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# Electronic Bid Submission Supplier Guide

Canadian Public Tenders

Agencies, Crown and Private Corporations

**MERX CANADIAN PUBLIC TENDERS**

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List of Open Canadian Opportunities by Category

Category	LAST 24 HOURS	LAST WEEK	LAST 90 DAYS
Construction	15	10	100
Construction Services	10	10	100
Goods	15	10	100
Services	15	10	100
Acquisition and Transportation Equipment	1	14	14
Automotive	2	10	10
Chemicals and Chemical Products	2	10	10
Communications, Detection and Flow Control	8	8	10
Construction Products	4	10	10

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U.S. Tenders

Agency U.S. Tenders: view and send government opportunities with MERX

NEWS EVENTS

Agency U.S. Tenders: view and send government opportunities with MERX

**MERX AGENCIES, CROWN AND PRIVATE CORPORATIONS**

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## 1 Electronic Bid Submission Check List

Before you begin, please ensure you have the following:

- [EBS Authorized Signed Pin](#)
- All documents that are to be part of your bid package.
- Documents are less than 100MB per file
- There are no virus' in your documents

## 2 Frequently Asked Questions

### What is Electronic Bid Submission?

MERX Electronic Bid Submission (E-bid Submission) allows for the online submission of bids when enabled by a buyer for a specific opportunity. It is a fast, secure and fully audited environment in which suppliers can upload bid documents to buyers.

### What is an E-bid Authorized Signer?

An E-bid Authorized Signer is someone in your organization who has the authority to bind your company to each and every term, condition, article and obligation of the bid and any resultant contract.

### How do I designate someone as an E-bid Submission Authorized Signer?

Please visit [tenders.merx.com/RequestEBSPin](http://tenders.merx.com/RequestEBSPin) to request a PIN for your organization's E-bid Submission Authorized Signer.

### What file types are supported by Electronic Bid Submission?

MERX places no restriction on file format and does not convert or zip files during the upload process. Documents can be added and removed at any time, as long as it is done before the closing time. The buyer will often ask for specific file types, please read bid documents for specific requirements.

### What do I need to upload as part of my bid package?

This will be outlined in the bid documents, please review. Some buyers will have an e-bid checklist on MERX, in this case please upload all the requested documents.

**Is there a size limit to the files I can upload onto the system?**

Yes, the largest file one can submit through MERX is 100MB, although there is no limit to the number of files one can submit.

**My file size is over 100MB, what can I do?**

Did you scan in the documents of your bid response? If so, they may be saved in a high definition format (large file sizes). If this is the case try printing them to PDF to reduce the file size. Alternatively, if your submission can be split into multiple parts, you can submit multiple files once the submission has been broken up into files of 100MB or smaller.

**My document upload starts but never finishes, what went wrong?**

It is important *not* to navigate away from the upload screen; this can cause the upload process to stop. If you are not using high speed internet it could simply be taking a long time, try uploading from a computer with access to high speed internet.

**How long will it take to upload my bid?**

It is important to allow *at least* 4 hours to submit your bid which will allow you to upload your bid and resolve any potential issues that may arise. If you have many large documents or you are not running on high speed internet access you may want to give yourself additional time.

**Why can I not submit my bid through the system?**

If a buyer has their account set to not allow late submissions you will not be able to submit past the closing date and time. It is important to refer to the time *and* time zone on all E-bid submissions.

**How do I know that my bid has successfully been submitted?**

Once you've submitted your bid successfully you'll be given an E-bid Confirmation Number. This is your receipt that the bid was uploaded successfully. All reports are kept on your account for 7 years after the closing date.

**Once I've submitted my bid can I make changes to the submission?**

Yes, as long as the closing date and time haven't expired suppliers can make any change required to their bid and re-submit as often as they choose.

**When I submit my bid does the buying organization have immediate access to bid documents?**

No, once a supplier has submitted their bid, the buying organization can see that they've submitted but they can't access the documents until the closing date and time has expired.

**Can other suppliers see that I've submitted a bid?**

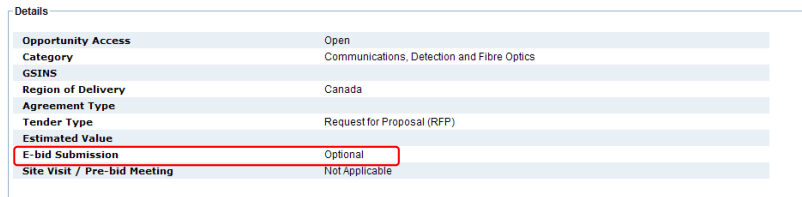
No.

