

Procedure – Electronic Submissions

Electronic bid submissions will be accepted by the City unless otherwise stated in the bid opportunity.

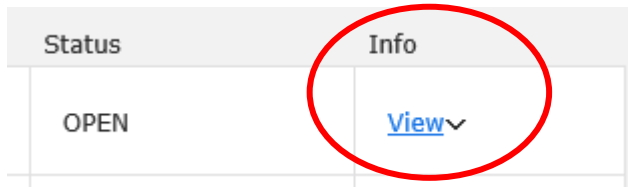
Late submissions will not be considered. It is recommended that bid submissions are prepared and transmitted with sufficient time for receipt. The City of Brandon is not responsible for delays or issues causing a submission to be received late.

Bidders will not have the opportunity to resubmit after the closing time due to late submissions, corrupted files, or missing files.

Changes will not be accepted by online bidding. A new bid submission is required.

Procedure:

1. Proceed to the City's Purchasing & Tenders website - <https://purchasing.brandon.ca/>.
2. Locate the bid opportunity.
3. Click "View".



Status	Info
OPEN	View ▼

If online submissions are accepted, there will be a heading specifying "**Online Bidding**". If the opportunity does not include a link indicating "Submit Online Bid" as per the screenshot below, online bids will not be accepted for the project. Review the Instructions to Bidders for the opportunity to ensure the bid is submitted by an acceptable method.

Additional Information

You need to [submit](#) your information to obtain the document.

Additional Documents

Unevaluated Bid Results



4. Click "Submit Online Bid" for the applicable project.
5. Enter contact information. All mandatory fields are indicated with an asterisk and must be completed. Refer to screenshots at the end of these instructions for details on error messages.

NOTE: ensure a **valid** email address is entered as an email will be auto generated confirming receipt of the bid submission.

Contact Information


Company Name: *

Contact Name: *

Email: *

Phone:

Files Upload: *

I'm not a robot 
reCAPTCHA
[Privacy - Terms](#)

6. Click "Browse". Select the file(s) to submit. Click "Add". If multiple files are required, ensure to click "Add" after selecting each file or the file will not be included in the submission. Each uploaded file will appear under the "Files Upload".

Files Upload: *

Example File Upload 1.pdf
Example File Upload 2.pdf

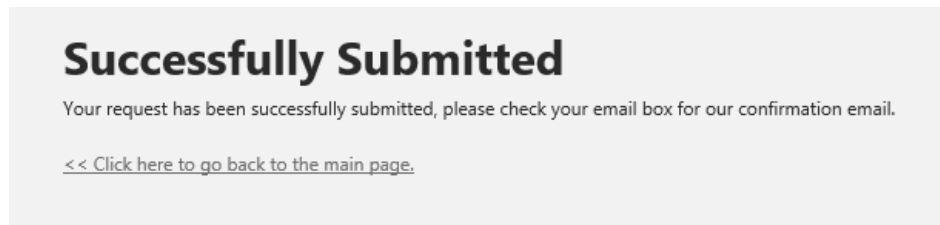
7. Files must be in the following format and must not exceed one (1) gigabyte total for the submission.

Acceptable file formats are:

- PDF
- Word (doc, docx)
- Excel (xls, xlsx)
- PNG
- JPEG
- JPG

Submissions exceeding the file size or not in an acceptable format will be automatically rejected.

8. Click the checkbox indicating 'I am not a robot' and verify contents of the tiles of pictures.
Note: this robot validation will expire within approximately one (1) minute. If your browser remains open for longer than one (1) minute, you will be required to re-validate that you are not a robot. All attached files and contact information will still remain as entered.
9. Ensure all required files are listed in the "Files Upload" section and click "Submit".
10. For successful submissions, the browser will re-direct and will state the following:



A confirmation webpage will display advising the Bid Submission was submitted successfully and a confirmation email will be sent to the email address provided confirming receipt of the submission, the list of attachments and the time the submission was received by the platform.

Bidders should not consider their bid submission to have been submitted if the confirmation webpage does not display and a confirmation e-mail is not received.

If a confirmation email is not received, the bid submission was not received.

Prior to re-submitting the bid, confirm the confirmation email is not in the junk mail folder.

If the confirmation email is located within the junk mail folder, mark the email as safe or save it as a contact; this will allow future confirmation emails to be delivered to the inbox.

11. Bid submissions are secure until after the closing time. Submissions are inaccessible and cannot be reviewed in any manner by Procurement Services prior to the closing time.
12. All late bid submissions are auto rejected.

Questions:

Telephone: 204-729-2251

E-mail: bidsubmission@brandon.ca

Troubleshooting/Error Messages:

The following are some examples of potential errors:

1. Email address must be entered in order for a submission to be sent as this is a mandatory field. All mandatory fields are indicated with an asterisk and must be completed.

Email: *

***Required!**

2. Incorrect file format. Review the list of acceptable file formats and ensure the selected files for upload are an acceptable format.

Files Upload: *

Incorrect file format, only doc, docx, xls, xlsx, pdf, jpg, jpeg and png files are accepted!