

Sub-Trade & Prime Contractor Bidders Bid Depository e Bid Tendering System

CANB process for Bid Depository Tendering via email using a dedicated email address.
Submit bids to CANB NB at the email address canbebid@gmail.com.

This is a “one-way” email address. It will not, and cannot be accessed, until after Bid Depository Closing Time. It is the Bidders responsibility to ensure their Bid Package is sent to the proper email address. All applicable Bid Depository Rules are still in force.

Processing fee for sub-trades bidders shall apply. Members \$75.00 Non-Members \$150.00

Processing fee for Prime Contractors shall apply. Members \$25.00 Non-Members \$50.00

The Process for Sub-Trade bidding is as follows.

Quires can be made by via email to canb4@nbnet.nb.ca or by phone 506-459-5770

1. Sub-trade bidders shall inform CANB of their intent to bid by requesting tender documents from their **local Association** office. You will be emailed a Pre-Fillable Bid Form (Page 1 Green → Page 2 Pink) along with an invoice for the applicable administration fee.

Note: The form is Pre-structured for final prices and information to be entered by computer.

2. Sub-Trade Bidders shall complete the **computer generated GREEN** form for each Prime Bidder they intend to bid. This will automatically create the **duplicate PINK copy** for each Prime Bidder.
3. On a **company letterhead**, **create a list of Prime Bidders** you propose extending your price(s) to. Enter the price beside **each name**. This letter with any **one GREEN (page 1) to be emailed with your** tender form. Sub-Trade Bidders - Scan your properly signed/sealed Bid Bond **payable to the Successful Prime Contractor** and the Agreement to Bond document – to PDF format.

(Do Not - Include the Letter of Agent)

4. Include supplementary information required by the Prime Bidders to complete their Tender form, ie: separate prices. **Review carefully all addenda and the Prime Bidder Tender Form.**
5. **Send only one Green Tender form to CANB with the Prime Bidder price list.**
Do Not Send - NBCSA & Work Safe certificates, copies of addenda {Rules require sub-trades to include for ALL addenda) – Be aware of any request for Separate Prices.
Acknowledge any with \$ value or 0.00 whether they affect your Trade or not. Do not send other documents or information NOT required by the Prime Bidders to complete their Tender Form. Excess documents could be seen by Anti-virus as JUNK risking diverting your bid package to JUNK mail.
6. Email the tender packet to the CANB dedicated email address, canbebid@gmail.com, prior to the published closing date/time. **{Scan into one file if feasible – not compulsive}**
7. Revisions to the price or the bid form must be sent to the same email address canbebid@gmail.com. Any email revision must show a receipt time prior to closing time.
8. Each bidder shall retain the **completed PINK tender forms** for all Prime Bidder tendered until the official list of acceptable bids has posted to CINet. CANB will endeavor to advise any sub-bid rejected and any Rule infraction on closing day as early as possible.
9. Sub-trade Bidders listed are responsible to email the applicable addressed **PINK (page 2) bid form to each Prime Contractor**. Then send, on your Letterhead, a confirmation list of each bid with the price to each to the CANB email bidding address. **Do Not Send PINK to CANB**

Confirm your bids have been posted to CINet before doing so.