

## TENDERS & PROPOSALS

### EXAMPLES OF ERRORS THAT CAN INVALIDATE A PROPOSAL OR TENDER

Canada's laws of competitive bidding provide the framework for fair and equal treatment of bidders, a principle strongly embraced at Metro Vancouver. Recognizing that bidders invest considerable resources in responding to Metro Vancouver's bidding opportunities, it serves everyone's best interests to eliminate errors, oversights and omissions that could render Tenders and Proposals incapable of acceptance. To this end, a list of examples of the types of errors that can invalidate a bidder's response appears below. Although it is not a comprehensive list, bidders are encouraged to acquaint themselves with this information in the hope of submitting compliant Proposals and Tenders.

The following list is a guide to assist Proponents and Tenderers in the preparation of competitive bids that are compliant and, therefore, capable of acceptance. Again, while this isn't a comprehensive list, it is intended to give bidders a sense of what to look for when preparing their submissions. For the sake of simplicity, references below to "bids" generally mean Tenders and Proposals, and references to "bidders" mean Tenderers and Proponents.

1. Many Invitations to Tender (ITT) and Requests for Proposal (RFP) contain **mandatory requirements** requiring bidders to provide specific information, to state qualifications, to list experience or to respond to specifications considered essential for the successful completion of the work. While we try to keep these "mandatories" to a minimum, failure to provide this information may render your bid incapable of acceptance. The use of the words "must" or "shall" typically signal a mandatory submission requirement.
2. **Sustainability Declarations**, both environmental and social, are mandatory requirements. Failure to submit *with your bid* the completed and signed declarations will render your bid incapable of acceptance.
3. Many bidders have worked for Metro Vancouver in the past and may be well-known to the project staff or to others within the organization. However, when preparing your bid, **do not assume that we know anything about you**. In evaluating bids, only information that is contained in your submission can be considered.
4. When requested, please list **references** that are relevant to the work of the ITT or RFP. The required number of references and the required dates of the references may be specified by Metro Vancouver and should be taken into account in bidders' responses.
5. When bid bonds and consents of surety are required, please ensure that the **obligee named** in these documents matches exactly the contracting entity identified in the documents. NOTE: Metro Vancouver is not a legal contracting entity.
6. The original bid bond and consent of surety must be submitted with your bid.
7. Bid bonds must also be **valid for the period** expressed in the ITT or RFP.
8. Again, bid bonds must be **appropriately signed** by both the surety and the bidder.
9. Unless specifically addressed in the documents, please ensure that **costs are provided for each item** requested. If the intent of the ITT or RFP is to award the work in its entirety, a missing price could render your bid incapable of acceptance.
10. An immutable principle of the laws of competitive bidding is that **bids cannot be "repaired"**. Please ensure that your submission is complete and accurate in every regard when it is submitted.
11. Bids that contain **terms and conditions**, and those that take exception to Metro Vancouver's **general conditions** may be regarded as less favourable than those that do not, or they may be eliminated from further consideration altogether.
12. Bids **offering specifications, methodologies, models**, etc. that are different than those specified may be incapable of acceptance unless they are offered as an alternative to an otherwise compliant bid. The bid documents provide instructions regarding the submission of alternatives.
13. Unless expressly addressed in the ITT or RFP, **late submissions will be rejected**. Please leave plenty of time for your bid to arrive at the designated place.
14. Bids must be **appropriately signed** by the bidder.
15. Bids that **contain ambiguous or conditional pricing** (e.g. subject to exchange rate fluctuations) are generally incapable of acceptance.
16. If at all in doubt, **contact the Buyer** named in the document as the contact for enquiries.