**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 ofvarious 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**](https://seneca.bonfirehub.ca/opportunities/78804)

The Question period for this opportunity starts Apr 15, 2024 4:30 PM EDT. The Question period for this opportunity ends Apr 29, 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 08, 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](mailto: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>