QUOTATION

Item #L-12/26

Supply of Veeam Licenses

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PART A. - INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

Where in the Quotation Documents where the singular or masculine are used, the same shall be construed as meaning the plural or the feminine or the neuter as the context may reasonably require, and where the following terms are used, the intent and meaning shall be, unless the context otherwise requires, as follows:
"Bidder" means any person submitting a Bid Submission for work, which includes but is not limited to vendor, supplier, firm, contractor, architect, consultant, proponent, or tenderer.
"Bid Submission" means an offer from a Bidder in response to a Bid Solicitation.
"City" means the Municipal Corporation of the City of Brandon.
"Quotation Documents" means the Invitation to Bid, these Instructions to Bidders, Supplemental Conditions, the Bid Form, Specifications, and all Addenda.

2. ENQUIRIES

Administrative inquiries and requests for clarification of the Bid process shall be made to the Procurement Specialist in writing at **purchasing@brandon.ca** and must be received not less than five (5) calendar days prior to the date for closing of Bids.

3. PRICING

Prices shall be in Canadian Funds and shall be the total cost to the City of Brandon, including all applicable Federal and Provincial Taxes, duties, license costs, fees, insurance, workers compensation, vacation pay and all other charges, costs and assessments with all items being F.O.B., Civic Administration Building, 410 - 9th Street, Brandon, Manitoba. It is the Bidder's sole responsibility to determine whether or not taxes are applicable.

4. RECEIPT OF QUOTATIONS

The Quotation must be received by the method indicated below before 5:00:00 p.m. local Brandon time, **Tuesday, November 10, 2026** to be accepted as a bona fide Bid Submission.

Bid Submissions must be received by the City before the stipulated closing time. Late Bid Submissions will not be accepted.

5. SUBMISSION OF QUOTATIONS

The Bidder shall submit their Quotation on original or unaltered copies of the Bid Form provided herein. Any information provided by the City on any form must not be altered by the Bidder unless instructed to do so by written Addenda. The Bidder shall initial and date each correction, change, and/or erasure on the Bid Form. The Bid Form shall be clearly signed by the Bidder and shall clearly indicate the address of the Bidder, the Bidder's telephone number, and the date on which the Bid Form was signed by the Bidder.

Bids submitted by a partnership shall be signed and sealed in the name of the partnership by the authorized signing and sealing officers of the company. The name of the company and the names of the company along with titles of the signing officers shall be clearly printed in the spaces provided on the Bid Form.

The Bid Submission shall be submitted to the City by the following method:

Via Online Bidding Platform (E-submission)
One (1) copy of an electronic Bid Submission in .PDF format shall be submitted via the "Submit Online Bid" link for the associated Bid Opportunity on the City of Brandon Purchasing & Tenders website: https://purchasing.brandon.ca.

The City utilizes an online bidding platform where electronic Bid Submissions may be submitted until the closing time indicated herein for receipt of Quotations.

The procedure for submitting electronic Bid Submissions can be viewed on the City's Purchasing & Tenders website or by clicking here. Failure to follow the procedure as indicated may result in a Bid Submission not being received. Any failure or delay in the transmission or storage of an electronic Bid Submission is the sole responsibility of the Bidder and not of the City.

The City will ONLY accept electronic Bid Submissions uploaded to the City's online bidding platform. Electronic Bid Submissions sent via e-mail will **not** be accepted. If a Bidder encounters issues uploading an electronic Bid Submission, contact the City's Procurement Services Department at 204-729-2251.

A Bid Submission will only be considered to have been submitted once it has been received by the City in the online bidding platform. The time the Bid Submission is received shall be determined by the City's server time, which is linked to National Institute of Standards & Technology time. Bidders are advised the time the electronic Bid Submission is received is based on when the Bid Submission is received by the City's server.

A confirmation webpage will display advising the Bid Submission was submitted successfully and a confirmation email will be sent. Bidders should not consider their Bid Submission to have been submitted if the confirmation webpage does not display and a confirmation email is not received.

Bid Submissions received via the online bidding platform are held securely and are inaccessible by Procurement Services staff until after the stipulated closing date and time.

Mail, Courier, Hand Delivered, Facsimile or E-mail Submissions Are Not Accepted.

6. **ADDENDA**
The City shall have the right to amend the Quotation Documents prior to the date set for receipt of Bids. Revisions or clarifications will be issued in the form of Addenda forwarded to all registered recipients of the Documents. Verbal and other interpretations or clarifications will be binding only when confirmed by written Addenda. Bidders shall acknowledge receipt of all Addenda to the Quotation Documents in the space provided on the Bid Form. Failure to acknowledge all Addenda may cause the Quotation to be rejected.