### 3 Determining the Requirement for Electronic Bid Submission

MERX Electronic Bid Submission (E-bid Submission) allows for the online submission of bids when enabled by a buyer for a specific opportunity. It is a fast, secure and fully audited environment in which suppliers can upload bid documents to buyers.

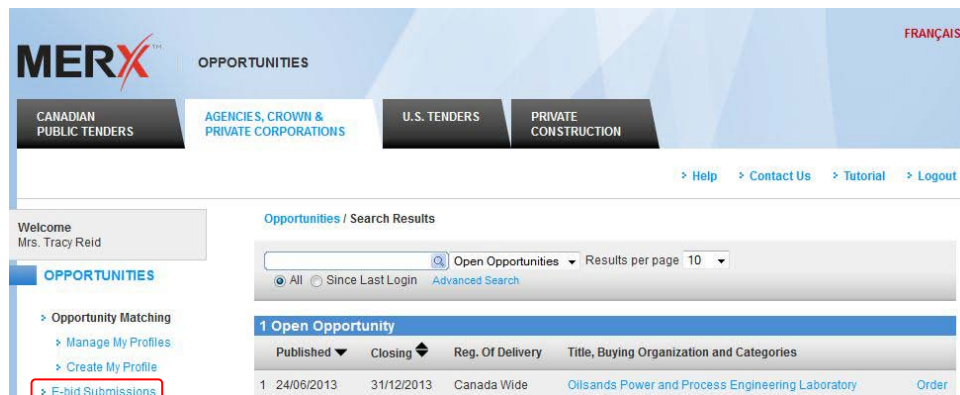
Within the 'Details' area of the Opportunity Abstract, the 'E-bid Submission' field will tell you whether or not you are to submit your bid using the MERX Electronic Bid Submission function. The 'E-bid Submission' field displays one of three values, as selected by the buyer:

- Optional                      You have the option to submit your bid to the buyer in paper format or online via MERX E-bid Submission.
- Mandatory                    You MUST submit your bid online via MERX E-bid Submission.
- Not Available                 MERX E-bid Submission is not an option; please submit your bid to the buyer as outlined in the tender documents.



**To view the list of opportunities you have ordered that are available for Electronic Bid Submission:**

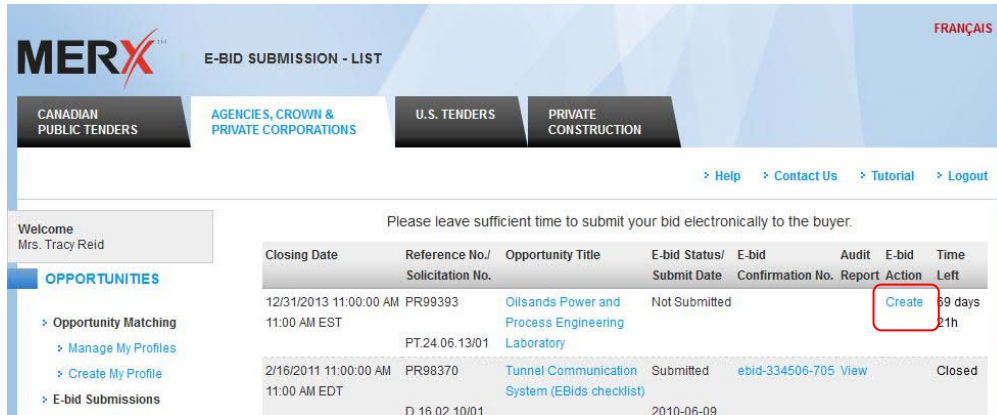
- Login to your account
  - Find the 'E-bid Submissions' link under Opportunities.
- (Note: you will need to do this for both MERX Canadian Public Tenders and MERX for Agencies, Crown and Private Corporations if you accessed opportunities from each of those services requiring an electronic submission).
- You will then be presented with the E-bid Submission List screen listing the opportunities you have ordered and for which E-bid submission is permitted for opportunities on MERX.



