



## Bidding on an Event – GNWT Contract Event Opportunities Website

The GNWT Contract Event Opportunities website is an interactive system that allows vendors to download and bid on contracting opportunities online. Vendors can also sign up for notifications of new contracting opportunities as they arise in specific areas of interest. Follow the script to learn how to Bid on an Event through the GNWT Contract Event Opportunities website.

When you have finished you will be able to:

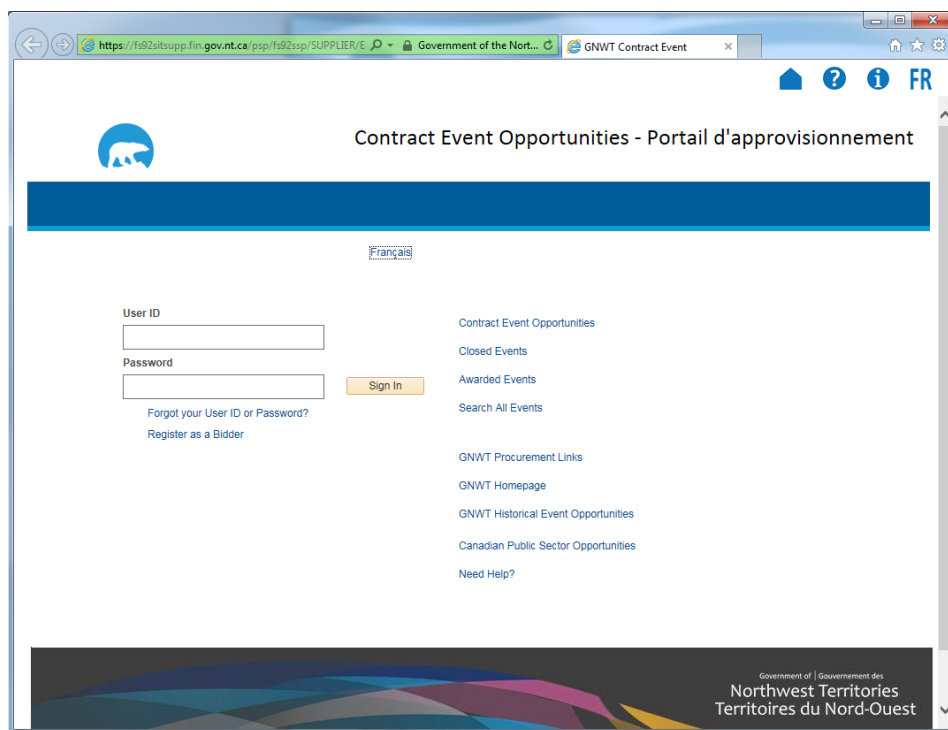
- Bid on an Event through the GNWT Contract Event Opportunities website.

### Reminder:

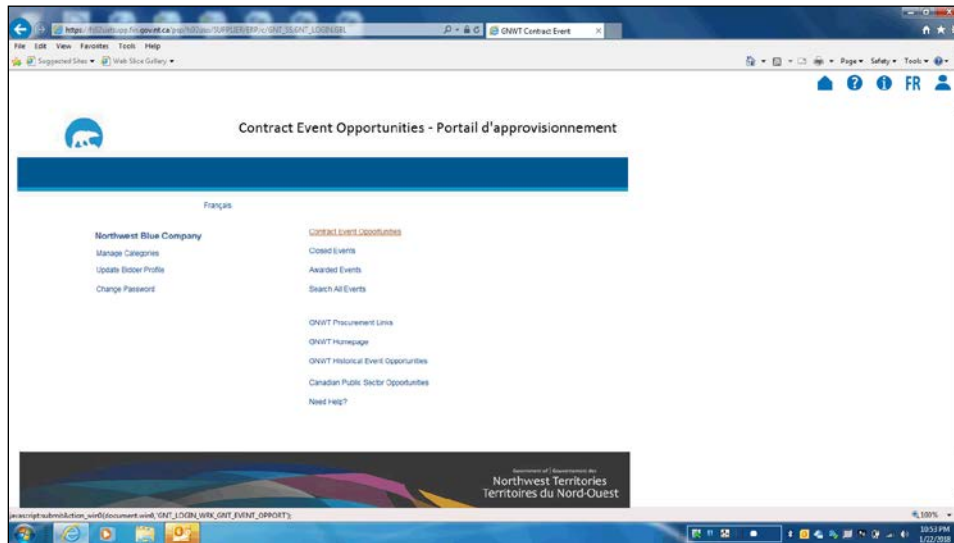
When navigating through the website do not use the back button on your web browser to go back to previous screens. Please navigate using the links found on each page.

