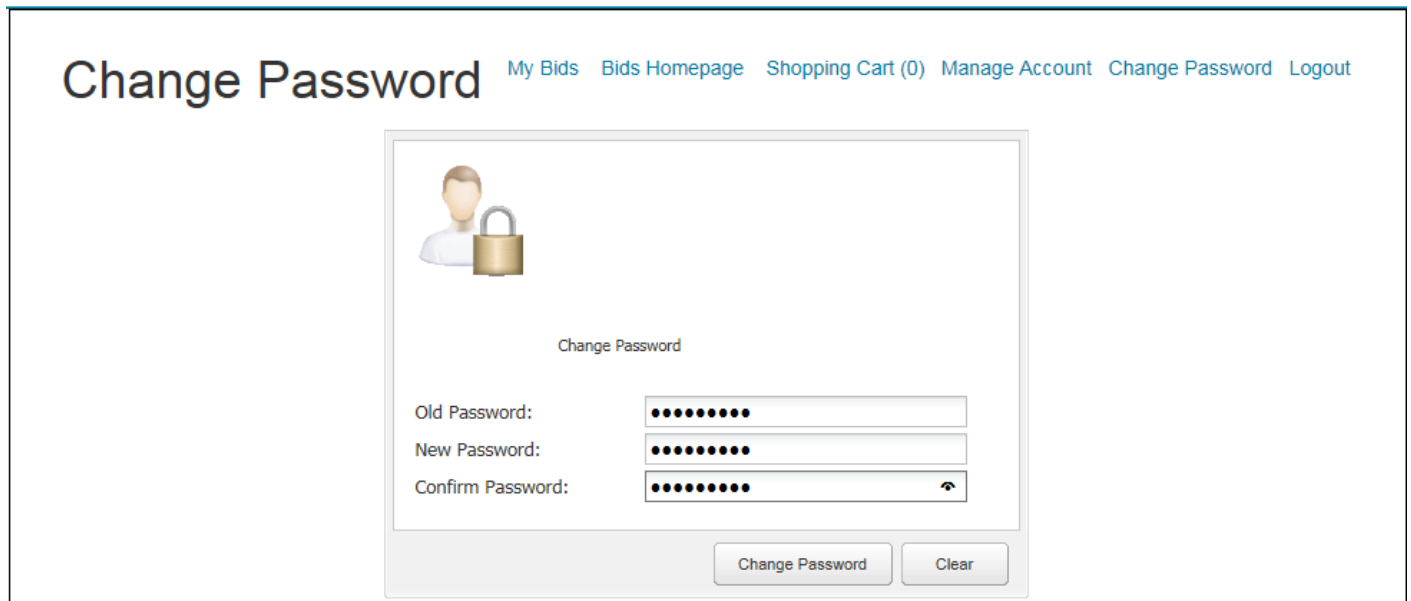
CHANGE PASSWORD

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



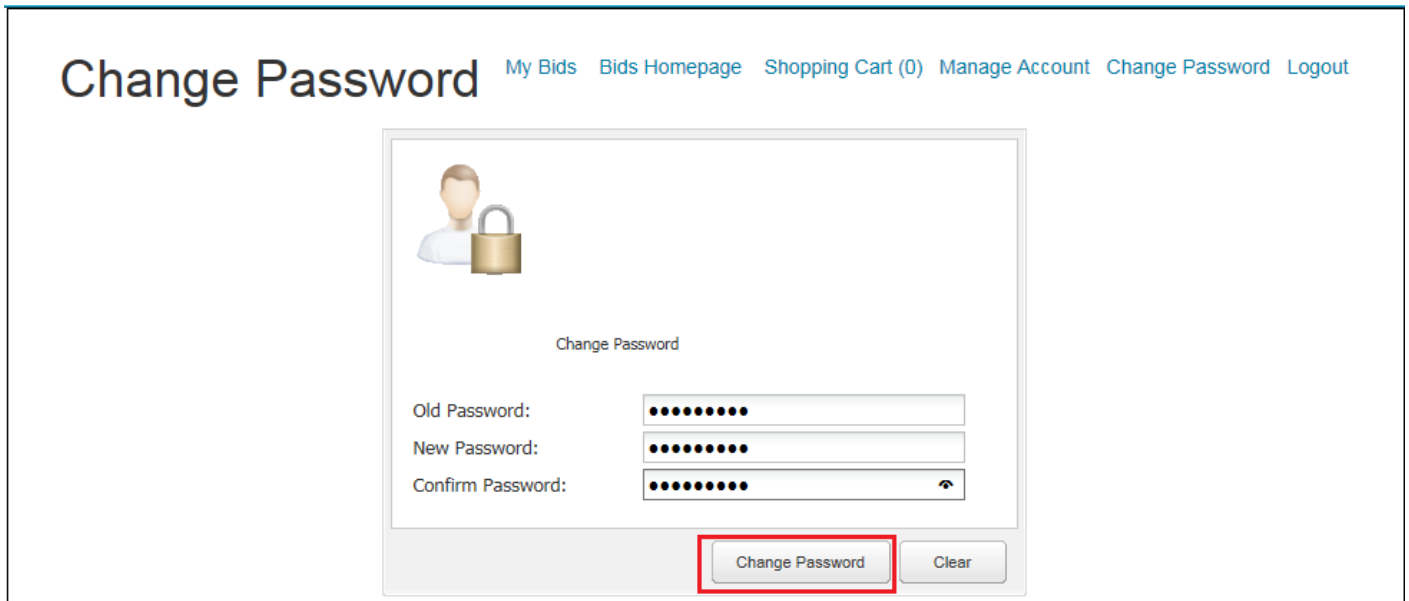
The screenshot shows the homepage of the 'bids&tenders' website. The header is blue with the logo 'bids&tenders' in white. Below the header, there is a navigation bar with links: 'My Bids', 'Bids Homepage', 'Shopping Cart (0)', 'Manage Account', 'Change Password' (highlighted with a red box), and 'Logout'. The main content area is titled 'Bid Opportunities' and contains text explaining the bidding process. Below the text is a 'Search Criteria' form with fields for 'Keyword(s):' and 'Status:' (set to 'Open'), and buttons for 'Search' and 'Clear'.

