

Sample Invitation to Bid Format

This document is designed to inform potential bidders of the intent to deliver a project, and to receive formal bids for that purpose. The following items are those that may be appropriate for an Invitation To Bid;

1. Project Number/Contract Number
2. Project Name
3. Location of Project
4. Description of the Project
5. Approximate Value of the Project
6. Locations where bid documents may be viewed

EXAMPLE: The Bid Documents may be viewed at the following locations:

Vancouver Island Construction Association, Victoria, BC

Vancouver Regional Construction Association, Vancouver, BC

7. Location where the Bid Documents may be obtained or accessed through an Internet location.
8. The date(s) when Bid Documents may be obtained.
9. The amount of any on-line fees that bidders must pay to access drawings or the dollar value of the drawing deposit if applicable.
10. The conditions for obtaining bid documents (including the dollar value of the drawing deposit if applicable).
11. Contractor qualification requirements (where applicable).
12. The date, time and location of any pre-bid meetings or site tours/visits (including instruction as to whether attendance is mandatory and for whom). [Refer to Part 5. Guideline 9 Site Visit Guidelines]
13. Bid Security requirements to be submitted with the bid.
14. The time period for which the bid is to remain acceptable.
15. Contact name and telephone number for general enquiries including the name of the Consultant or other party as applicable.
16. The location to which bids or proposals are to be submitted.
17. The closing date and time for submitting bids.
18. The time and place of the opening of bids for public openings and facsimile number for bid revisions as applicable.
19. The form of contract that is to be used.
20. The requirement for Subcontractors closing through a bid depository (if applicable): *BidCentral Online Bidding for Subcontractors shall be used for the receipt of selected subtrade bids as listed in the Instructions to Bidders.*
21. The time and date and website address for the subcontractor bidding: *EXAMPLE BidCentral Online Bidding for Subcontractors shall be used for the subcontractors as specified in the Instructions to Bidders. Subcontractor bids shall be submitted through the BidCentral Online Bidding for Subcontractors no later than 3:00 pm, (insert date 2 days prior to GC closing). To access Bid Central Online Bidding for Subcontractors refer to online information at <http://www.bidcentral.ca/bobs>*
22. Where applicable state "This procurement is subject to the relevant sections of any (list name of Trade Agreement)"