



Bid Document - Download Instructions

- Bid documents are distributed on the City of Brandon website: <https://purchasing.brandon.ca>.
- Locate the opportunity of interest (File #00, Item L-00). Once the bid opportunity is located, click the “View” link as indicated below:

File #:	Item Name:	Item #:	Year:	Status:	Category:	Search	Clear
00	TEST	L-00	All	All			

File #	Item Name	Item #	Category	Posted Date ↑	Closing Date ↑	Status	Info
00	TEST	L-00	City of Brandon	2020-06-15	2020-06-15 5:00 pm	OPEN	View

- Clicking “View” will display further details related to the bid opportunity. Entering contact information is a requirement to obtain the bid document(s). Click on submit as shown below:

Name	Type	Status
TEST (L-00)	QUOTATION	OPEN

Additional Information

You are required to [submit](#) your information to obtain the documents. See instructions above.

Bid Documents

Unevaluated Bid Results

Award Documents

Online Bidding
[Submit Online Bid](#)

Note: By becoming a registered planholder, subsequent information (such as but not limited to addenda or notice to bidders) will automatically be emailed to the email address provided.

- Clicking 'Submit' will direct to the below screen. Enter the mandatory information (company name, contact name & email address). Review the "Receive List of Bidders" information and check/uncheck the box accordingly. (Note: This will default to Yes). Once complete, click 'Submit'.

Sign up for more information

*Company Name:

*Contact Name:

*Email:


Phone:

Receive List of Bidders **Yes**


NOTE: by selecting this option, you agree to list your company name on the bidders list and will receive a list of other companies who have also agreed to have their company names shown on the bidders list.

Should the City receive a request to provide a list of bidders to general contractors, subcontractors or others expressing an interest in a particular bid opportunity, it shall be within the sole and absolute discretion of the City as to whether or not the City is prepared to provide a list of bidders. If the City exercises this discretion and is prepared to provide a list of bidders, such particulars will only be provided to those persons who have clicked upon the "YES" icon, confirming it is agreed that person's name and/or business and/or corporate name (as applicable) shall also be included in the listing of bidders released by the City. The City's decision as to whether or not to release a list of bidders is final.

DISCLAIMER: The City of Brandon is legislated by the Freedom of Information and Protection of Privacy Act and will ensure that collection, use and disclosure of personal information, including financial information, is in compliance with said act. If you have any concerns with respect to the collection or use of your personal information, please contact the access and privacy officers at 204-729-2269.



- Once the information is submitted, the related documents will be available to download under the "Bid Documents" section.

Name	Type	Status
TEST (L-00)	QUOTATION	OPEN
<p>Additional Information</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 60%;"> <p>Bid Documents</p> <p>Download all the files in this section</p> <p>TEST.zip</p> <p>TEST - Pictures.zip</p> <p>Unevaluated Bid Results</p> <p>Online Bidding</p> <p>Submit Online Bid</p> </div> <div style="width: 35%; background-color: #e0e0e0; padding: 10px; text-align: center;"> <p>Award Documents</p> </div> </div> 		

- When downloading documents there are two (2) options, Bidders may “download all files” or “download individual files”.

A. Download all files

Select “Download all the files in this section” to download all the related documents. Click “Open” and a window will pop up with the documents.

Name	Type	Status
TEST (L-00)	QUOTATION	OPEN

Additional Information

Bid Documents
[Download all the files in this section](#)
[TEST.zip](#)
[TEST - Pictures.zip](#)

Award Documents

Unevaluated Bid Results

Online Bidding
[Submit Online Bid](#)

Do you want to open or save all.zip from tenderft.brandon.ca? Open Save Cancel

File Home Share View **Extract** Compressed Folder Tools

Documents Pictures 2020 Tenders, Quotes, Proposals
 Address - Info to Bidders Closing Letters of Notification
 Award Working Files Closing

Extract To

« Windows » INetCache » IE » EMVH4JMQ » all

Name	Type	Compressed size	Password ...	Size	Ratio	Date mod
TEST	Adobe Acrobat Document	167 KB	No	177 KB	7%	6-15-20 3
TEST - Pictures	Adobe Acrobat Document	168 KB	No	179 KB	7%	6-17-20 1

2 items

B. Download individual files

Select a file individually to download one (1) related document, in this case “TEST”. Click “Open” and a window will pop up with the document.

Name	Type	Status
TEST (L-00)	QUOTATION	OPEN

Additional Information

Bid Documents
[Download all the files in this section](#)
[TEST - Pictures.zip](#)
[TEST.zip](#)

Award Documents

Unevaluated

Online Bidding
[Submit Online Bid](#)

Do you want to open or save TEST.zip from tenderft.brandon.ca? [Open] [Save] [Cancel]

Extract TEST

File Home Share View Compressed Folder Tools

Documents Closing Award Pictures Award Info For Web 2020 Tenders, Quotes, Proposals Letters of Notification Bidder Inquiries

Extract To

Windows > INetCache > IE > BUHMCBSX > TEST

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
TEST	Adobe Acrobat Document	164 KB	No	175 KB	7%	6-18-20 4:13 PM

1 item

For more information, contact Procurement Services at purchasing@brandon.ca or (204) 729-2251.