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



The screenshot shows the 'Change Password' form on the website. The header is blue with the logo 'bids&tenders' in white. Below the header, there is a navigation bar with links: 'My Bids', 'Bids Homepage', 'Shopping Cart (0)', 'Manage Account', 'Change Password' (highlighted with a red box), and 'Logout'. The main content area is titled 'Change Password' and contains a form with three password fields: 'Old Password:', 'New Password:', and 'Confirm Password:'. Each field is represented by a series of dots. Below the fields are buttons for 'Change Password' and 'Clear'.

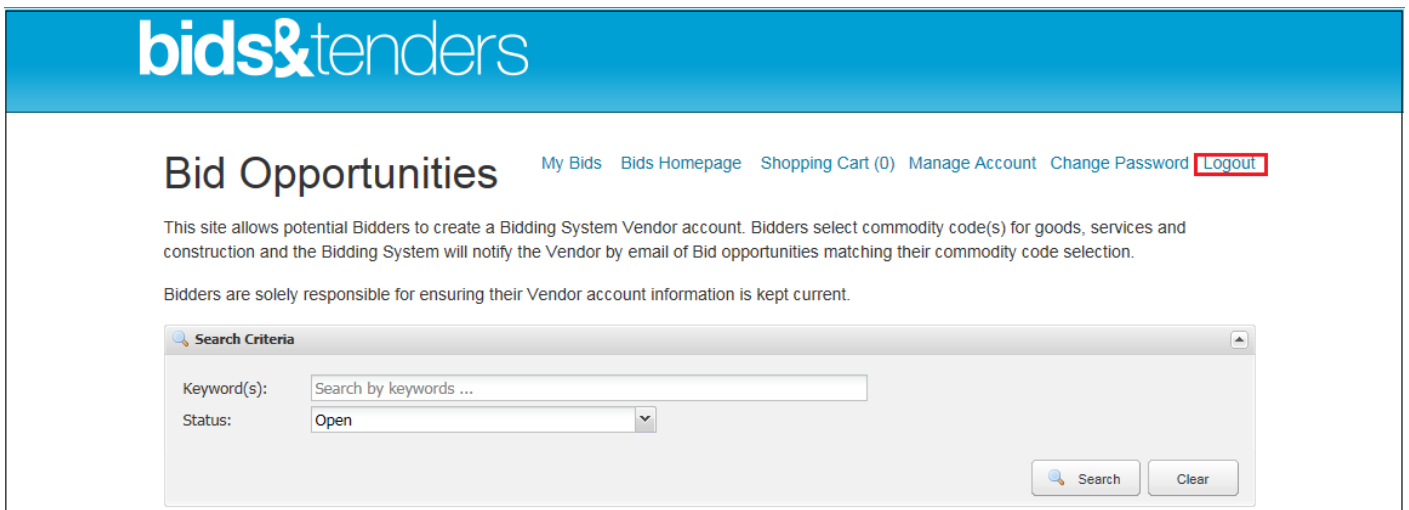
3. Click the Change Password button after you have provided your new password.



The screenshot shows the 'Change Password' page. At the top, there is a navigation bar with links: 'My Bids', 'Bids Homepage', 'Shopping Cart (0)', 'Manage Account', 'Change Password', and 'Logout'. The main heading is 'Change Password'. Below it is a form with a user icon and a padlock. The form contains three password fields: 'Old Password:', 'New Password:', and 'Confirm Password:'. Each field is masked with dots. At the bottom of the form, there are two buttons: 'Change Password' (highlighted with a red box) and 'Clear'.

LOGOUT

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



The screenshot shows the 'Bid Opportunities' page. At the top, there is a blue header with the 'bids&tenders' logo. Below the header, there is a navigation bar with links: 'My Bids', 'Bids Homepage', 'Shopping Cart (0)', 'Manage Account', 'Change Password', and 'Logout' (highlighted with a red box). The main heading is 'Bid Opportunities'. Below the heading, there is a paragraph of text: '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.' Below the text, there is a 'Search Criteria' form. The form has two fields: 'Keyword(s):' with a text input field containing 'Search by keywords ...' and 'Status:' with a dropdown menu showing 'Open'. At the bottom right of the form, there are two buttons: 'Search' and 'Clear'.

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.

The screenshot shows the 'Bids & Tenders' website. At the top is a blue header with the logo. Below it is a navigation bar with links: 'My Bids', 'Bids Homepage', 'Shopping Cart (0)', 'Manage Account', 'Change Password', and 'Logout'. The main heading is 'Bid Opportunities'. Below this is a paragraph explaining the site's purpose: '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.' Another paragraph states: 'Bidders are solely responsible for ensuring their Vendor account information is kept current.'

The search interface is titled 'Search Criteria' and includes a text box for 'Keyword(s):' with the value 'tender', and a dropdown for 'Status:' with the value 'Open'. A red box highlights the 'Search' button. To the right of the 'Search' button is a 'Clear' button. Below the search criteria is a 'Search Results' section. It contains a table with the following data:

Bid Name	Bid Status	Bid Closing Date	Days Left
123456 - Example Tender	Open	Fri July 31, 2015 3:00:00 PM	15

Below the table is a blue button labeled 'Register as a Plan Taker'. To the right of the button are links for 'Bid Details' and 'Plan Takers'. At the bottom of the search results section, it says 'Example Tender'. At the very bottom of the page, there is a pagination bar showing 'Page 1 of 1' and 'Limit Results: 25'. The text 'Displaying 1 - 1 of 1' is also visible.

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.

Search Results			
Bid Name	Bid Status	Bid Closing Date	Days Left
123 - Kylie's Bid	Open	Mon June 2, 2014 12:00 PM	27
Register As Plan Taker	Bid Details	Download Documents (1)	Plan Takers
Page 1 of 1 Limit Results: 25 Displaying 1 - 1 of 1			

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.)

[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

[Manage My Submissions](#)
[Start An Alternate Bid](#)
[You are already a Plan Taker](#)

Documents

No Documents Available ...

Addenda

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

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 smakkar@davroc.com
Dev Testing	Isserlin, David 123 Main, Kamloops British Columbia, Canada N3B3M8 dasserlin@qa.esolutionsgroup.ca
eSolutionsGroup Ltd.	Pymman, Nicole 651 Colby Drive., Waterloo Ontario, Canada N2V1C2 npymman@esolutionsgroup.ca
July 31	311 July 123 test st, Waterloo Ontario, Canada N2N3K9 july31@qa.esolutionsgroup.ca

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

[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

Register as Plan Taker

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".

