

Opening Bids

This section discusses procedures that should be used when conducting public openings of tenders and proposals.

Formal Tender/Proposal Openings

Done Publicly, Promptly, Professionally

In accordance with *Government Contract Regulations*, all competitive bids for contracts valued over \$5,000 must be opened in public.

Additionally, to be fair to all bidders, the process must be timely, and conducted in a professional manner. Bids must be opened as soon as practical after the closing time.

If this process is not followed, this may be seen as a failure to respect the integrity of the bidding process. A late opening will prompt bidders to ask why the opening was delayed, and whether late bids were accepted. An official clock should be designated as the clock to be used for tender closures.

Tender Opening Committee

A *Tender Opening Committee* presides over the tender opening. It should consist of at least two, but preferably three, members - a Chairperson, a Secretary and a Witness. In the latest version of the *Government Contract Regulations* section 12.3 stipulates that neither the contract authority nor a bidder/proponent can act as a witness.

The committee opens all bids that have been received on time, and prepares and signs a *Tender Register* for each tender call.

Prior to opening tender bids, the Chairperson should announce that all bids received are subject to audit and review prior to any recommendation for award, and that no questions concerning tenders will be answered during the opening. The Chairperson

should then announce the official name of the project for which tenders are being opened.

Information to be Announced

Upon opening each tender envelope, the Chairperson must announce:

- the name of the person or company who submitted the tender
- the amount of the tender
- any amendments to the total amount of the tender the final tender price, which would be the tender price plus or minus any amendments

No other announcements are made, nor should any other information be provided.

Completing the Tender Register

The Secretary records on the *Tender Register* the information announced by the Chairperson:

- the correct name of each bidder (occasionally the name appearing on the envelope is inconsistent with the name appearing on the tender)
- the amount of each bid originally announced, every change to the amount, and the revised bid amount. (When the amendment is expressed as a price reduction or increase, the revised amount is calculated; amendments not related to price are not recorded by the Secretary.)
- the final bid price

Each member of the committee signs or initials every bid and related amendment (letter or facsimile), as well as the *Tender Register*. Bids should be initialled on the page that indicates the total bid price.

Informal Tenders

In the case of informal tenders or quotations where the value of the contract is less than \$5,000, it is recommended that bid information be released to bidders upon request.

GNWT Contract Registry, Reporting System

For Tender in excess of \$5000 information manually recorded on the Tender Registry needs to be transferred to the GNWT Contract Registry, Reporting System (CRRS). For PWS this is accomplished by updating the Contract Information System (CIS) and includes updating the CIS tender registry with:

- the name of each bidder
- the amount of each bid originally submitted
- any amended change to the original bid amount
- the final bid price

Once this information is entered in the CIS, Contract Administrators are required to post the results of the tender opening to the CRRS.

