

Section 7C: Actions During the Bid Solicitation Period

Changes to a Bid Solicitation

7C.250 (2004-12-10) Any significant change in the information provided in the Notice of Proposed Procurement (NPP) or bid solicitation documents before the bid closing date, requires an amendment to the NPP and/or bid solicitation document. All amendments must be given the same circulation as the original NPP and/or bid solicitation documents.

Contracting officers must ensure that the amendments to the NPP and/or bid solicitation documents are complete. The Government Electronic Tendering Service (GETS (MERX)) will forward a Notice of Amendment to all suppliers that originally requested the bid solicitation document, within four (4) working hours of receipt, first by e-mail, then by facsimile or by mail, if e-mail is not feasible. The supplier may then view the actual bid solicitation amendment document on-line through GETS (MERX) and/or download it electronically or order a hard copy from GETS (MERX). The update will then form part of the bid solicitation document.

7C.251 (2004-12-10) When a bid solicitation document is cancelled and reissued, a new NPP must be submitted for publication on GETS (MERX).

7C.252 (2004-12-10) Any significant information given to one supplier with respect to a proposed procurement must be given to all other interested suppliers in adequate time to permit the suppliers to consider such information and respond to the bid. In providing this information, contracting officers must take into consideration the time required to post amendments on GETS (MERX).

If there is insufficient time to ensure that all potential bidders can consider the information and respond accordingly, contracting officers may consider cancelling and reissuing the bid solicitation. (See [7D.466](#).)

7C.253 (1994-06-23) The contracting officer must inform the bid receiving area of any change to bid closing dates or times and must ensure that such notification has been received by the bid receiving area.

7C.256 (2005-12-16) A decision to extend the bidding period beyond the initially established closing date is a business decision that can be made by the contracting officer, based on the circumstances of the particular procurement. It may be possible to process an extension of the bidding period in a relatively short time frame (more or less 24 hours) where bids have been invited using source lists, or where the publicly advertised procurement is not subject to North American Free Trade Agreement (NAFTA) or the World Trade Organization Agreement on Government Procurement (WTO-AGP). All notices related to publicly advertised solicitations subject to NAFTA and the WTO-AGP must be published in the *Government Business Opportunities* (GBO) at the same time as they are published on GETS (MERX).

Bidders' Conferences and Site Visits

7C.260 (1997-09-15) The bidders' conference normally takes place at the Public Works and Government Services Canada (PWGSC) office issuing the bid solicitation. The contracting officer must prepare and circulate an agenda outlining elements to be discussed, including questions raised by potential bidders, prior to the conference. PWGSC will chair all bidders' conferences, and prepare Minutes which include any clarifications or specification changes which may result in a change to the requirement.

The Minutes must be distributed to all suppliers who have requested the bid package, or all suppliers who have been invited to bid, in sufficient time to allow potential bidders to prepare and submit bids before the bid closing date. In addition, a copy must be sent to the GETS for inclusion in the existing bid solicitation.

7C.261 (1994-06-23) A site visit will be arranged in conjunction with the client. Although there are no formal Minutes, the client must be instructed to advise PWGSC of any clarifications, or changes in specifications, resulting from the site visit. The original bid solicitation must then be amended to reflect these changes or clarifications.

A copy of the solicitation amendments must be provided to all potential bidders who have already requested a bid solicitation document, or all suppliers who have been invited to bid.

Modification and Withdrawing of Bids

7C.267 (1994-06-23) Bids may normally be modified, withdrawn or resubmitted before the bid closing date provided that it is done in writing (this includes electronically transmitted responses.)

For quotations directed to the contracting officer only, to maintain the integrity of the bidding system, no modification will be considered after receipt of the quotation, unless negotiated by PWGSC, and negotiations must be held with all suppliers that submitted responsive quotations.

7C.268 (1994-06-23) If the bid conditions permit and a bidder increases a price prior to bid closing, any additional financial security required must be received within a reasonable period of time (*normally five working days*).