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

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

Search Criteria

Keyword(s):

Status:

Search Results

Bid Name	Bid Status	Bid Closing Date	Days Left
12345 - test dialog2	Open	Fri July 31, 2015 3:00:00 PM	15

[Bid Details](#) | [Plan Takers](#)

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.

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

In order to become a Registered Plan Taker for Newmarket Bid Opportunities, you must first create a Vendor Account within the Town of Newmarket's "Bidding System". Once a Vendor Account is created, you may enlist as a Registered Plan Taker for individual Bid Opportunities. Each time a Bidder enlists as a Registered Plan Taker for a Bid Opportunity, such Bidder is deemed to agree to the Bidding System's [Terms of Service](#).

Bidders are solely responsible to ensure that their Bids are properly managed. To ensure continuity in access to the Bidding System in the event that a Bidder's main contact is unavailable, it is recommended that more than one contact be linked to a Vendor Account (each contact will require an individual login to the Bidding System). Each contact linked to a Bidder's Vendor Account will be able to manage Bid Opportunities for which such Bidder has registered as a Plan Taker. This includes the right to register, submit, edit and withdraw Bids, as well as the right to acknowledge addendum / addenda on behalf of the Bidder. The addition of a contact to a Bidder's Vendor Account shall be deemed to be confirmation on behalf of the Bidder that such individual has the authority to complete the foregoing actions on behalf of the Bidder, and to bind the Bidder to the terms and conditions contained in the Bid Call Documents and any applicable Addenda.

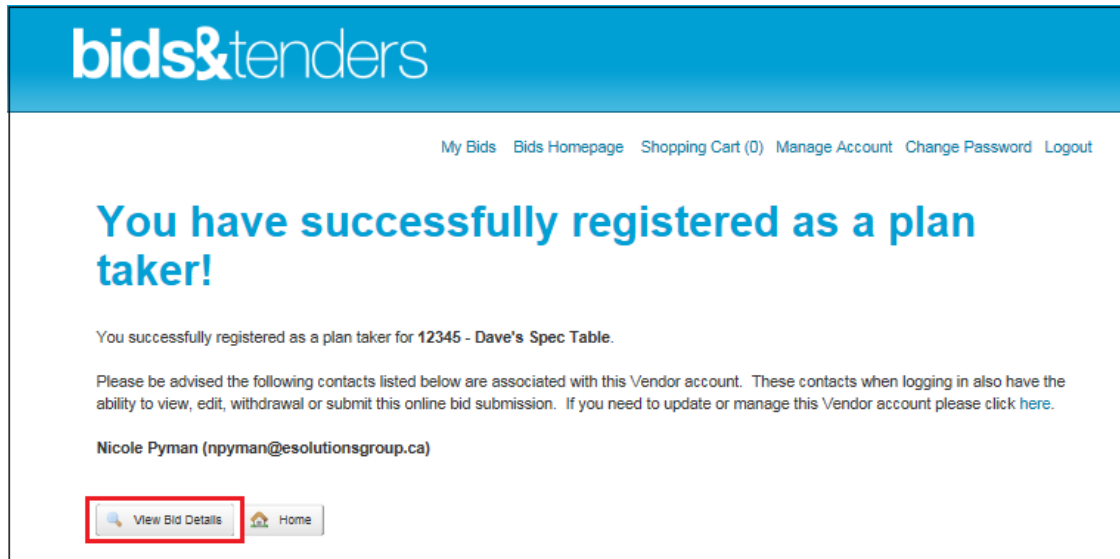
Do not invite any additional contacts that you do not want to have access to view, edit, submit and/or withdraw or who may be in direct competition for example (a company may have two divisions that could be competing for the same Bid Opportunity).

In most circumstances, contacts associated with a Bidder's Vendor Account will receive notification from the Bidding System when an addendum is issued related to a Bid Opportunity for which such Bidder is a Registered Plan Taker. Notwithstanding the foregoing, all Addenda/Addendum will also be posted on the Owner's Bid Opportunities website and the onus is on the Bidders to ensure that they have downloaded all Addenda/Addendum and acknowledged all Addenda/Addendum, whether the Bidder has received notification from the Owner's Bid Opportunities website or not. Failure to acknowledge Addendum/Addenda may result in a non-compliant bid and rejection by the Town.

The Town of Newmarket is not responsible or liable whatsoever for misdirected notices of solicitations or notices of Addenda/Addendum which may result from Bidders who fail to update the contact information in their Vendor Accounts.

By becoming a Registered Plan Taker you hereby agree to the Bidding System [Terms of Service](#).

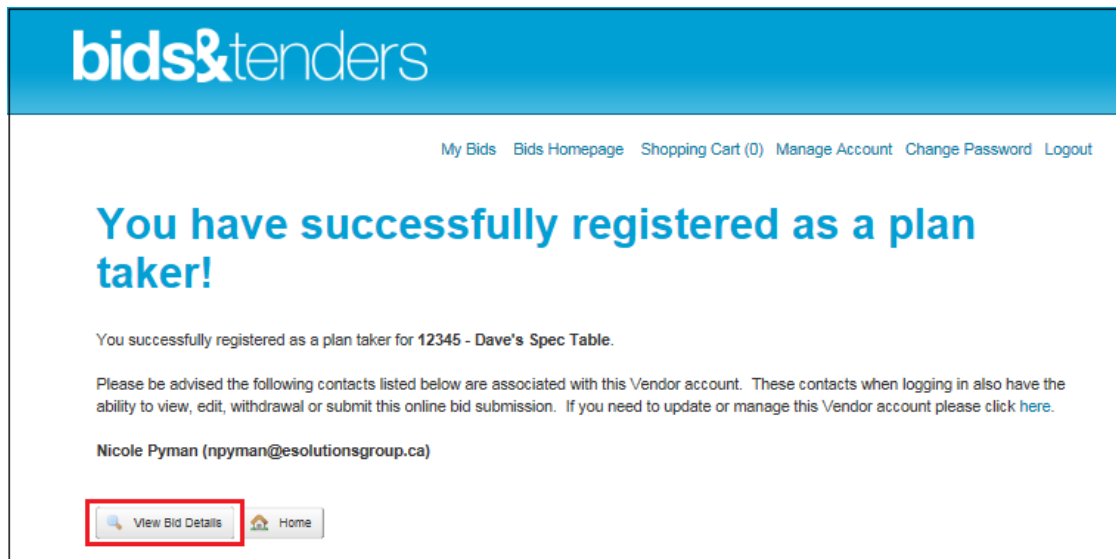
4. You will then be directed to another screen confirming you have successfully registered as a plan taker. If you are not required to pay for the bid document, you will be taken directly to this confirmation page after agreeing to the terms of service.