### Disclaimer:

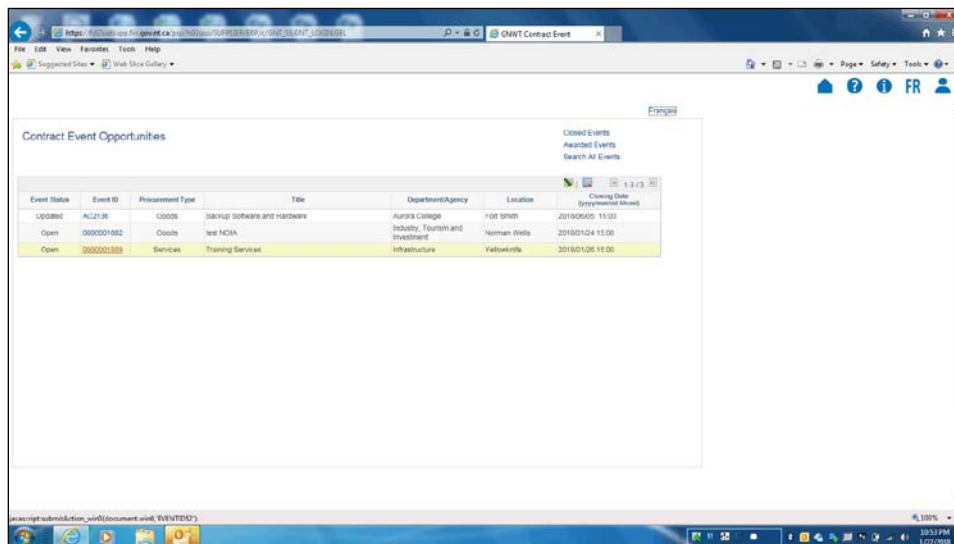
All screen captures in this guide use fictitious data and do not represent current or future GNWT procurement activities.



Step	Action
1.	<p>Enter your User ID and Password to log into the GNWT Contract Event Opportunities website and click “Sign In”.</p> <p>NOTE: If this is your first time logging into the GNWT Contract Event Opportunities website you will need to register as a bidder before bidding on an event.</p>



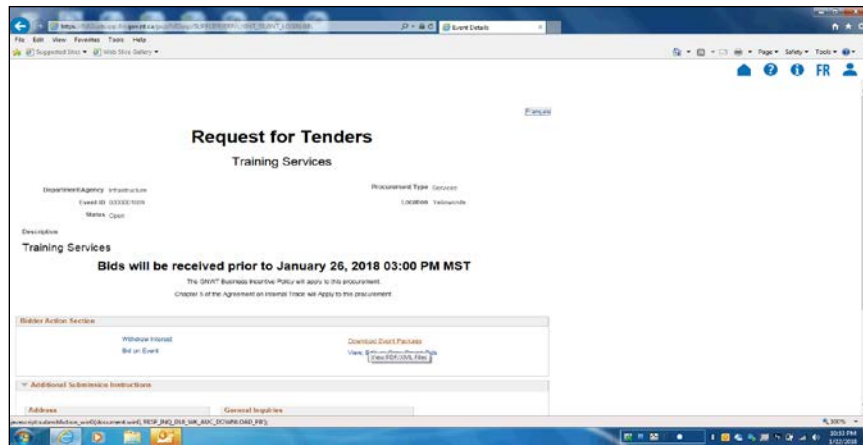
Step	Action
2.	Click the <b>Contract Event Opportunities</b> link. <b>Contract Event Opportunities</b>



