



Municipal District of Opportunity No. 17

Tender XXXXXXXX for XXXXXXXX

Closing date: 2021-xx-xx

Tender Detail

TENDER INFORMATION		
Release Date (yyyy-mm-dd)		
Closing Date (yyyy-mm-dd) and Time (HH:00)		
<p>Scope of Work to be delivered:</p> <p>Preparation of the requirements, technical specifications or scope of work for the Goods or Services is the responsibility of the initiating employee. Specifications must be written in the broadest possible terms, avoiding all reference to manufacturers or brand names. Reference to manufacturers or brand names may be used for the purpose of indicating quality, character and compatibility only and must not denote preference. Specifications should include, but not be limited to: environmentally sound products, post-consumer content, quality, performance, availability of parts or service and any other characteristics as necessary.</p> <p>Employees must fully consider the "purpose" of the Goods and Services when developing the requirements for the Goods and Services.</p> <p>Specifications shall contain:</p> <ul style="list-style-type: none"> • clear and complete requirements of the Goods or Services; • minimum standards expected of potential Vendors; • requirements that will permit fair and equitable evaluation to select the successful Vendor; • legal requirements that will protect the MD by ensuring suitability and acceptability of potential and actual offerings of potential Vendors including financial security and insurance requirements; • all mandatory standards that are required of the Goods or Services; and • desirable technical standards that are preferred of the Goods or Services. 		
Required completion date (yyyy-mm-dd)		
Location of delivery		
Scoring Matrix to be used for evaluation (Not necessary the lowest price will be accepted)		
Item	Weight (maximum)	Comment
Bid cost	60	Lowest score is baseline 60, rest a portion thereof.
Timeframe	10	Shortest timeframe is the baseline, others a portion thereof
Previous experience	10	Most experience is the baseline, others portion thereof.
Local content	20	Most local guaranteed content is the baseline, others portion thereof.
Total	100	



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Bidder Information

GENERAL INFORMATION				
Date:		Compulsory GST No.:		
Company Name:		Phone:		
		Fax:		
		E-mail:		
Street Address:		Mailing Address:		
Province:	Postal Code:	Province:	Postal Code:	
Business Licence Information (Compulsory)				
Copy of Business Licence Attached? Y N				
If No, explanation:				
Workers' Compensation Information (Compulsory)				
Clearance Letter Attached? Y N				
WCB Number:		Industry Code:		
Insurance (Compulsory)				
	Coverage Limit	Policy No.	Insurance Co.	
Commercial Comprehensive General Liability	\$			
Work History – Previous Jobs (Compulsory)				
Customer	Type of Project	\$ Size	Contact	Phone
SIGNATURES: By signing below you certify that the information provided above is accurate.				
Senior Company Representative Name:	Title		Signature:	
	Telephone Number:		Date:	



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General Tender Information

The MD, in exercising its discretion to waive a minor or non-substantial irregularity in a Bid, shall follow the guidelines provided below:

	IRREGULARITY	RESPONSE
1	Late Bids (submitted after the 12:00 pm local time on the tender closing day)	MD discretion to accept/reject bid.
2	Unsealed Bids	Automatic rejection, do not open the Bid
3	Bid not completed in non-erasable medium and not signed in ink	Automatic rejection
4	Incomplete Bids / partial Bids / all items not bid upon	Automatic rejection except where the tender form clearly states that an award may be made for individual items or where, in the opinion of the Senior Management Team and the Department Manager, the irregularity is trivial or insignificant
5	Qualified Bids (condition or restriction on the Bid)	Automatic rejection except where the change is requested by the MD, or the MD deems the change to be trivial or insignificant.
6	Bid not properly executed (signature or seal)	Automatic rejection
7	Mathematical errors	May be accepted if corrected in the checking/review procedure. Unit prices shall be used to correct extensions.
8	Bids received on documents other than those provided in the Tender	Automatic rejection unless, in the opinion of the Senior Management Team and the Department Manager, the matter is trivial or insignificant.
9	Erasures, overwriting, corrections, or strikeouts not initialed:	
a)	Changes which are minor (i.e. address, clerical error)	May be accepted, time limit given to initial change
b)	Unit prices have been changed but not initialed and the Bid totals are consistent with the price as amended	May be accepted, time limit given to initial change
c)	Unit prices have been changed but not initialed and the Bid totals are not consistent with the prices as amended	Automatic rejection
10	Minor clerical errors	May be accepted, time limit given to correct and initial
11	Other minor irregularities	The MD shall have the authority to waive irregularities deemed to be minor and immaterial, using a consistent approach to fair practices.