

# General Information for Bid Opportunities

**NOTICE:** The following information is “General Information” only. Each bid opportunity has specific instructions that must be followed to ensure compliance of the submitted bid(s). The onus is on the Bidder to review the specific instructions applicable to each bid opportunity, which must be complied with fully, without exception, when submitting a bid. Failure to comply with the instructions may render a bid submission non-compliant.

Where there is any inconsistency between this General Information and the specific instructions contained within a bid opportunity, the specific instructions for the bid opportunity prevail.

If further information is required, contact Procurement Services for the City at (204) 729-2251 or email [purchasing@brandon.ca](mailto:purchasing@brandon.ca).

- Bids are only accepted by the methods indicated in the bid opportunity. Bids must be received prior to the time for Receipt of Bids indicated in the opportunity. The official time is determined by:
  - Hand, Courier or Mail Delivery - by the atomic clock located in the Finance Department, Main Floor, City Hall. The clock is linked to the National Institute of Standards & Technology time service.
  - Online – by the City’s server which is linked to National Institute of Standards & Technology time service.
- Read the bid opportunity in its entirety to ensure full understanding of the requirements of the bid opportunity and what is being agreed to. Failure to meet the obligations may result in penalties.
- All questions and/or requests for clarification regarding a bid opportunity **must** be submitted to the City in writing to [purchasing@brandon.ca](mailto:purchasing@brandon.ca) or via FAX at 204-726-8546.
- Ensure the bid submission includes all required documentation. Failure to include it will render the submission non-complaint. Documentation may include, but is not limited to, warranty information, references, specification sheets and samples. Refer to the bid opportunity’s submission/submittal requirements to ensure all required documentation is included with the submission.

- If a Bid Form is included as part of the bid opportunity, it **must** be filled in and submitted as part of the bid submission. Failure to include the completed Bid Form will render the bid submission non-compliant.
- Ensure the Bid Form is completed legibly in non-erasable ink, signed by an authorized signatory for the organization, dated and signed by a witness. Failure to do so will render the bid submission non-compliant.