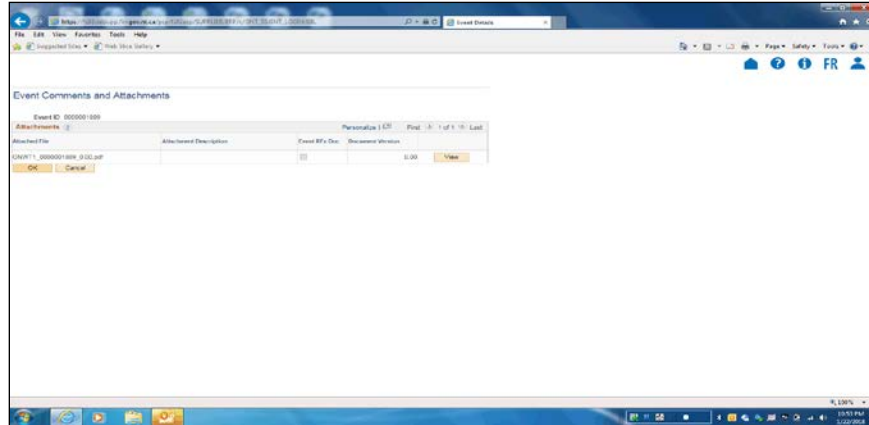
Step	Action
3.	Click on the Event ID of the Procurement Event you're interested in bidding on. Eg. Click the <b>0000001809</b> link. <b>0000001809</b>



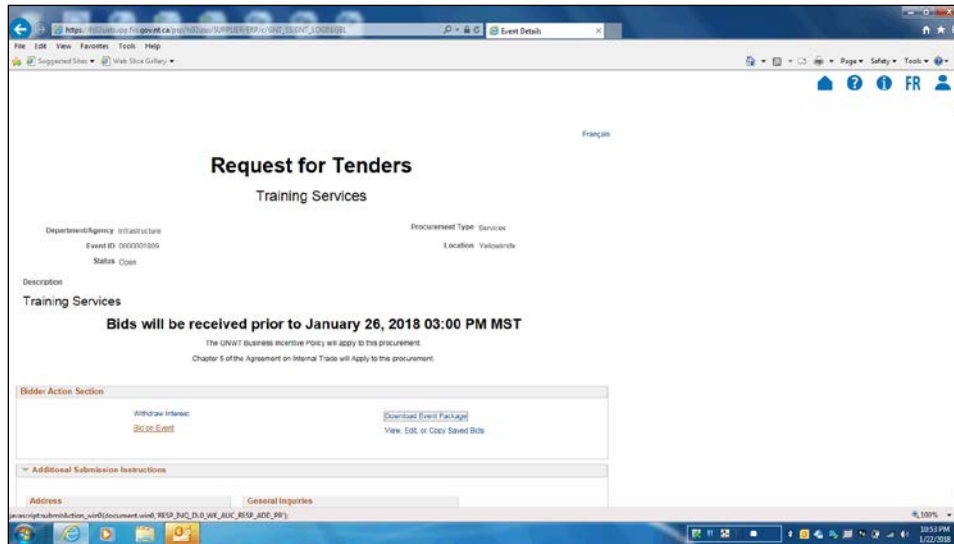
Step	Action
4.	<p>Click on the <b>Express Interest</b> link to let the website know you're interested in viewing information about this Event. You will be listed on the Planholder Log which is publicly available and shown at the bottom of each Event. You will also receive an email when this specific Event is updated with an addendum.</p> <p><b>Disclaimer:</b> Emails may not be delivered either because of your email provider's spam filters or because of a technical difficulty. It is the bidder's responsibility to check the GNWT Contract Event Opportunities website frequently to ensure updates to procurement events are not overlooked. Email notifications are to be treated as an additional way to find out about updates to procurement opportunities.</p>



