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Bid Security

BIDDERS' GUIDE TO ELECTRONIC BID SECURITY AT DCC

August 2016

Note: This presentation was originally published on the date shown above. Other than updates to the branding, the content of this presentation remains unchanged and is current as of the above date.

When DCC requires that Bid Security be provided for a project, the requirement will appear on the MERX abstract as per the image below.



Two methods are accepted at DCC for Bid Security:

- Digital bid bond
- Wire transfer

Refer to Section 5 of the Instructions to Tenderers for Electronic Bidding for requirements.

Submitting your bid

Once you have decided to bid on the project, click on the Place Bid button below

Solicitations Reports My Account

PA2016-01 - Test No. 2 for EFT at DCC

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[PLACE BID](#) [ORDER](#)

Notice Categories Documents & Items Plan Holders List Audit

Basic Information


Reference Number 0000005521	Dates
Issuing Organization Defence Construction Canada /Construction de Défense Canada	Publication 2016/06/23 09:17:37 AM EDT
Project Type NPP - Notice of Proposed Procurement	Bid Intent Not Available
Project Number PA2016-01	Closing Date 2016/06/24 02:00:00 PM EDT
Title Test No. 2 for EFT at DCC	Contact Information
Source ID FD.CO.ON.6872.C76146	Richard Allie
Agreement Type Agreement on Internal Trade (AIT)	613-998-1003
	richard.allie@dco-odc.gc.ca

Details

Region Kingston-Pembroke, Ontario

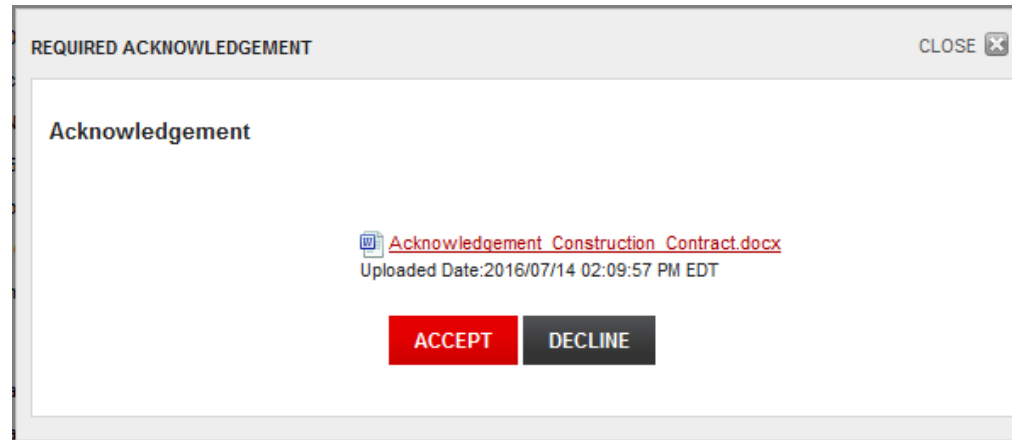
Job Location Petawawa

Description Work description



Submitting your bid

Once you click on Place Bid, the following window may pop up. This window may also pop up when you want to read the full MERX abstract. If that was the case, then it will not appear at this stage.

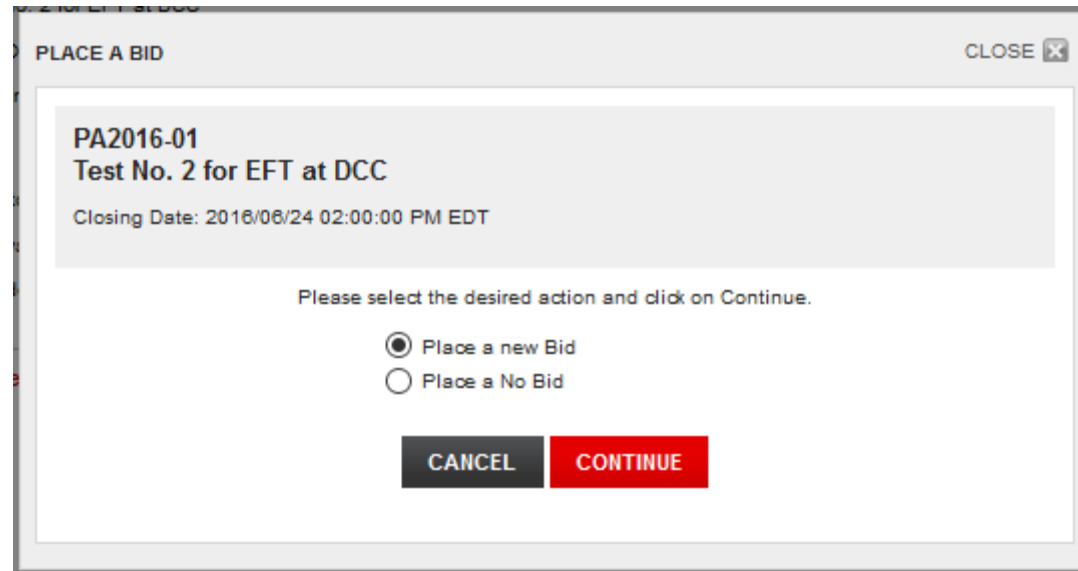


Click on the document link and read the information enclosed. Once done, click on the ACCEPT button to continue. If you click DECLINE, you will not be allowed to bid.

After this step, you will be returned to the preceding screen and will have to click on the SUBMIT BID button again.

Submitting your bid

Once you click on Place Bid, the following window will pop up.