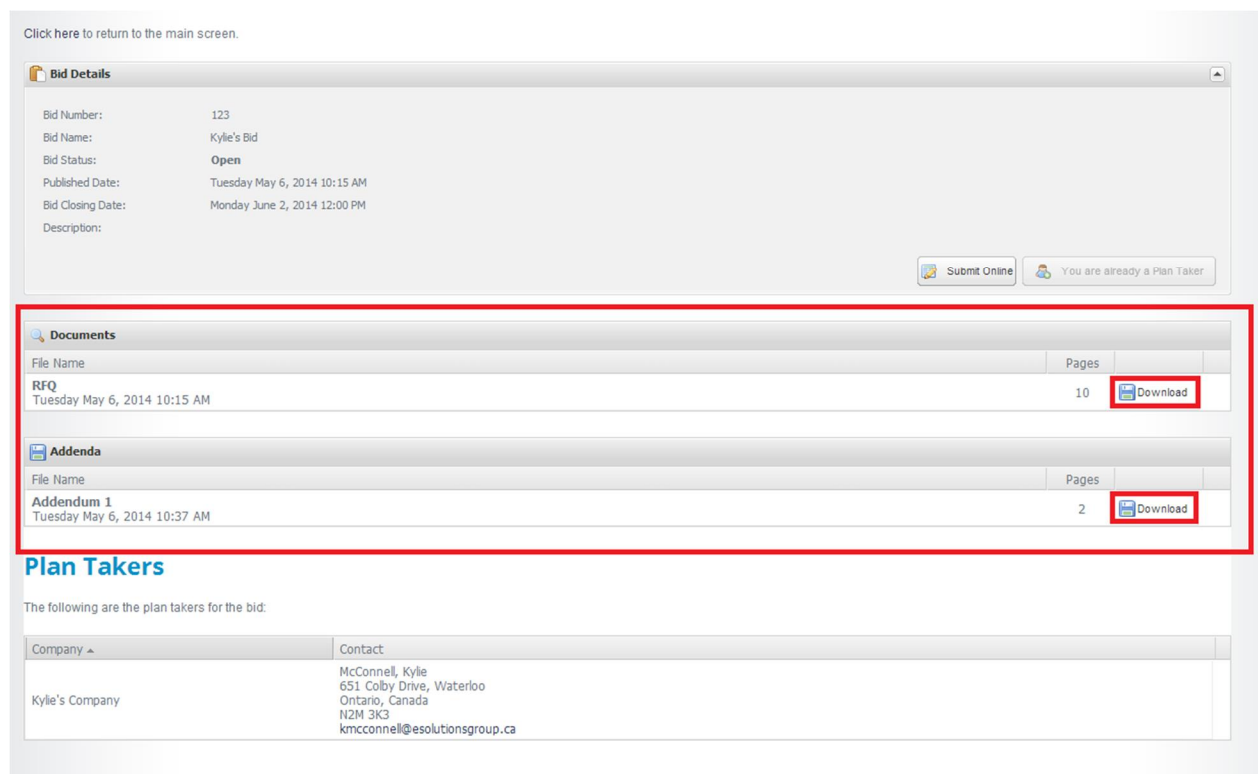
4. You will also receive an automated email confirming you have been successfully registered as a plan taker.

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

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

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

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


 **Start Submission**

 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

bids&tenders

Back to Bid DetailsMy BidBids HomepageShopping Cart(0)Manage AccountChange PasswordLogout

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 16:17:44

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 (*) 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-5) Year 1 - annual software maintenance and support - provide description and breakdown	1	\$	\$	
(B-6) Year 1 - any other additional costs - provide description and breakdown	1	\$	\$	
(B-5) Year 2 - annual software maintenance, support, and transaction fees - provide description and breakdown	1	\$	\$	
(B-6) Year 2 - any other additional fees - provide description and breakdown	1	\$	\$	
(B-5) Year 3 - annual software maintenance, support, and transaction fees - provide description and breakdown	1	\$	\$	
(B-6) Year 3 - any other additional fees - provide description and breakdown	1	\$	\$	
(B-5) Year 4 - annual software maintenance, support, and transaction fees - provide description and breakdown	1	\$	\$	
(B-6) Year 4 - any other additional fees - provide description and breakdown	1	\$	\$	
(B-5) Year 5 - any other additional fees - provide description and breakdown	1	\$	\$	
(B-6) Year 5 - any other additional fees - provide description and breakdown	1	\$	\$	

Save My Bid

Contact Us

eSolutionsGroup Ltd.

451 Cobble Drive
Waterloo, Ontario CANADA
N2V 2C2
1.866.691.5528
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.

The screenshot shows the top navigation bar with links: Back to Bid Details, My Bids, Bids Homepage, Shopping Cart (1), Manage Account, Change Password, and Logout. Below this is a progress bar with steps: Schedule of Prices (completed with a green checkmark), Questions & Specifications (pending with a red exclamation mark), References & Subcontractors (active, highlighted in blue with a red exclamation mark), Documents & Bonding (pending with a red exclamation mark), Terms & Conditions (pending with a red exclamation mark), Preview My Bid, and Submit My Bid. To the right of the progress bar is a timer showing 15 Days, 3 Hours, 45 Minutes, and 5 Seconds remaining to complete the submission. Below the progress bar, the current bid is identified as '12345 - Dave's Spec Table' and 'References and Subcontractors'. The last update is noted as '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

The screenshot displays a table titled 'TOTAL 5 YR. SOFTWARE MAINTENANCE & SUPPORT, TRANSACTION FEES AND OTHER COSTS'. The table has columns for Description, Quantity, Unit Price, Total Cost, and Comments. The first row is for '(B-1) Year 1 - annual software maintenance and support - provide description and breakdown' with a quantity of 1, a unit price of \$2,500.00, and a total cost of \$2,500.00. The second row is for '(B-2) Year 1- any other additional costs - provide description and breakdown' with a quantity of 1, a unit price of \$1,000.00, and a total cost of \$1,000.00. The third row is for '(B-3) Year 2 - annual software maintenance, support, and transaction fees - provide description and breakdown' with a quantity of 1, a unit price of \$100.00, and a total cost of \$100.00. The unit price and total cost fields are highlighted with red boxes.

