UNIVERSITY OF TORONTO

RFT UTM200145 Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Schedule B Tender Submission Form	File Type: PDF (.pdf)	Multiple	Required
Schedule C Conflict of Interest Declaration	File Type: PDF (.pdf)	Multiple	Required
Schedule D Price Schedule	File Type: PDF (.pdf)	Multiple	Required
5% Bid Bond	File Type: PDF (.pdf)	Multiple	Required

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at:

UNIVERSITY OF TORONTO

https://utoronto.bonfirehub.ca/opportunities/private/eed668ac3b468d90cda058a34bc9adfa

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Jun 09, 2023 2:00 PM EDT.** We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

University of Toronto uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at https://vendorsupport.gobonfire.com/hc/en-us