The screenshot shows a dialog box titled "PLACE A BID" with a "CLOSE" button in the top right corner. The main content area contains the following text:

PA2016-01
Test No. 2 for EFT at DCC
Closing Date: 2016/06/24 02:00:00 PM EDT

Please select the desired action and click on Continue.

Place a new Bid
 Place a No Bid

At the bottom, there are two buttons: "CANCEL" (black) and "CONTINUE" (red).

NOTE: DCC does not require bidders to Place a No Bid. However, if you do, it would be appreciated if you also provided a short explanation as to why you chose not to bid.

Submitting your bid

Once you click on Place a new Bid, the following window will appear.

CREATE BID

WA13579 - TEST NO. 3 FOR EFT AT DCC
Closing Date: 2016/07/15 07:00:00 PM EDT

01d 03h 14m : Time left to Submit Bid
Bid Status: Draft (not submitted yet)

1- Proposal 2- Submission 3- Confirmation

Pricing

Total Bid Price* CAD Corresponds to the base price, excluding taxes.

? CANCEL SAVE & QUIT NEXT

This first screen is where you enter your bid price.

After you have entered your price, click Next.

Submitting your bid

Once you clicked Next

The screenshot shows a web interface for editing a bid. At the top left, it says 'EDIT BID'. Below that, the bid details are: 'WA13579 - TEST NO. 3 FOR EFT AT DCC' and 'Closing Date: 2016/07/15 07:00:00 PM EDT'. On the right side, there is a timer showing '01d 03h 05m : Time left to Submit Bid' and a 'Bid Status: Draft (not submitted yet)'. A progress bar at the bottom shows three steps: '1- Proposal', '2- Submission' (which is currently active), and '3- Confirmation'. Under the 'Bonding' section, there are two radio button options: 'E-Bonding' (which is selected) and 'Electronic Fund Transfer (EFT)'. A red 'Upload File' button is positioned between the two options.

On the second screen is where you have the option to select e-bonding or EFT.

If you select E-bonding, you must upload your digital bond here.

See next slide for EFT.

Electronic Funds Transfer / Wire Transfer

IMPORTANT:

- The funds must have been deposited in DCC's account by the date and time of closing
- Ensure the EFT reference number is included with your transfer
- While wire transfers are fairly quick, DCC has no control over the banking system. Give yourself sufficient time to ensure that your transfer arrives in DCC's bank account before the date and time of closing

Submitting your bid

If you selected the EFT option

EDIT BID

WA13578 - TEST NO. 3 FOR EFT AT DCC 01d 03h 03m : Time left to Submit Bid

Closing Date: 2016/07/15 07:00:00 PM EDT Bid Status: Draft (not submitted yet)

1- Proposal 2- Submission 3- Confirmation

Bonding

E-Bonding

Electronic Fund Transfer (EFT)

Organizations who are submitting a bid are to indicate the amount of their wire transfer in the field below and wire the funds to the following account.

Bid Security Amount \$ CAD

EFT Reference Number WA13579-000005725-003

IMPORTANT : Make sure to include the above reference number with your wire transfer so that we can match your bid with your payment.

Beneficiary Name	Defence Construction Canada
Bank Name	BMO
Branch Name	Ottawa
Address	23 Albert St
City	Ottawa
Country	Canada
State/Province	Ontario
Zip/Postal Code	K2E 7E2
Bank Number	123456
Branch Number	0123
Account Number	789456
Swift Number	123
Phone Number	613-999-9999

Sample banking information only - Do not use!

In this screen, you enter the amount of your bid security and get the unique EFT Reference Number that you must include with your wire transfer.

The required banking information for the transfer is also provided.

You must put an amount in the field in order to proceed with your bid.

IMPORTANT: Print a copy of this page from MERX so that you have the banking information at hand for your wire transfer.

Final step

Bidder Compliance & Authentication

The Bidder agrees to submit and sign this Bid electronically and agrees that his/her bid is valid, authorized, and binding; and certifies that all required documentation has been completed.

Bidder represents and warrants that the person signing this Bid is an authorized agent who has fulfilled all requirements to possess actual authority to bind Bidder to each and every term, condition, article and obligation of this Bid and any resultant Contract.

I declare that the foregoing is true and correct

Bid Submitted By (Full Name)*

Please enter your EBS PIN*

Please note that all bids are submitted in Canadian Dollars.

[?](#) **CANCEL** **SAVE & QUIT** **PREVIOUS** **SUBMIT BID**

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In this step, enter the name of the person submitting the bid and your PIN to submit your bid.

EDIT BID

WA13579 - TEST NO. 3 FOR EFT AT DCC Bid Status: Submitted

Closing Date: 2016/07/15 07:00:00 PM EDT

1- Proposal 2- Submission 3- Confirmation Print

Your bid for project "WA13579 - Test No. 3 for EFT at DCC" has officially been submitted.

Bid Submission Date: 2016/07/14 03:59:28 PM EDT

Confirmation Number: 0000005061

EFT Reference Number: WA13579-0000005725-003

**Note: If not already completed, please remember to submit your Electronic Fund Transfer of \$18,900.00 CAD*

You can [download a PDF version](#) of this confirmation for your records.

Take note that you can withdraw and modify your bid up until the solicitation's closing date set for 2016/07/15 07:00:00 PM EDT.

BACK TO BID MANAGEMENT

Once you have submitted your bid, this screen will appear.

The PDF version of this confirmation contains the same information as on the screen. (The banking information will also be available on this screen and in the PDF document later this year)

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