



Appendix F- 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
Form of Offer	File Type: PDF (.pdf)	Multiple	Required
Proponent Corporate Background-as per Appendix B, section 1	File Type: PDF (.pdf)	Multiple	Required
Personnel, Knowledge & Experience – as per Appendix B, section 2 & 3	File Type: PDF (.pdf)	Multiple	Required
Work Plan and Schedule / Gantt Chart – as per Appendix B, section 4	File Type: PDF (.pdf)	Multiple	Required
References see Appendix J – Form #3 – References.	File Type: PDF (.pdf)	Multiple	Required
Appendix F-Pricing Submission Form	File Type: PDF (.pdf)	Multiple	Required



Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	721210	New industrial building and warehouse construction services	The building, remodeling and repair of industrial building and warehouses of various types owned by others
UNSPSC	721211	Commercial and office building construction services	The building, remodeling and repair of commercial and office buildings of various types owned by others
UNSPSC	72121101	Commercial and office building new construction service	The building of commercial and office buildings, owned by others
UNSPSC	72121103	Commercial and office building renovation and repair service	The remodeling and repair of commercial and office buildings owned by others
UNSPSC	72121104	Restaurant construction service	The building of restaurants owned by others

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:

<https://seneca.bonfirehub.ca/opportunities/78804>

The Vendor Discussion period for this opportunity starts Apr 15, 2024 4:30 PM EDT. The Vendor Discussion period for this opportunity ends May 07, 2024 2:00 PM EDT. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **May 22, 2024 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?

Seneca College uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your

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submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>