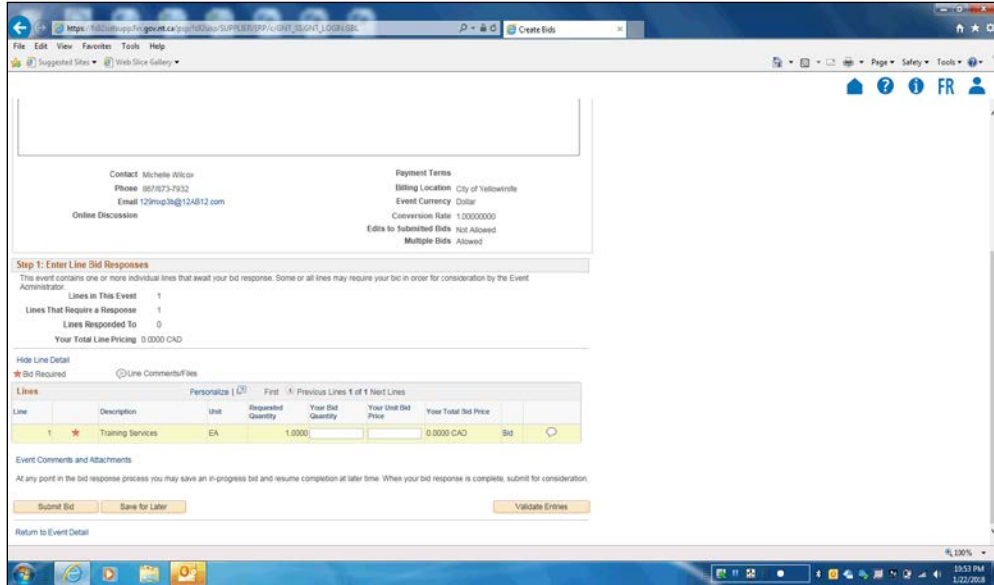
Step	Action
5.	<p>Click the <b>Download Event Package</b> link.</p> <p><b>Download Event Package</b></p>



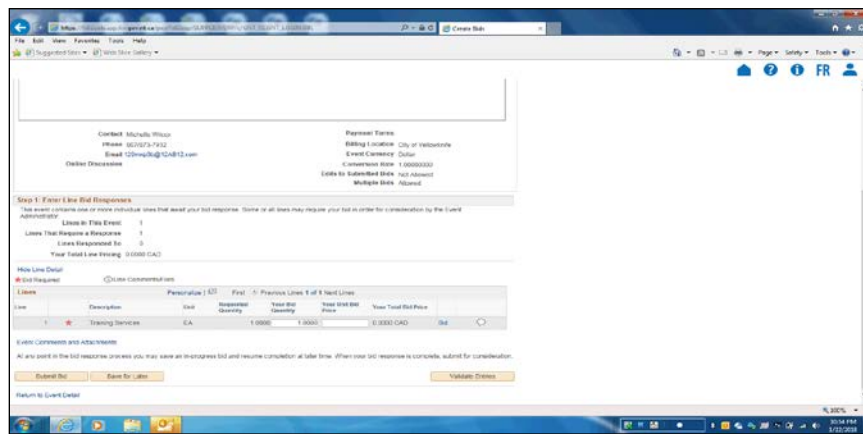
Step	Action
6.	<p>You can now download event package documents and determine whether you would like to bid on the event.</p> <p><b>Please Note:</b> If a file does not download when you click the Download link, you may have a pop-up blocker enabled on your web browser. For more information on how to download a file while a pop-up blocker is enabled, visit one of the following links as applicable.</p> <ul style="list-style-type: none"><li>• Internet Explorer (IE) – Note: There is a drop down at the top right of the page that allows you to select the version of IE: <a href="http://windows.microsoft.com/en-us/internet-explorer/ie-security-privacy-settings#ie=ie-11">http://windows.microsoft.com/en-us/internet-explorer/ie-security-privacy-settings#ie=ie-11</a></li><li>• Chrome: <a href="https://support.google.com/chrome/answer/95472?source=gsearch&amp;hl=en">https://support.google.com/chrome/answer/95472?source=gsearch&amp;hl=en</a></li><li>• Firefox: <a href="https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting">https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting</a></li><li>• Safari: <a href="https://support.apple.com/kb/PH19284?locale=en_US">https://support.apple.com/kb/PH19284?locale=en_US</a></li></ul> <p>If you are downloading a file that is in a format other than .PDF, you may experience difficulty if you are using Internet Explorer (IE). If this is the case, please use Firefox instead. Firefox is available for free here: <a href="https://www.mozilla.org/en-US/firefox/new/?scene=2">https://www.mozilla.org/en-US/firefox/new/?scene=2</a></p>