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	\$ 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	

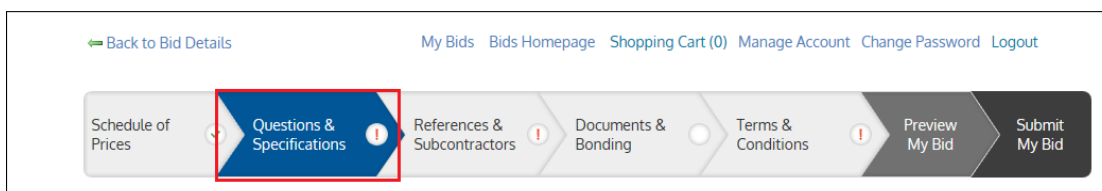
7. When all of the required fields have been completed, click Save My Bid.

The screenshot shows the bottom portion of the bid table. It includes rows for '(B-8) Year 4 - any other additional fees - provide description and breakdown', '(B-10) Year 5 - any other additional fees - provide description and breakdown', and '(B-10) Year 5 - any other additional fees - provide description and breakdown'. Each row has a quantity of 1, a unit price of \$100.00, and a total cost of \$100.00. At the bottom right of the table, there is a button labeled 'Save My Bid' which is highlighted with a red box.

(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.)



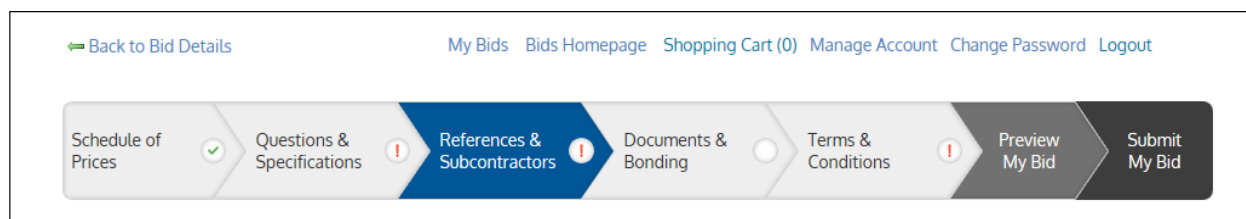
9. Please provide answers to any required questions asked by the purchaser and click Save My Bid when complete.

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	

 Save My Bid

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

The screenshot shows the 'bids&tenders' web application interface. At the top, there's a navigation bar with 'An eSolutions Product' and a countdown timer for 'Time Remaining to Complete Submission' (13 Days, 22 Hours, 36 Minutes, 29 Seconds). Below the navigation bar, a breadcrumb trail shows 'My Bids' > 'Bids Homepage' > 'Shopping Cart (0)' > 'Manage Account' > 'Change Password' > 'Logout'. A progress bar indicates the current step is 'References & Subcontractors', with other steps like 'Schedule of Prices', 'Questions & Specifications', 'Documents & Bonding', 'Terms & Conditions', 'Preview My Bid', and 'Submit My Bid' visible. The main heading is '123456 - Example Tender' and 'References and Subcontractors'. Under 'References', there's a section titled 'References' with instructions: 'All references stated shall be for the same or similar scope as the one described in this Bid. For newly formed business entity including, corporations, partnerships and sole proprietors or a Contractor teaming arrangement you shall state below in the Client Column that you were not the "Contractor" for the named project and should state whose past experience on the named project is relevant to that reference.' Below this, a form for 'References' has columns for 'Client Name, Contact Name & Number', 'Description of Project/Work', and 'Project Amount and Date'. A 'Minimum number of References Required: 1' is indicated. The 'Upload References?' section has radio buttons for 'Yes' (selected) and 'No'. Below the table, there's an 'Add Reference' button. The 'Subcontractors' section has instructions: '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.' A red note says: 'By clicking here I confirm that there are no Subcontractor(s) and the Bidder shall perform the project with their "OWN FORCES"'. Below this, a table for 'Subcontractors' has columns for 'Type of Work', 'Subcontractor Firm Name', and 'Telephone Number'. An 'Add Subcontractor' button is at the bottom. A 'Save My Bid' button is also present. At the bottom, there's a 'Contact Us' section for 'eSolutionsGroup Ltd.' with address, phone, and email information. A footer note says 'An eSolutionsGroup Product bids&tenders.ca Powered by eSolutionsGroup Ltd. View our Terms & Conditions'.

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.

This close-up shows the 'Upload References?' section. The 'Yes' radio button is selected and highlighted with a red box. Below it, there's a file upload area. The 'Upload:' label is followed by a text input field. To the right of the input field is a 'Browse...' button, also highlighted with a red box. Below the input field, it says 'Previously Uploaded: 231158-Agenda-2015-June-05.docx'. At the bottom of the upload area, there's a 'Remove' button, also highlighted with a red box. The 'Uploaded: July 20, 2015 01:53:34 PM' text is at the very bottom.

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 Digitalcopy (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 aBond or a Letter of Credit in the amount of fifty (50%) of the Sub TotalContract Bid Amount, in one of the following two options:

Option # 1
A Digital Bid Bond & Undertaking to Bond (preferred bythe 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**.

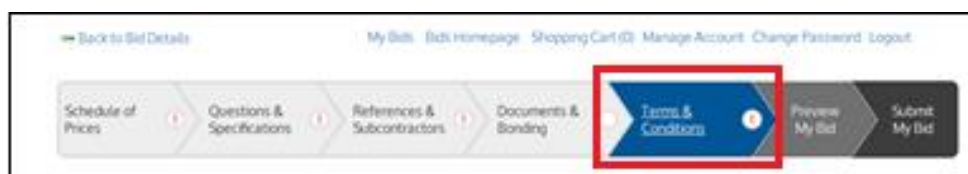
*A new compressed folder is created in the same location. To rename it, right-click the folder, click **Rename**, and then type the new name.*

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

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 this 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 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.