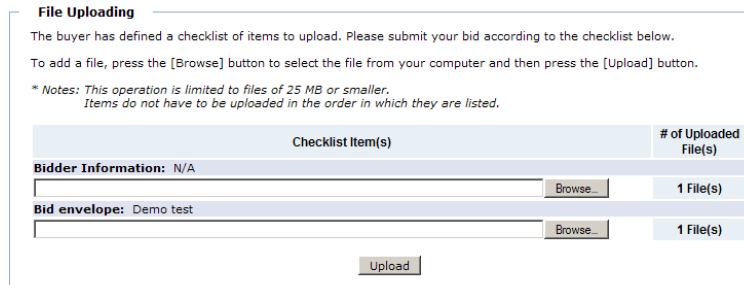
## 4 Creating and Modifying Electronic Bid Submissions

! - When creating an E-bid you should allow **at least** 4 hours to complete the process to ensure it is complete before the closing time. To start:

- On the E-bid Submission List screen, locate the Opportunity you wish to create a bid for
- Click 'Create' for the Opportunity in question



- Use the 'Browse' button to locate the file to be uploaded
- Once you have selected the file(s) from your computer click the 'Upload' button
- To upload additional files, use the 'Browse' and 'Upload' buttons until all files have been uploaded
- If you are asked to upload specific checklist items (ie below) it is important to make sure all documents have been uploaded before submission. Your submission may be considered incomplete if any items are missing.

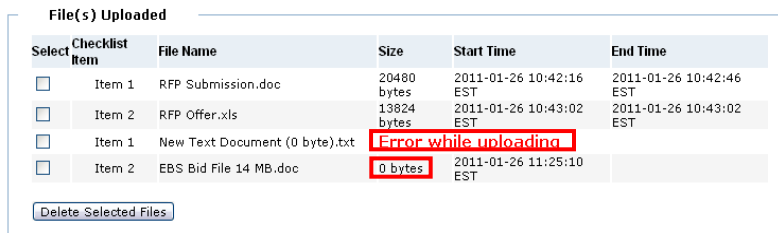


MERX places no restriction on file format and does not convert, or zip files during the upload process. Documents can be added and removed at any time, as long as it is done before the closing time.

! - When uploading it is important to note that your file(s) **will not** be uploaded if they meet the following conditions:

- You have navigated away from the upload page while document is being uploaded
- Your internet connection gets disrupted and the file is not complete
- Your file is over 100MB
- There is a virus in your file

**If you get an Error message or you have a 0 byte file please re-upload your documents. If the problem persists, call MERX at: 1-800-964-MERX (6379).**



**To Modify an E-bid:**

- Locate the Opportunity you wish to create a bid for in the E-bid Submission – List screen
- Select 'Modify' for the Opportunity in question where you can then add or delete files

Please leave sufficient time to submit your bid electronically to the buyer.

Closing Date	Reference No./ Solicitation No.	Opportunity Title	E-bid Status/ Submit Date	E-bid Confirmation No.	Audit Report	E-bid Action	Time Left
2011-02-16 11:00 AM EDT	PR98370 D.16.02.10/01	<a href="#">Tunnel Communication System (EBids checklist)</a>	Not Submitted			<a href="#">Modify</a> <a href="#">Submit</a> <a href="#">Delete</a>	291 days 23h 34m

**5 Submitting Electronic Bids**

**Electronic Bid Submission Authorized Signer:**

Your organization *must* have an E-bid Submission Authorized Signer to submit bids online using MERX Electronic Bid Submission. An E-bid Authorized Signer is someone in your organization who has the authority to bind your company to each and every term, condition, article and obligation of the Bid and any resultant Contract. Your organization can have only one Authorized Signer. The Authorized Signer does not have to be the person placing the order, nor do they have to be subscribed to MERX. Once an Authorized Signer has been setup, a letter will be sent via email to the Authorized Signer.

If you do not have a PIN please visit [tenders.merx.com/RequestEBSPin](http://tenders.merx.com/RequestEBSPin) to request a PIN for your organization's Authorized E-bid Signer.

**Please note creating an Authorized Signer can take up to 1 business day, please plan accordingly.**

**To submit an E-bid:**

- Ensure you have uploaded all files that are to be a part of your Bid package.
- Click on 'Submit' in the E-bid Submission List screen *or* in the Create/Modify screen.

**E-bid Submission**

To submit the files to the buyer, press the [Submit E-bid] button and wait for the confirmation message. To leave the E-bid uncompleted, just click the [Close] button. You can come back to this E-bid later on to submit it to the buyer.