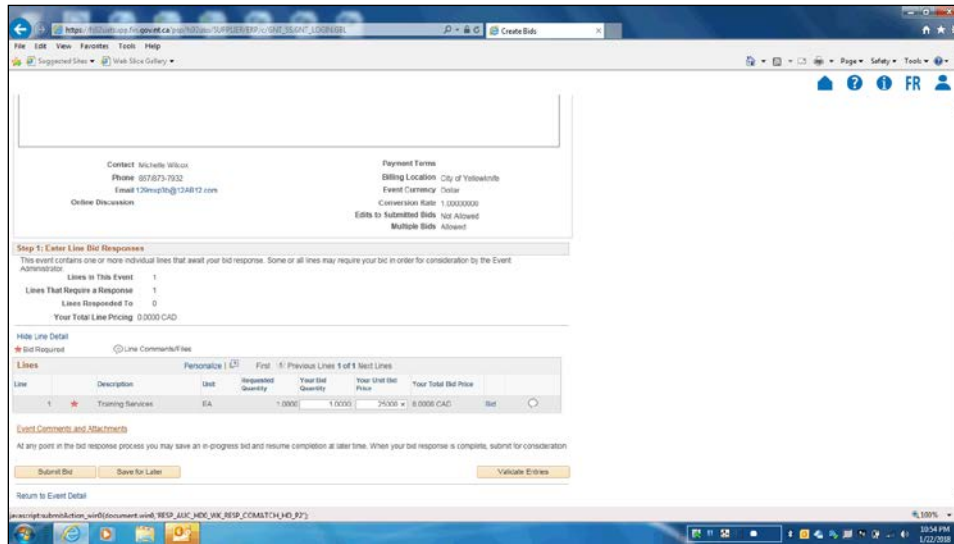
Step	Action
7.	<p>If after reviewing the Event Package, you wish to bid on an Event, click the <b>Bid on Event</b> link.</p> <p><b>Bid on Event</b></p> <p><b>Please Note:</b> There will be Contract Event Opportunities that do not allow online bidding, for example, construction contracts. The only way to bid on these types of Event Opportunities is by manual submissions. That is, bids can be delivered to the tender desk mentioned in the Event package before the closing date and time.</p>



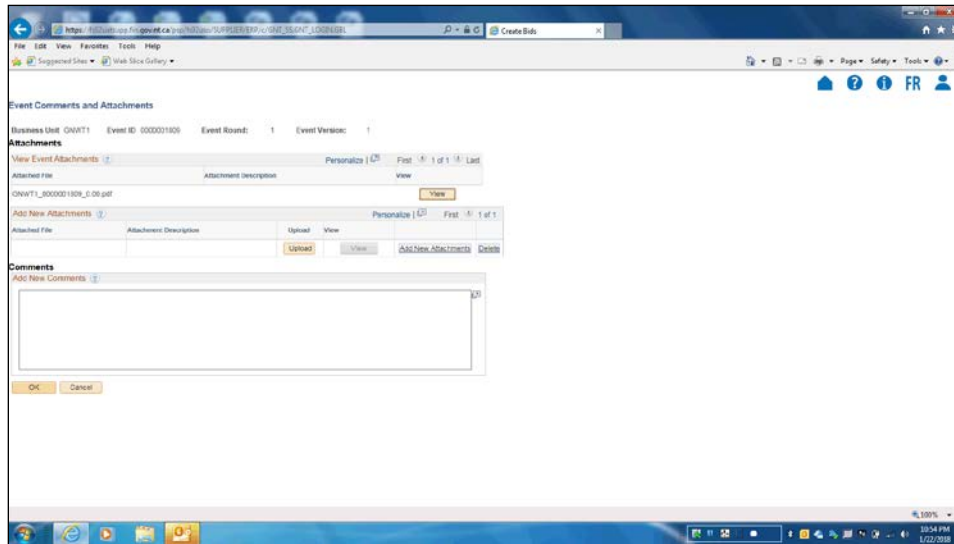
Step	Action
8.	<p>Enter the desired information into <b>Your Bid Quantity</b> field. Enter a value e.g. 1.00</p> <p><b>Please note:</b> Fill in each bid quantity and unit bid price field. The unit bid price is the price that you as the bidder state that you can deliver the good or service. Also there may be additional questions on this page that you may have to answer. These questions may be reminder questions, such as reminding you to submit all your required documents or specific questions relating to the good(s) or service(s) being requested.</p>