4. If I/WE withdraw this Bid before the formal Contract is executed by the Awarded Bidder for the said Work, 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 addendums and attachments (if applicable)	Pages
Addenda 1 Friday July 17, 2015 03:42 PM	<input type="checkbox"/>	-- Download

Save My Bid

Contact Us

eSolutionsGroup Ltd.

651 Colby Drive
Waterloo, Ontario CANADA
N2V1C2
1866.691.5528
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:

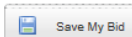
Title:

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



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.

Address:

651 Colby Drive.

Contact:

Waterloo, Ontario N2V1C2

Email:

Nicole Pyman

Phone:

npyman@esolutionsgroup.ca

HST#:

111-111-1111 1

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.

If 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 Person, 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	<input checked="" type="checkbox"/>	--
Fri July 3 2015 02:23 PM		

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

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

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	\$		\$		*
12	Yes	False	234	234	234	\$		\$		*
13	Yes	False	2	3	4	\$		\$		*
14	Yes	False	234	234	234	\$		\$		*
15	Yes	False	24	234	234	\$		\$		*

spec field tax message

← Previous | Rows 1 to 15 of 25 | Next →

Save My Bid

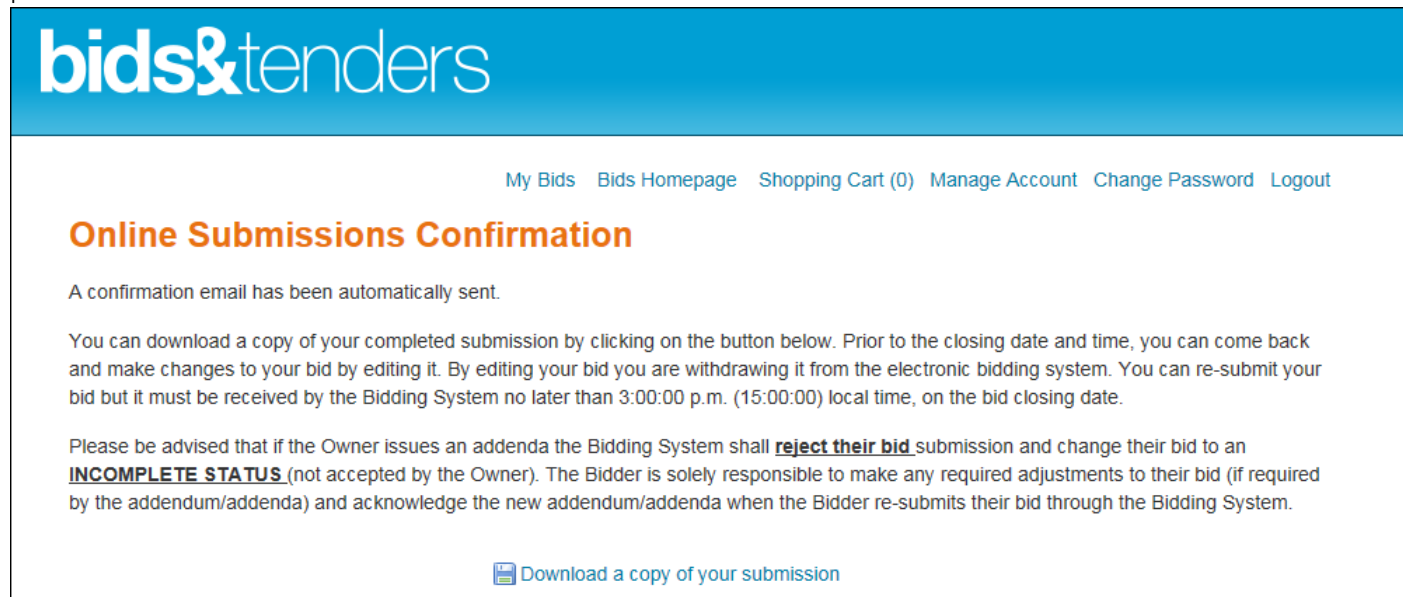
25. Once you are satisfied with your submission and would like to process your bid submission, Click Submit My Bid Now.

The screenshot shows the 'bids&tenders' website interface. At the top, there is a blue header with the logo. Below the header, a navigation bar contains links: 'Back to Bid Details', 'My Bids', 'Bids Homepage', 'Shopping Cart (0)', 'Manage Account', 'Change Password', and 'Logout'. A progress bar indicates the current step: 'Schedule of Prices' (checked), 'Specifications' (checked), 'Terms & Conditions' (checked), 'Preview My Bid', and 'Submit My Bid' (highlighted in blue). The main content area displays 'Current Bid: 12345 - No Bid test' and a large blue button labeled 'Submit My Bid Now' which is outlined with a red rectangle. Below the button, there is a section titled 'Submit My Bid' with a disclaimer: 'I/WE agree to be bound by the terms and conditions contained in the Bid Call Document and any applicable Addenda. If you wish to download a copy of your bid submission you will be able to do so after clicking the "Submit My Bid" button below.'

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

This screenshot shows the same website interface as the previous one, but with a 'Submit' pop-up box overlaid. The pop-up box has a title bar 'Submit' and a question mark icon. The text inside asks, 'Are you sure you want to submit this bid?'. There are two buttons at the bottom: 'Yes' and 'No'. The 'Submit My Bid Now' button is still visible in the background, and the progress bar at the top remains the same.

