

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 #7

November 21, 1980, July 15, 1985 - Revised, September 30, 2000 - Revised/Re-numbered and December 24, 2001, Final Revision: Issued May 4th, 2020

SUBJECT: GENERAL TENDERING PROCEDURES

Methods of Bid Solicitation

There are two basic methods of bid solicitation: open and invitation.

1. Open Bid Call:

Under an open bid call, the tender is publicly advertised, through an on-line posting, newspaper outlets, or an e-procurement or electronic plan room website. Any bidder may submit a bid in response to an open bid call.

2. Invitation Bid Call:

Under an invitational bid call, prospective bidders who are pre-selected by the Procurement Authority are notified that they are invited to submit a bid. In some cases, pre-selection may have been preceded by a formal pre-qualification process. This is particularly the case where the Procurement Authority has a particular concern about quality or performance and therefore wants to limit the bidding to prequalified bidders only. See CCDC 29 – A Guide to Pre-qualification for guidance with respect to the pre-qualification process.

The Procurement Authority may want to prequalify Subcontractors or Suppliers for certain parts of the Work, in which case the bid documents should name the prequalified Subcontractors or Suppliers that the prime contract bidder must use in its bid.

Bidding Period and Scheduling

To ensure sound and effective price competition, there needs to be adequate time for bid preparation, recognizing the complexity of the project and the cost estimating effort it will require. A minimum of two weeks is recommended for small, simple projects, whereas for a large, complex project up to six weeks or longer may be appropriate.

For medium to large projects, the Procurement Authority should confer with the WCA before setting or changing the closing date to ensure it does not conflict with the closing dates for other major projects. With respect to scheduling bid closing, Afternoon closings are customary and should exclude the day immediately preceding or following a non-working day. The Procurement Authority should confer with the WCA if unfamiliar with local customs or preferences.

Where it is necessary to extend the bid closing date, bidders should be notified by Addendum as early as possible prior to the previously specified closing date. See Technical Bulletins #1 and #16.

Bidder Inquiries and Issuance of Addenda

See Technical Bulletin #1.

Alternative and Itemized Prices

See Technical Bulletin #5.

Special Taxes

In accordance with the CCDC and CCA standard documents, taxes and duties (excluding value added taxes) already in effect prior to the bid closing date, are to be included in the bid price. Levy and tax adjustments, due to changes after bid closing, will alter the Contract Price accordingly. Value added taxes such as the Federal Goods and Services Tax (GST) should not be included in the bid price nor considered part of the Contract Price. The GST, collected by the Contractor on behalf of Revenue Canada, is to be itemized separately on all invoices.

Bid Closing Dates and Times

See Technical Bulletin #16.

Bid Modifications / Late Bids

Bidders should be permitted to modify (or withdraw) their bids prior to the bid closing time, provided such modifications strictly conform to the requirements governing bid modifications, as specified in the bid documents. Bid modifications after the bid closing time should not be permitted.

Bids received after the specified bid closing time are to be considered non-compliant. They should be returned to the bidder unopened, with the actual time of receipt stamped or noted on the envelope and accompanied by an explanation indicating that the bid was received late.

Bid Opening Procedure

All bids should be received at one location, which should be specifically set out in the Instructions to Bidders. Once the bids have been received, they should be opened within a reasonable period of time after the closing (see Bulletin #5), with representatives of the bidders allowed to witness the opening.

The bid results (including alternative prices when used to determine the lowest compliant bid) should be published to ensure disclosure to bidders not in attendance at the opening. The bid results can be published on the same website or e-procurement platform used to post the tender.

Reference:

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