Step	Action
9.	<p>Enter the desired information into the <b>Your Unit Bid Price</b> field. Enter a valid value e.g. <b>"2500"</b>.</p>

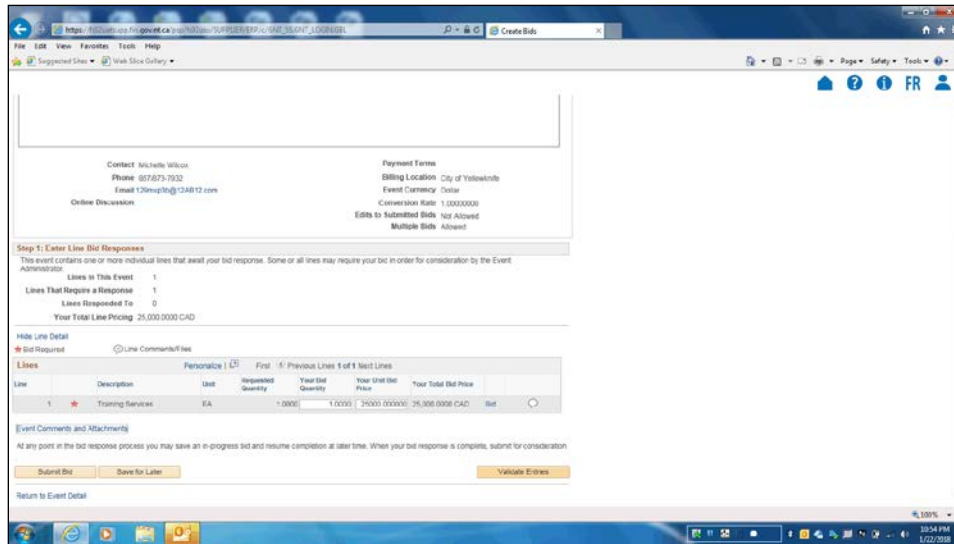


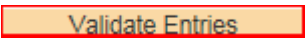
Step	Action
10.	To upload any attachments required by the tender or proposal, such as your proposal package, a Business Incentive Policy worksheet, or detailed specifications on the good or service you are proposing, Click the <b>Event Comments and Attachments</b> link. <a href="#">Event Comments and Attachments</a>