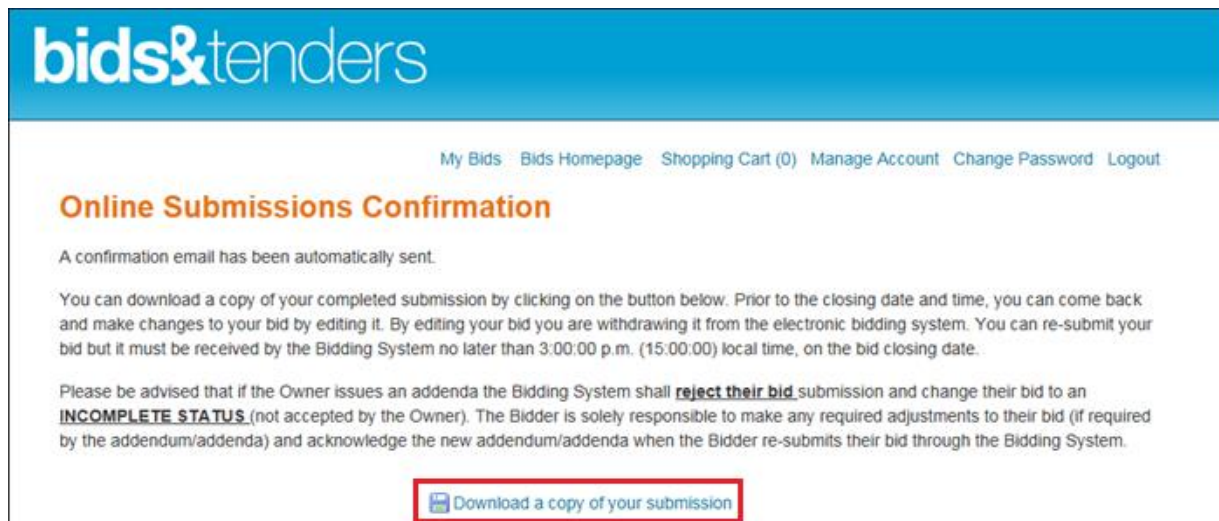
27. You will be taken to a page that indicates your submission was completed and successfully submitted to the purchaser.



The screenshot shows the 'Online Submissions Confirmation' page. At the top is a blue header with the 'bids&tenders' logo. Below the header is a navigation bar with links: 'My Bids', 'Bids Homepage', 'Shopping Cart (0)', 'Manage Account', 'Change Password', and 'Logout'. The main heading is 'Online Submissions Confirmation' in orange. Below it, a message states: 'A confirmation email has been automatically sent.' The next paragraph explains that users can download a copy of their completed submission by clicking on a button below, and that they can make changes to their bid before the closing date and time. A third paragraph advises that if the Owner issues an addenda, the Bidding System shall **reject their bid** submission and change their bid to an **INCOMPLETE STATUS** (not accepted by the Owner). The Bidder is solely responsible to make any required adjustments to their bid (if required by the addendum/addenda) and acknowledge the new addendum/addenda when the Bidder re-submits their bid through the Bidding System. At the bottom, there is a button with a PDF icon and the text 'Download a copy of your submission'.

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.



This screenshot is identical to the one above, showing the 'Online Submissions Confirmation' page. The only difference is that the button labeled 'Download a copy of your submission' with a PDF icon is highlighted with a red rectangular box.

ERRORS WITH BID SUBMISSION

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

Schedule of Prices

Questions & Specifications

References & Subcontractors

Documents & Bonding

Terms & Conditions

Preview My Bid

Submit 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!

- An answer is missing for required question: 1

References

Fix it!

- 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!

- You must either opt out of providing subcontractor references or provide at least one complete subcontractor reference.

Documents & Bonding

Fix it!

- Envelope One is a required document
- Is a required document

Terms & Conditions

Fix it!

Fix it!

- 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.

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

Submit 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

- 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

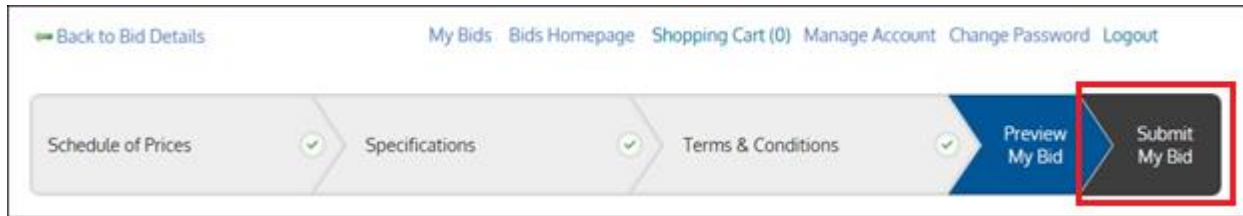
Fix it!

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!

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.

My Bids

This area allows Bidders to manage all Bid Opportunities that you are a registered plan taker for. If you decide that you are not interested in submitting on one of these opportunities we suggest you click on the "no bid" button and send your response.

My Active Bids

test

Bid # - Name	Bid Status	Closing Date	Submission Status	Action
12345 - No Bid test View Bid Documents	Open	Fri Jul 31, 2015 3:00:00 PM	1 Submitted 1 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. Click Edit Submission.

My Bids



This area allows Bidders to manage all Bid Opportunities that you are a registered plan taker for. If you decide that you are not interested in submitting on one of these opportunities we suggest you click on the "no bid" button and send your response.


My Active Bids

test

Bid # - Name	Bid Status	Closing Date	Submission Status	Action
12345 - No Bid test View Bid Documents	Open	Fri Jul 31, 2015 3:00:00 PM	1 Submitted 1 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 

Manage My Submissions

Name	Created	Status	Action
New Bid	Friday July 17, 2015 01:53 PM	Submitted Fri Jul 17, 2015 2:31:51 PM	View My Submission Edit or Withdraw my Submission 
Default	Thursday July 16, 2015 10:45 AM	Withdrawn Fri Jul 17, 2015 1:42:14 PM	Review Withdrawn Bid 

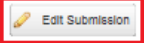
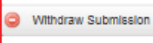
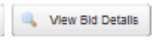



3. Click Edit Submission.

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 



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.

My Bids

This area allows Bidders to manage all Bid Opportunities that you are a registered plan taker for. If you decide that you are not interested in submitting on one of these opportunities we suggest you click on the "no bid" button and send your response.

My Active Bids

test

Bid # - Name	Bid Status	Closing Date	Submission Status	Action
12345 - No Bid test View Bid Documents	Open	Fri Jul 31, 2015 3:00:00 PM	1 Submitted 1 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. Click Edit or Withdraw my Submission.

My Bids



This area allows Bidders to manage all Bid Opportunities that you are a registered plan taker for. If you decide that you are not interested in submitting on one of these opportunities we suggest you click on the "no bid" button and send your response.


