

**Sub-Trade & Prime Contractor Bidders
Bid Depository eBid Tendering System (Sub-Trades)**

Process for CANB Bid Depository Tendering via email to a dedicated email address.

Bid submissions go to CANB to the dedicated email address canbebid@gmail.com.

NOTE: - This is a “one-way” email address. It will not, and cannot be accessed, until after Bid Depository Closing Time. Sub-Bidders are responsible 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

Process for Sub-Trade bidding is as follows. (Read it carefully – as a step-by-step process)

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

1. Sub-trade bidders shall advise CANB of their intent to bid by requesting tender documents from their **local Association** office. You will be emailed a **Pre-Fillable two page Bid Form** - (Page 1 **GREEN** → Page 2 **PINK**) along with an invoice for the applicable administration fee.
Note: Form is Pre-structured, for final prices & information being filled in using a computer.
2. Sub-Trade Bidders – Complete a **computer generated GREEN** (page 1) form for each Prime Bidder you intend to bid. This will **automatically** create the **duplicate PINK** (page 2) **to forward later to the Prime Bidder.**
3. Include any **supplementary information** required by the Prime Bidders to complete their Tender form, ie: **Request for Separate Prices.** Acknowledge any and all with \$ value or 0.00, whether they affect your Trade or not. Review addenda carefully **and the Prime Bidder Tender Form.** Enter the information on the **GREEN (page 1)** or an attached page if required.
4. On a **company letterhead**, **create a list of Prime Bidders** you will be extending your price(s) to. Enter the price beside *each name*. **This list, with a copy of any one completed GREEN (page 1) tender form is for CANB.** – Sign & seal your **Bid Bond** payable to the **Successful Prime Contractor** and the **Agreement to Bond.** Scan all these to a PDF format file. **(Do Not - Include the Letter of Agent)**
5. **Do Not Send** - NBCSA & Work Safe certificates, copies of addenda, documents or information **NOT required for the Prime Bidders to complete their Tender Form.** **Warning** - Excess paperwork could be seen by the computer Anti-virus as JUNK and risk diverting your bid package to **JUNK** mail.
6. Email your tender packet to the CANB dedicated email address, canbebid@gmail.com, prior to the published closing date/time. **{Scan everything into one file if feasible – not compulsory}**
7. Revisions to the price or the bid form must be sent to the same email address canbebid@gmail.com . Every email revision must show a receipt time prior to closing time.
8. **Bidders shall retain the completed PINK (page 2) tenders for Prime Bidders until the official list of acceptable sub-bids has posted to CINet.** CANB will endeavor to post to CINET, all acceptable bids on closing day as early as possible. **DO NOT – Forward your bid to Prime Bidders if it was rejected**
9. **If your are listed on CINET as an accepted Sub-trade Bidder (YOU MUST – LOW BIDDER or NOT) email the PINK (page 2) tender packages to ALL individual Prime Bidders you listed previously.** Next confirm to the CANB email bidding address, that all Prime Bidders listed (per item 3) have been quoted. You cannot alter a previous shown bid value. **Do Not email the PINK (page 2) packages to CANB.**
10. **DO NOT – Forward your Bid to the Prime Bidders if it was rejected => (Not Listed on CINET)**