

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	Instructions
CCDC 11 2019	File Type: PDF (.pdf)	Multiple	Required	
CAD 7 Calculations or Merit Adjustment Plan Statements	File Type: PDF (.pdf)	Multiple	Required	
Infection Prevention & Control Certification	File Type: PDF (.pdf)	Multiple	Required	
Additional Documents as required by CCDC 11 2019	File Type: PDF (.pdf)	Multiple	Required	
Base Bid Form	File Type: PDF (.pdf)	Multiple	Required	
Supplementary Bid Form	File Type: PDF (.pdf)	Multiple	Required	
Mandatory Requirements Check List (Q-68NU)	Questionnaire: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this Questionnaire. The Response Template can

Name	Type	# Files	Requirement	Instructions
				be downloaded from the project listing on the Bonfire portal.
Preliminary Schedule	File Type: PDF (.pdf)	Multiple	Required	
Bid Performance & Security 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.

Requested Questionnaires:

The Questionnaire Response Templates can be obtained at <https://gghorg.bonfirehub.ca/opportunities/81032>.

Please note that Questionnaires may take a significant amount of time to prepare.

2. Upload your submission at:

<https://gghorg.bonfirehub.ca/opportunities/81032>

The Question period for this opportunity starts June 11, 2024 12:00 PM EDT. The Question period for this opportunity ends July 02, 2024 5:00 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 **July 11, 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?

Guelph General Hospital 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>