My Active Bids

test

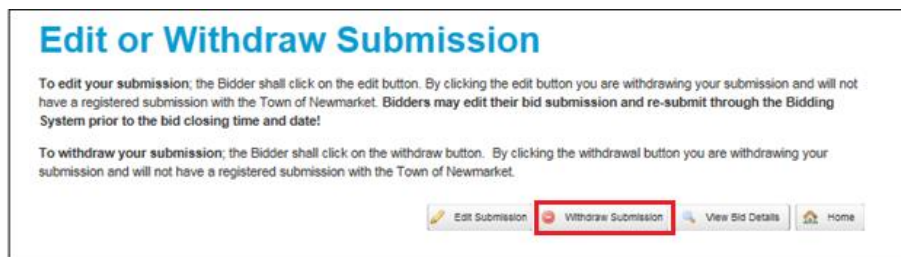
Bid # - Name	Bid Status	Closing Date	Submission Status	Action
12345 - No Bid test View Bid Documents	Open	Fri Jul 31, 2015 3:00:00 PM	1 Submitted 1 Withdrawn	Manage My Submissions Start An Alternate Bid
12345 - Dave's Spec Table View Bid Documents	Open	Fri Jul 31, 2015 3:00:00 PM	In Progress	Resume Submission Start An Alternate Bid 

Manage My Submissions

Name	Created	Status	Action
New Bid	Friday July 17, 2015 01:53 PM	Submitted Fri Jul 17, 2015 2:31:51 PM	View My Submission Edit or Withdraw my Submission 
Default	Thursday July 16, 2015 10:45 AM	Withdrawn Fri Jul 17, 2015 1:42:14 PM	Review Withdrawn Bid 



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		No 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		No 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		No 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

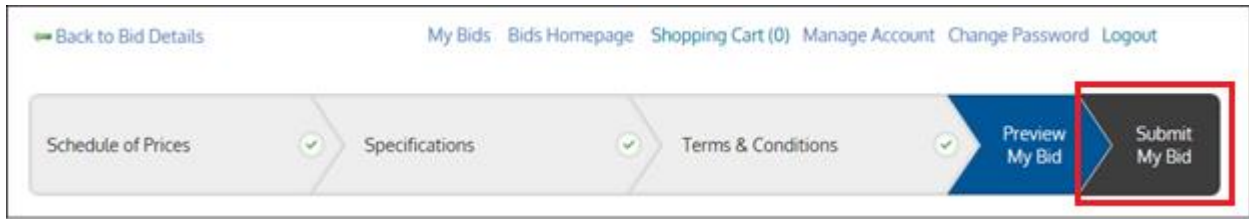
Schedule of Prices

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.

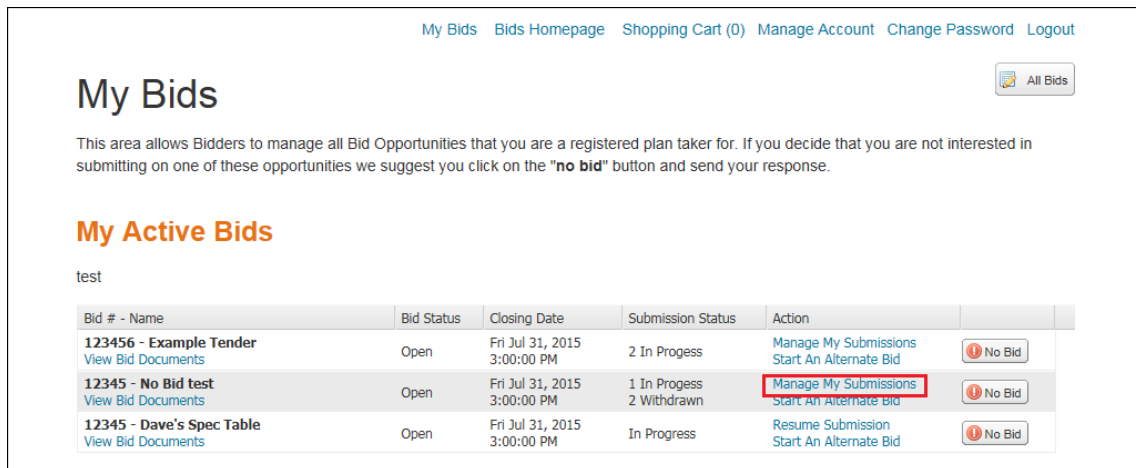
The first table is a Summary Table which provides your Sub-Total for each pricing table and also indicates whether or not the table is mandatory or not. Asterisk's within the table denotes a "MANDATORY" line item.

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

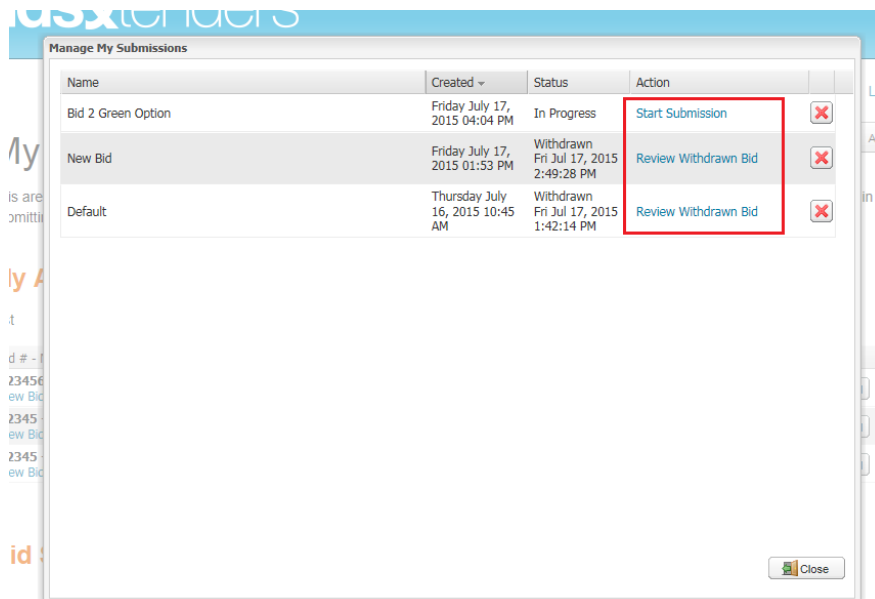
5.



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.