7. **ALTERNATE BIDS**
Alternate Bid Submissions are accepted. A separate Bid Form and Appendix 1 offering an alternate may be attached to the Bid Submission, but a Bid Submission in the proper form must be offered complete and in no way be made conditional upon the terms contained in the separate Bid Form and Appendix 1. A note "See Alternate Attached" may be added to the Bid Submission.

8. **WITHDRAWAL OF QUOTATIONS**
A Bidder shall be permitted to withdraw their Quotation, without penalty, if such request is received in writing by the Procurement Specialist, prior to the time specified herein for receipt of Bids:

The City of Brandon
410-9th Street
Brandon, MB R7A 6A2

Ph: 204-729-2251
E: purchasing@brandon.ca

The City shall retain the Quotation until after the time specified herein for the receipt of Quotations. The submission will be opened to verify that the name and signature of the person requesting the Quotation be withdrawn is the same as the name and signature of the person who submitted the Quotation. If the information is the same, the Procurement Specialist will declare the bid withdrawn.

9. REJECTION OF QUOTATIONS
The City reserves the right to reject any or all Quotations, the City in its sole discretion may reject as non-compliant any Quotation which contains omissions, erasures; is ambiguous or unclear as to meaning or intent; is incomplete, illegible, conditional or contains a qualifier; contains any non-requested alterations or additions to the information provided by the City; is obviously unbalanced; or fails to comply sufficiently with the Instructions to Bidders. The City may, in its sole discretion, waive any and all defects, informalities, and accept any Quotation, as compliant, which it considers is in the best interest of the City of Brandon.

10. **AWARD AND EXECUTION OF QUOTATIONS**
The City reserves the right to cancel this Quotation at any time. The Award of the Quotation, if it is to be awarded, shall be made within sixty (60) calendar days of the date on which the Quotations were opened, unless an extension of the said sixty (60) days is mutually agreed upon in writing between one or more Bidders and the City. Should no award be made within the said sixty (60) days or within any mutually agreeable extension thereof, then all Bidders shall be relieved of any obligation to enter into a Contract.

The award of the Quotation will not be binding until the successful Bidder has received written notification of the award of the Quotation from the Procurement Specialist of the City of Brandon. No other act of the City shall constitute an award of the Quotation. The award of the Quotation shall fall under the governing laws of the Province of Manitoba.

The lowest or any Bid will not necessarily be accepted.

PART B. – SUPPLEMENTAL CONDITIONS

The City of Brandon
For
Supply of Veeam Licenses

A) Application

A.1 The City requires pricing for the supply of Veeam Licensing for use by the Innovation, Technology and Communication Department.

A.2 The City does not guarantee any minimum or maximum quantity purchased. The quantity listed is an estimate only. The City will pay for actual purchases

A.3 The duration of the contract will be from date of signed Agreement by both parties to December 31, 2029. Indicate price increase / decrease for the following on the Bid Form

A.3.1 Year 2 (January 01, 2028 – December 31, 2028); and

A.3.2 Year 3 (January 01, 2029 – December 31, 2029).

A.4 The item must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.

A.5 Appendix 1 indicates the minimum specifications.

B) Local License Requirements

Any persons conducting business within the City of Brandon from a Brandon residential address must have a valid Business License. This includes agents from companies that are not based in Brandon but where the agent is conducting their business from a Brandon address. Non-compliance will result in rejection of a Bid.

All successful Bidders of construction or service work for the City of Brandon, whether Brandon-based or otherwise, must obtain a City of Brandon License. This is not applicable to suppliers from outside of the City who supply the City of Brandon with goods for the sole use of the City.

Any inquiries on the above should be directed to Municipal Licensing at 204-729-2230.

C) Schedule

The City of Brandon intends to evaluate the Quotations and provide recommendations to Procurement Services within four (4) weeks of Quotations closing.

D) Selection Process/Criteria

a) Cost

The City reserves the right to contact or interview any or all Bidders to clarify their Bid Submission.

The City will normally award contracts to the lowest competent Bidder meeting the required specifications. However, the City retains the right to reject any or all Bids and take into consideration past performance of bidders on similar contracts, both in and out of the City and such other factors the City considers relevant including the timing of services to be provided.

E) Submittal Requirements

Limit the submittal to 8½”x11” pages. Failure to include the following information will render the Bid Submission non-compliant.

Please include the following:

1) Bid Form; and
2) Agreement.

APPENDIX 1

SPECIFICATIONS
ITEM #L-12/26

Supply of Veeam Licenses

The following specifications are the minimum specifications acceptable by the City. Actual specifications may exceed these specifications. Should the quote have additional features that are not in the specifications, include them with the Bid Submission so the Quotation can be fairly evaluated.