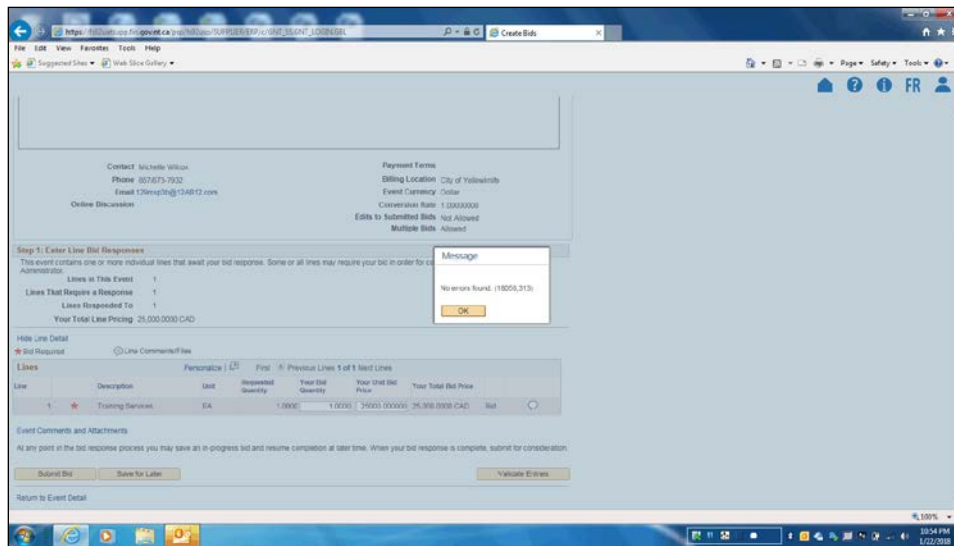


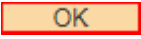
Step	Action
11.	<p>If your attachment(s) require additional information you can enter it in the Comments box.</p> <p>You can upload documents relevant to your bid or required as per the Event package. You do this by clicking on the upload button. Once you have uploaded a document, if you want to add another document you have to click the “Add New Attachments” link. You can also click the “View” button to see your document and verify that you have uploaded the correct document. If there is a document that you would like to remove you can do this by clicking the “Delete” button.</p> <p><b>PLEASE NOTE:</b></p> <ol style="list-style-type: none"> <li>1. Only use alpha-numeric characters in file names: Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890</li> <li>2. Do NOT use special characters: !@#\$%^&amp;*()_`~[]{}"/?&gt;,&lt;</li> <li>3. File names cannot be more than 64 characters including the extension (.pdf for example)</li> <li>4. The file being attached cannot be greater than 100 megabytes (100MB).</li> <li>5. Files must be in one of the formats below.               <ol style="list-style-type: none"> <li>a. .PDF (preferred)</li> <li>b. .XLSX (Microsoft Excel file)</li> <li>c. .CAD (CAD Drawing file)</li> <li>d. .DOCX (Microsoft Word file)</li> </ol> </li> </ol> <p>When you're done, click OK.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 10px;">OK</div>

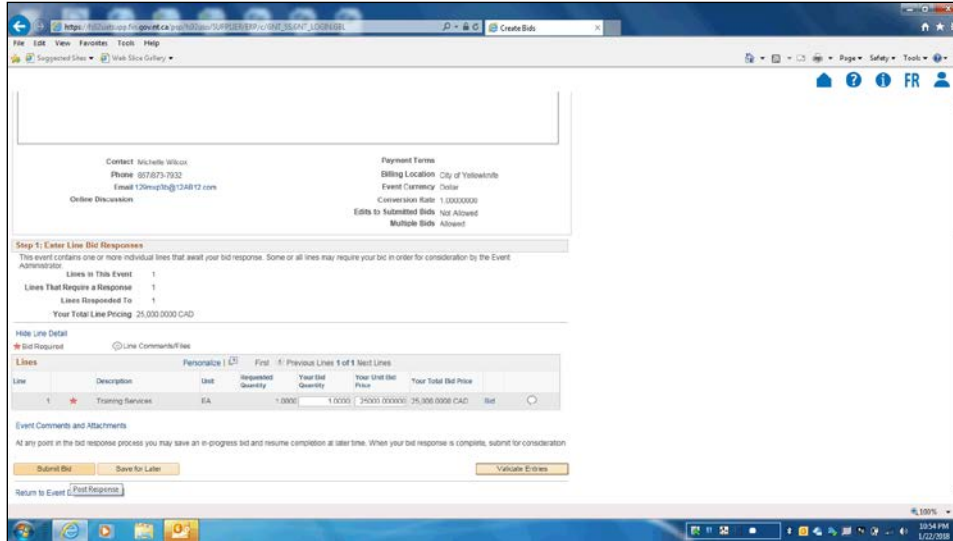


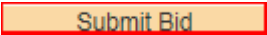


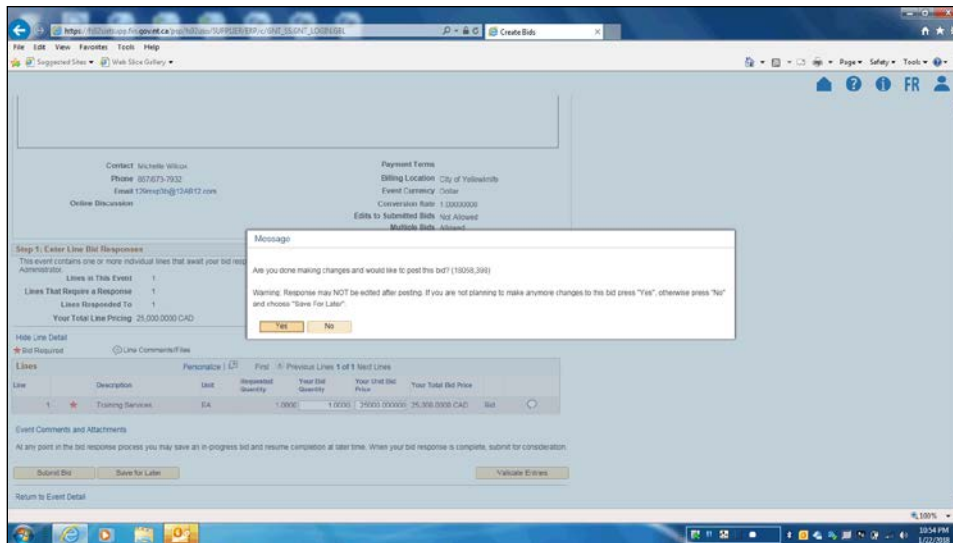
Step	Action
12.	Click the <b>Validate Entries</b> button to make sure all required fields on your bid are filled out. 

