

## **Bid Document - Download Instructions**

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

|          |           | #: Yea | . 314        | tus: C | ategory:               |                    |        |               |
|----------|-----------|--------|--------------|--------|------------------------|--------------------|--------|---------------|
| 00       | TEST L-00 | All    | ► A          |        |                        |                    | Searct | Clear         |
|          |           |        |              |        |                        |                    |        |               |
| File # I | Item Name | Item # | Category     |        | Posted Date $\uparrow$ | Closing Date $$    | Status | Info          |
| 00       | TEST      | L-00   | City of Bran | don    | 2020-06-15             | 2020-06-15 5:00 pm | OPEN   | <u>View</u> ~ |

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<br>TEST (L-00)   | <b>Type</b><br>QUOTATION | <b>Status</b><br>OPEN |
|---|--------------------------|-----------------------|
| Additional Information  |                          |                       |
| You are required to <u>submit</u> your information to obtain the documents. See instructions above. | Annual Designments       |                       |
| Bid Documents<br>Unevaluated Bid Results  | Award Documents          |                       |
|   |                          |                       |
| Online Bidding<br>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:<br>*Contact Name:<br>*Email:<br>Phone: |   |  |  |  |  |
| Receive List of Bidders                               | 🗹 Yes<br>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<br>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 "VES" 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.  |  |  |  |  |
| Submit  |   |  |  |  |  |

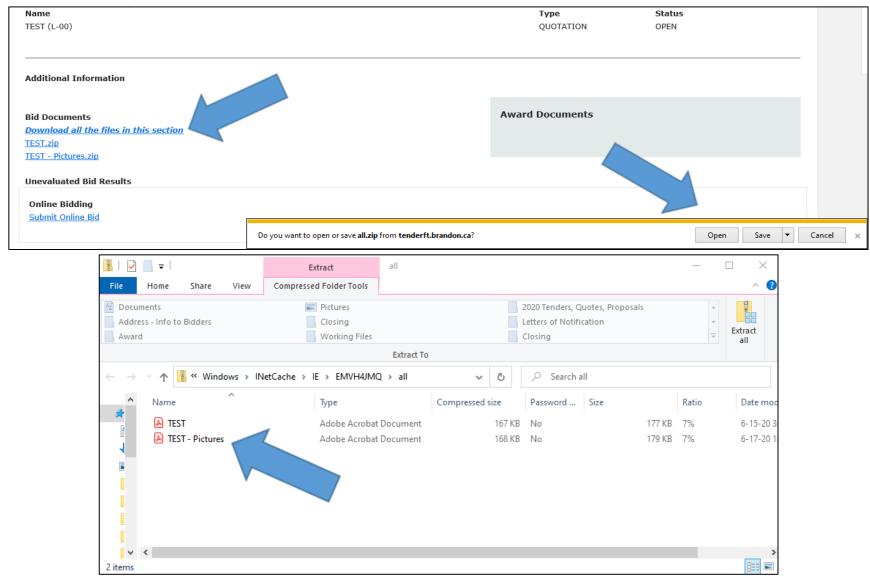
Once the information is submitted, the related documents will be available to download under the "Bid Documents" section.

| Name   | Туре            | Status |
|--|-----------------|--------|
| TEST (L-00)  | QUOTATION       | OPEN   |
|  |                 |        |
| Additional Information                             |                 |        |
| Bid Documents                                      | Award Documents |        |
| Download all the files in this section<br>TEST.zip |                 |        |
| TEST - Pictures.zip                                |                 |        |
| Unevaluated Bid Results                            |                 |        |
| Online Bidding<br>Submit Online Bid                |                 |        |
|  |                 |        |

> When downloading documents there are two (2) options, Bidders may "download all files" or "download individual files".

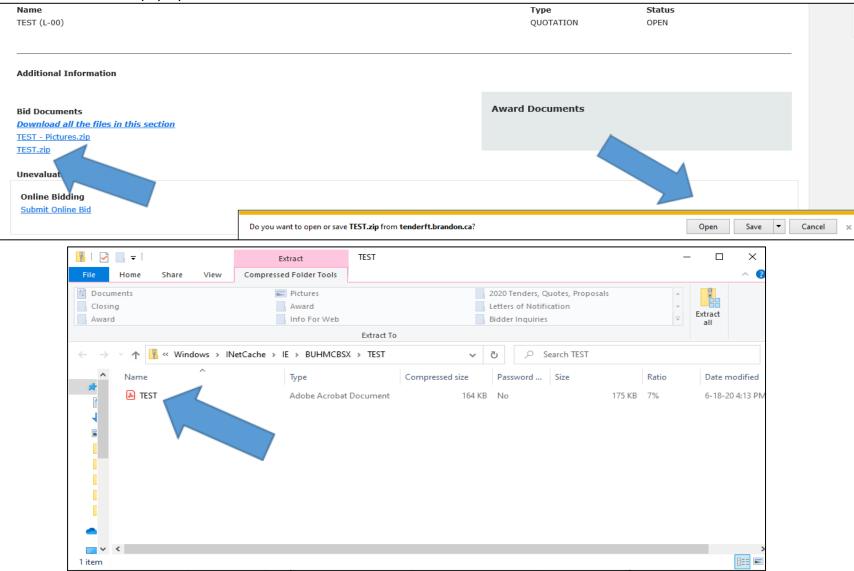
## A. Download all files

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.



## 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.



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