

Sample Invitation to Tender Format

1. Project Number/Contract Number
2. Project Name
3. Location of Project
4. Description of the Project
5. Estimated Value of the Project
6. Locations where tender documents may be viewed

EXAMPLE:

The Tender Documents may be viewed at the following locations:

Construction Association of Victoria, Victoria, BC Vancouver
 Regional Construction Association, Vancouver BC Mid Island
 Construction Association, Nanaimo, BC North Vancouver Island
 Construction Association, Campbell River, BC

7. Location where the tender documents may be obtained.
8. The date(s) when tender documents may be obtained.
9. The conditions for obtaining tender documents (including the dollar value of the drawing deposit if applicable).
10. Contractor qualification requirements (where applicable)
11. The date, time and location of any pre-tender meetings or site tours (including instruction as to whether attendance is compulsory and for whom).
12. Tender Security requirements to be submitted with the tender.
13. The time period for which the tender price is to remain acceptable.
14. Contact name for general enquiries including the name of the Prime Consultant.
15. Whether any 'fair wage requirements' are applicable.
16. The location to which tenders or proposals are to be submitted
17. The closing date and time for submitting tenders.
18. The time and place of the opening of tenders for public openings
19. The form of contract which is to be used.
20. The requirement for Bid Depository (if applicable):
 The BC Construction Association Bid Depository System shall be used for the receipt of selected sub trade tenders as listed in the Instructions to Bidders.
21. The time, date and location (from Appendix B of the Bid Depository Rules of Procedure - limited to 3 locations maximum) for the closing of Bid Depository (if applicable):

EXAMPLE

Trade Contractor bids shall be deposited at the following Bid Depository locations no later than 3:00 p.m., (date chosen by the tendering authority - to be 3 days prior to tender closing) at:

- Victoria Bid Depository c/o the Construction Association of Victoria
- Campbell River Bid Depository c/o the North Vancouver Island Construction Association
- Vancouver and Lower Mainland Bid Depository (Vancouver and Langley locations) c/o the Vancouver Regional Construction Association