

## **Guidelines for the Completion of Tender Submission to the CANB Bid Depository**



The information presented below is for information purposes as an aid to completing tender forms and documents. Those submitting tenders through the Construction Association Bid Depository must insure they are in compliance with all rules of the Bid Depository which can be found at <http://constructnb.ca/nb-bid-depository.php>

### **Completing the Bid Form**

<b>Date</b>	Enter the date on which you complete the form
<b>Tender to</b>	Enter the name of the Prime Bidder to which you are bidding
<b>Project</b>	Enter the name of the project as provided in the specification documents
<b>Trade</b>	Enter the name of the Trade you are bidding
<b>Division or Section Number</b>	Enter the section numbers provided in the specification documents defining your scope of work. If there are too many numbers for the space you may append separate sheet listing them or you may simply enter "As defined by the Tender Calling Authority". {Important - Refer Rule 8 (a)(1)}
<b>HST Excluded Amount</b>	Enter the amount of your bid in writing
<b>Amount</b>	Enter the amount of your bid numerically
<b>Alternate and/or Separate Prices</b>	Enter the information requested in the specification documents. Please note that you must indicate whether this is an addition to or a deduction in the price. It is suggested that you attach a copy of the specification separate price sheet and acknowledge all items – those not applicable to your bid would be \$0
<b>Name</b>	Enter the legal name under which your company is incorporated
<b>Address</b>	Enter the address of your company including postal code
<b>Authorized Signature</b>	Enter the signature of a signing officer of your company

### **Completing the White Envelope**

<b>From</b>	Enter the legal name under which your company is incorporated
<b>Project</b>	Enter the name of the project as provided in the specification documents
<b>Trade</b>	Enter the name of the Sub-Trade which you are bidding
<b>Section No</b>	Enter the section numbers defining your scope of work in the spec. documents or enter "As defined by the Tender Calling Authority" { Refer Rule 8 (a)(1)}
<b>This Envelope Contains</b>	Enter the number of green and pink envelopes and indicate whether the envelope contains a bid bond or a letter declaring the bid is low enough not to require a bid bond.

### **Completing the Pink and Green Envelopes**

<b>From</b>	Enter the legal name under which your company is incorporated
<b>Trade</b>	Enter the name of the Sub-Trade which you are bidding
<b>Section No</b>	Enter the section numbers defining your scope of work in the spec. documents or enter "As defined by the Tender Calling Authority" { Refer Rule 8 (a)(1)}
<b>Project</b>	Enter the name of the project as provided in the specification documents
<b>Name of General Contractor</b>	Enter the name of the Prime bidder to whom you are bidding on the pink envelope only. Leave blank on the green envelope as it stays with Bid Depository

### **Completing the Bond Form**

Bid Bond forms can differ depending on the issuing company. Seek their advice in ensuring that your bid bond is completed correctly.

Key points to remember with respect to the Bond

- the bid bond is dated correctly
- your company's name is correct
- the name of the project is correct
- that the percentage of the tender amount agrees with the tender requirements
- the bid bond is made payable to the correct party **(unless otherwise specified it is "the Successful Prime Contractor")**
- the bond is valid for the specified period
- the bid bond for a combined price must cover the total price of the combined bid or their must be separate bid bonds for each traxde section bid
- that the bid bond contains the signatures and seals of both the bidder and the bonding company where the bidder is an incorporated company.

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### **Common Questions and Answers**

#### **Can only member contractors use the Bid Depository?**

No. The Bid Depository is a quotation deposit system available to all bidders. There is no preference to members over non-members

#### **Must a Prime Bidder use the low sub-trade bidder?**

No. The Prime Bidder may use any of the sub-bidders whose quotation was received via the Bid Depository.

#### **Must a Prime Bidder accept a tender form from a sub-trade with which they do NOT want to work?**

No. The Prime Bidder may return the sub-trade tender envelope **UNOPENED** to the Bid Depository.

#### **Can a sub-bidder qualify their tender for work they wish to exclude?**

No. It is expected that the Tender Calling Authority will clearly define the work for which each Sub-Trade Division is responsible. The Sub-Bidder must bid per plans and specifications and all addenda. A qualified tender will be rejected.

#### **To who is the bond payable?**

Unless it is otherwise specified by the Tender Calling Authority a bond must be payable to the Successful Prime Contractor. A bond that is not made out as specified in the Tender Documents for bidding through the Bid Depository will cause the bid to be rejected. As a sub trade you are bidding to the Prime Contractor **NOT** to the Owner.

#### **Does it cost anything to use the Bid Depository?**

There is no cost to the Tender Calling Authority. The sub-bidders purchase tender forms and envelopes. The Prime Bidders pay a small fee to pick up their envelopes.