

*This technical bulletin has been prepared jointly by the Manitoba Association of Architects and the Winnipeg Construction Association, and intended as guidelines to increase awareness of recommended practices*

## TECHNICAL BULLETIN #16

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### **SUBJECT: BID CLOSING TIME**

In keeping with CCDC 23-2018 – “A Guide to Calling Bids and Award Construction Contracts”, the Joint Committee of the Manitoba Association of Architects and the Winnipeg Construction Association suggests the following:

#### **Bid Closing Dates and Times**

1. The time should be specified clearly and precisely (down to the second);
2. Bid closing dates and times should use the word “before” or the phrase “before and not later than” in conjunction with the time (down to the second) which will confirm that when the time shifts to the hour and minute stated, the bidding period has closed; and
3. The timepiece upon which the Procurement Authority will rely (e.g. the specific clock on the wall in the reception area) should be indicated;

CCDC Master Specification for Division 00 provides sample language for specifying the close of the bidding period:

*Bids will be received before [2:00:01 p.m.][ ] local time on [Month, Day, Year]  
(the “bid closing time”) at:  
[Name of Procurement Authority]  
[Name of contact person]  
[Address]  
[CITY, PROVINCE]  
[Postal Code]  
[Fax No.]*

The official bid closing time will be determined by the [reception desk clock] [\_\_\_\_\_] at the bid closing location. Bids received after the specified bid closing time will be returned unopened. The Procurement Authority reserves the right to extend the bid closing time or cancel the bid call by addendum.

## Receipt of Bids

All bids should be received at a single, designated location specified in the Instructions to Bidders, where a person authorized to receive bids will be present to physically receive and time stamp (or write the time of receipt on) the bid envelopes. Upon receipt, the bids should be kept in a secure location.

The clock that will be used to determine the closing time should be visible to bidders where the bids are received. This clock should be synchronized with the clock used to time stamp or record the time of receipt on the bid envelopes.

The foregoing, however, assumes the traditional method of receiving bids (i.e. bids that are on paper, delivered, in a sealed envelope). Where the Procurement Authority chooses to receive bids electronically, it is important to ensure that the same fundamental principles are maintained, and that there is a consistent, fair and transparent way to ensure that all bids are submitted fairly.

## Electronic Receipt of Bids

Procurement Authorities that receive bids electronically should ensure that the principles intrinsic to the competitive bidding process for construction contracts are respected and maintained. These principles include the need to:

1. ensure that Bidders have reasonably easy access to the system at minimal or no cost;
2. establish exactly where the bids will be received (e.g. web address) to minimize the possibility of confusion or bids going astray;
3. establish precisely when a Bid or a Bid modification was received by the Procurement Authority (e.g. by means of an electronic time stamp) to ensure that it was submitted before the Bid closing time;
4. establish who submitted the Bid, that it is authentic and has not been tampered with (e.g. by means of an electronic signature or seal);
5. allow secure withdrawal or modification of a previously submitted Bid, up until the Bid closing time;
6. provide a process for the submission of Bid bonds and other ancillary documents (e.g. Bid form supplements) in an acceptable format;
7. maintain the security and confidentiality of Bid submissions and Bid modifications;
8. ensure the reliability of the system to the extent possible;
9. ensure the onus remains on the Bidder for submitting the Bid properly, in accordance with the Instructions to Bidders;
10. ensure the Bidder can verify that the Bid was properly received by the Procurement Authority; and
11. ensure that Bidders have access to the Bid results promptly after the Bid closing.

## Reference:

*CCDC 23 2018 – A Guide to Calling Bids and Awarding Construction Contracts*

*CCA 90-2007 – “Guidelines for Electronic Procurement” for a more detailed overview of the requirements for electronic receipt of bids.*