

Ontario Government Online Bidding Update – Frequently Asked Questions for Vendors

1. What is online bidding?

Online bidding is the ability to submit a bid through Ontario's electronic tendering portal for designated procurement opportunities. Vendors are able to respond to questions regarding these procurement opportunities and attach / upload additional documents (e.g. certificates, drawings) as applicable.

2. How do vendors bid online?

Procurement opportunities that allow online bidding will contain specific instructions and guidance for vendors. After registering on the [Ontario Tenders Portal](#), vendors will be able to log into the system and access the user guide for online bidding at the file sharing section. Vendors can go to *eTendering Responding to a Tender Guide* for additional instructions.

3. How will online bidding reduce my bid preparation costs?

- Vendors do not have to pay to review or download procurement documents. Payment will be required only for vendors who are sure that they can bid on the specific procurement opportunity.
- Vendors will no longer need to print multiple copies of submissions and courier or deliver bid boxes to downtown Toronto.
- Vendors can opt to pay only a single bidding fee per organization. You can set up access and permissions for multiple users within the vendor organization at no additional charge. This will assist vendors to ensure coverage during leaves of absence (e.g. vacation).

4. What is the cost to vendors?

There are no costs to register or to download procurement documents of interest. Registration is still required to download procurement opportunities.

Vendors will only pay for their online bid submissions and will have two payment options available:

- \$300 CAD + HST for a single bid submission. This option is suggested for suppliers who typically submit two or fewer bids annually.
- \$750 CAD + HST per year for annual unlimited bid submissions. This option is suggested for suppliers who typically submit two or more bids annually.

The cost of a single online bid is less than the cost of a single cup of coffee each day.

5. Are there additional benefits from online bidding?

BravoSolution will provide a variety of benefits to vendors including:

Time Savings and Extra System Functionality

- Simplified online forms which streamline the bidding process.
- Faster evaluations that will result in knowing the bidding results sooner.

Location Neutrality

- Vendors located outside of the Greater Toronto Area (GTA) will not be disadvantaged by having to submit their bids via courier or mail to Toronto days earlier than local vendors.

Reduced Disqualification Risk

- Less risk of submitting an incomplete bid due to the automated checks within each online bidding opportunity.
- System reminders sent to vendors by email reducing the risk of late bids.

Increased Procurement Visibility

- Vendors will have access to all past bid submissions submitted online.
- Vendors will have visibility into the status of an online bidding opportunity from start to finish.

6. Is the cost to submit an online bid tax deductible?

Vendors should contact Canada Revenue Agency or review the [Business and Professional Income](#) guide.

7. What are the minimum technical requirements to access the eTendering portal?

To access the eTendering portal vendors will need the following minimum technical requirements:

- If using a PC, vendors will need to use Internet Explorer 8-10 (the use of Internet Explorer 7 is not recommended). The latest version of Internet Explorer can be downloaded for free at www.microsoft.com
- If using a Mac, vendors will need to use Firefox. The latest version of Firefox can be downloaded for free at www.mozilla.com/firefox
- Java is not essential to use eTendering, but it is required for some advanced functions such as mass uploading and downloading attachments. The latest version of Java can be downloaded for free at www.java.com
- It is strongly recommended that pop-ups be enabled in the vendors' browsers. This will allow a warning message to appear if the vendor's session has been inactive for over 15 minutes and is about to be logged out. This is an important security requirement for all eTendering portals.

8. Where can I obtain assistance and additional information?

For Customer Support email eTenderhelp_CA@bravosolution.com or call 1 (866) 722 7390.

For instant access to online help documents, suppliers can log into the system and check the *Help for Suppliers* section. This tool will provide definitions and activities related to the specific page that the vendor is currently navigating.