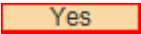


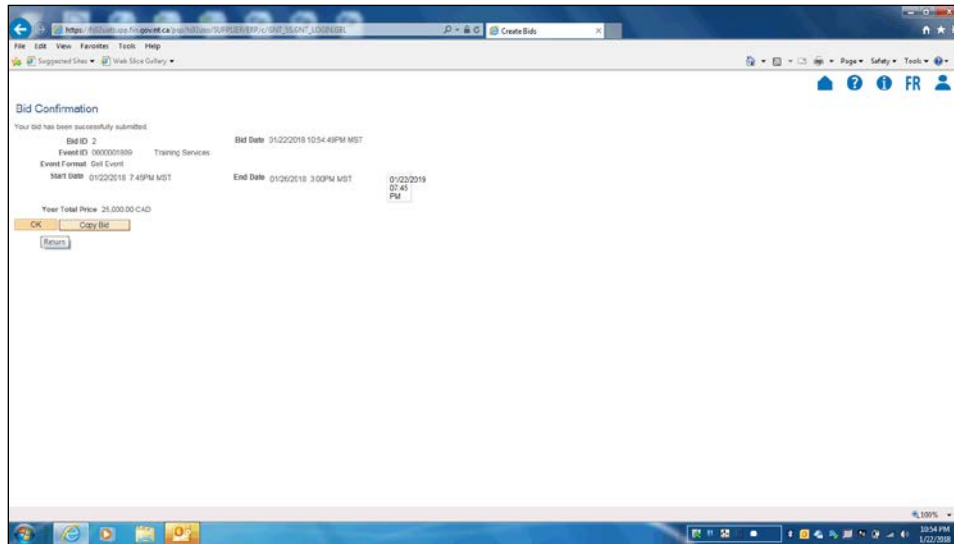
Step	Action
13.	Click the <b>OK</b> button if there are errors on the validation. If there are errors, follow the instructions to complete the missing fields. 

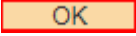


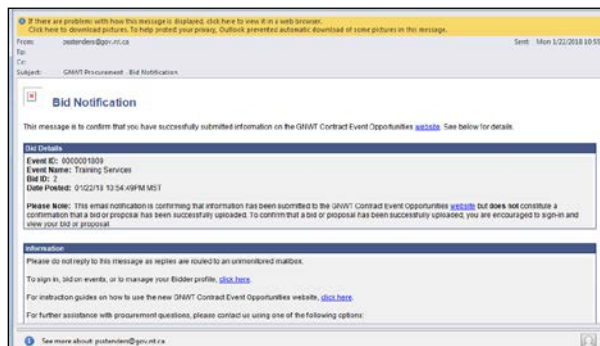
Step	Action
14.	Click the <b>Submit Bid</b> button. 



Step	Action
15.	If you are sure your bid information is correct, you then click the <b>Yes</b> button.  By selecting “Yes”, you are agreeing and confirming that you have the authority to bind your company to each and every term, condition, article and obligation of the bid proposal and any resultant contract. Additionally, bids cannot be edited once they are submitted. If an error is made, the bid must be cancelled and you must rebid on the Event.  



Step	Action
16.	You will now be taken to the Bid Confirmation screen which can be printed for your records. Click the <b>OK</b> button. 



Step	Action
17.	You will receive a bid notification confirmation in your email from <a href="mailto:psstenders@gov.nt.ca">psstenders@gov.nt.ca</a> .  End of Procedure.