A. Specifications

Supply of Veeam Licenses		
Part No.	**Description**	**Qty**
VDP-ADV-SUB	Veeam Data Platform Advanced. Includes Veeam Backup & Replication and Veeam ONE.	19
VDC-VLT-FDN	Veeam Data Cloud Vault Foundation. Choose between Core and Non-Core Region.	20
VDC-M365-ADV	Veeam Data Cloud for Microsoft 365 Advanced	660
VDC-EID	Veeam Data Cloud for Microsoft Entra ID. Licensed by User.	1,980
VDC-M365-FDN	Veeam Data Cloud for Microsoft 365 Foundation - 1 User	660

B. Delivery

B.1 Preferred implementation date is within four (4) weeks of receipt of a signed Agreement

C. Invoicing & Payments

C.1 Invoices shall be emailed to payables@brandon.ca.
C.2 The successful Bidder must enrol for payment by electronic funds transfer (ETF).
C.3 Invoices will be paid with Net 30 payment terms upon receipt of invoice and product being received

D. AGREEMENT

D.1 An agreement will be signed between the successful Bidder and the City. The successful Bidder's RFQ response will form part of the agreement. Include the agreement you are prepared to sign with the City as part of the Bid submission. The agreement shall include a clause indicative that the laws and courts of Manitoba apply.
D.2 The agreement shall include an arbitration clause for any dispute resolution, which would include the following three (3) tier dispute resolution mechanisms:

i. Tier 1 – being the Director of ITC/Director of Finance and your counterparts.
ii. Tier 2 – being the City Manger counterpart and your counterpart.
iii. Tier 3 – being binding arbitration.

CITY OF BRANDON
BID FORM

QUOTATION: Item: #L-12/26

SUBJECT: Supply of Veeam Licenses

CLOSING DAY: 5:00:00 pm local Brandon time, Tuesday, November 10, 2026

I, _____ representing _____
(Name) (Company Name)

of _____ _____ _____ _____
(Mailing Address) (City) (Province) (Postal Code)

_____ _____ _____
(Phone Number) (Fax Number) (G.S.T Registration Number)

Email Address: _____

I am authorized to bind the corporation and do hereby submit this as my price on the above-noted item.

The total amount of my bid price, in Canadian Funds, including all duties and applicable fees, F.O.B., Civic Administration Building, 410 - 9th Street, Brandon, Manitoba, Canada is:

Supply of Veeam Licenses

UNIT PRICE SCHEDULE

This is a Unit Price Quotation and, if there is any discrepancy between the Unit Prices and the extended amounts, the Unit Prices shall be considered as representing the intention of the Bidder. Separate prices shall be submitted for each item set forth on the Unit Price Schedule. The quantities shown in the Unit Price Schedule are estimates only and have been listed for the purpose of comparing Quotations on a uniform basis. The final quantities may be considerably greater or considerably less than these quantities. No variation in the quantities actually executed shall give rise to any claim against the City.

PRICE SUMMARY

Project Subtotal	$ _____
Goods and Services Tax (5%)	$ _____
MB Retail Sales Tax (7%)	$ _____
TOTAL BID PRICE	**$ _____**

_____
(Bidder to Initial)

…/2

Supply of Veeam Licenses

	Description	Unit of Measurement	Estimated Quantity	Unit Price $0.00	Extension $0.00
1.	Veaam Data Platform Advanced. Includes Veeam Backup & Replication and Veeam ONE	each	19	_____	_____
2.	Veeam Data Cloud Vault Foundation. Choose between Core and Non-Core Region.	each	20	_____	_____
3.	Veeam Data Cloud for Microsoft 365 Advanced	each	660	_____	_____
4.	Veeam Data Cloud for Microsoft Entra ID. Licensed by User	each	1,980	_____	_____
5.	Veeam Data Cloud for Microsoft 365 Foundation - 1 User	each	660	_____	_____

SUB TOTAL $ _____

(Move to Sub-Total on Page 1 of Bid Form)

Can you implement within four (4) weeks of receipt of signed Agreement? ☐Yes ☐No

Price increase/decrease for Year 2 (January 01,2028 – December 31, 2028): _____%

Price increase/decrease for Year 3 (January 01,2029 – December 31, 2029): _____%

Workers Compensation #_____ must be current and in good standing.

Note: Review Section E Submittal Requirements to ensure all documentation is submitted.

We hereby acknowledge receipt of the following Addenda to the Quotation Documents:

Addendum No. _____ Date Received _____
Addendum No. _____ Date Received _____
Addendum No. _____ Date Received _____

_____ _____ _____
(Signature) (Date) (Witnessed by)*

I am authorized to bind the Corporation

_____
Print Name of Witness

*This document must be witnessed to be compliant.