- Complete the Electronic Signature Agreement where your organization's E-bid Submission Authorized Signer must enter their PIN. If the Authorized Signer does not remember their PIN, they must contact MERX Customer Support at by emailing [signature@merx.com](mailto:signature@merx.com). Please note it can take up to 1 business day to reset the PIN.
- Click 'Continue' to receive confirmation of your E-bid submission. The confirmation screen includes the submission date and time, the name of the Authorized Signer and an E-bid Submission confirmation number. Please print this confirmation for your reference.

Please note that large bids or bids with many documents can be a factor in the amount of time it takes to upload and submit your bid. **It is recommended that you allow for at least 4 hours to upload and submit a tender package.**



If you have not ordered the complete bid set, you will be presented a warning message when you click on the 'Submit E-bid' button. The MERX system, however, will not prevent you from submitting the e-bid.

Only e-bids with a status of 'Not Submitted' can be submitted. If the status is already 'Submitted', you must delete the submitted e-bid and then re-submit (please see the Deleting E-bid Submissions for more information).

## 6 Deleting Electronic Bid Submissions

- In the E-bid Submission – List screen, locate the Opportunity
- Click 'Delete' for the Opportunity in question
- Once deleted, an e-bid is given the status 'Not Submitted'

The screenshot shows the 'E-BID SUBMISSION - LIST' page. At the top, there are navigation tabs for 'CANADIAN PUBLIC TENDERS', 'AGENCIES, CROWN & PRIVATE CORPORATIONS', 'U.S. TENDERS', and 'PRIVATE CONSTRUCTION'. Below these is a welcome message for 'Mrs. Tracy Reid' and a list of 'OPPORTUNITIES'. A table displays the following data:

Closing Date	Reference No./ Solicitation No.	Opportunity Title	E-bid Status/ Submit Date	E-bid Confirmation No.	Audit Report	E-bid Action	Time Left
12/31/2013 11:00:00 AM 11:00 AM EST	PR99393 PT.24.06.13/01	Oilsands Power and Process Engineering Laboratory	Submitted 2013-10-22 15:12:54 EDT	ebid-334506-902	View	Delete	69 days 20h 50m
2/16/2011 11:00:00 AM 11:00 AM EDT	PR98370	Tunnel Communication System (EBids)	Submitted	ebid-334506-705	View		Closed

The MERX system will prevent you from deleting or modifying an e-bid with a status of 'Submitted' if it is past the closing date and time. E-bids with a status of 'Late Submission' cannot be deleted.

## 7 Late Submissions

If you attempt to submit your bid past the closing date and time, a warning message will appear. The fact that the MERX system allows bids to be submitted late *does not* supersede any stipulations made by the buyer as to what constitutes a late bid and whether late bids will be accepted by the buyer.

If an incomplete bid set has been ordered, a warning will also appear. By clicking Continue, you acknowledge that you are aware you may be submitting a non-compliant bid.

To help prevent late submissions, we provide you with advanced warning one day prior and on the closing date of a particular opportunity where a bid has been created but has not yet been submitted. A warning message will appear when you login to MERX.

## 8 Receipt of the Electronic Bid Submission

MERX provides you with a receipt of your bid submission. The receipt is displayed upon successful submission with a confirmation number.

## 9 Audit Report for Electronic Bid Submissions

MERX provides you with an online Audit Report for each opportunity for which you submit an electronic bid. The Audit Report shows you the e-bid files that were uploaded by your organization, including the start and end time of each file transmission and the submission date/time. The Audit Report is available to your organization at any time. Opportunities with no e-bid files uploaded will have no Audit Report.

### To access the Audit Report:

- From the E-bid Submission – List screen
- Click on 'View' to take you to the applicable Audit Report

#### E-bid Management - Audit Report

##### E-bid Submission Information

<b>E-bid Status</b>	Submitted
<b>Submission Date</b>	2010-06-09 14:12:03 EDT
<b>Authorized Signer</b>	treid1005
<b>E-bid Confirmation No.</b>	ebid-334506-705

##### Opportunity Information

<b>Closing Date</b>	2011-02-16 11:00 A.M. 11:00 AM EDT
<b>Reference No.</b>	PR98370
<b>Solicitation No.</b>	D.16.02.10/01
<b>Opportunity Title</b>	Tunnel Communication System (EBids checklist)
<b>Opportunity Status</b>	Closed

##### File(s) Submitted

File Name	Size	Start Time	End Time
PMAC handout.pdf	123649 bytes	2010-06-07 09:54:57 EDT	2010-06-07 09:54:59 EDT