



BID DEPOSITORY ENVELOPE GUIDE

1. 1 (one) small envelope for each *Contractor* containing your bid.
 On the front of the envelope:
 - Fill in your **Company Name** and the **Project Name**;
 - Check **Contractor Copy**, and fill in the **Name of the Contractor** you are **bidding to**.

2. 1 (one) small envelope for the **Bid Depository Closing Branch** containing a copy of your bid for each *Contractor*. If your bids are all the same, you may:
 - a. enclose only 1 copy of your bid, **OR**
 - b. you may submit a small envelope for each *Contractor* containing your bid.
 On the front of the envelope:
 - Fill in your **Company Name** and the **Project Name**;
 - Check **SBDI Copy**, and list all the **Names of the Contractors** you bid to.

3. 1 (one) large envelope containing all of the above small envelopes.
 On the front of the envelope:
 - Fill in the **Project Name**, your **Company Name**, the **Project Contact Person** and their **Phone Number** (for inquiries);
 - Check **Sub to General** or **Sub to Mechanical** (whichever applies);
 - Under **SBDI Trade Scopes** list the trade scope numbers you are bidding;

4. Complete the current year's declaration form accompanying the large white envelope and place inside the small white declaration form envelope attached to the front of the large white envelope. If security is required, staple it to the back of the declaration form. Check **Declaration Form & Security** once you have them enclosed.

Notes:

- Bid bonds must be made out for an additional fifteen days above the acceptance period as set out in the specifications (as per the Declaration Form, item 2).

SASKATCHEWAN BID DEPOSITORY BRANCHES

HEAD OFFICE	PRINCE ALBERT SBDI BRANCH	REGINA SBDI BRANCH	SASKATOON SBDI BRANCH
Regina Construction Association 1935 Elphinstone Street Regina, Sk S4T 3N3 Telephone: (306) 791-7422 Fax: (306) 565-2840	Prince Albert Construction Association 70 – 17 th Street West Prince Albert, Sk S6V 3X3 Telephone: (306) 764-2789 Fax: (306) 764-3443	Regina Construction Association 1935 Elphinstone Street Regina, Sk S4T 3N3 Telephone: (306) 791-7422 Fax: (306) 565-2840	Saskatoon Construction Association 532 – 2 nd Avenue North Saskatoon, Sk S7K 2C5 Telephone: (306) 653-1771 Fax: (306) 653-3515



If you are submitting your tender at a branch for a project which closes at *another* branch:

ADD the following in addition to the above steps:

- 5. 1 small envelope for the **SBDI Delivery Branch** containing a photocopy of your declaration form, your security and your bid for all *Contractors*.

On the front of the envelope:

- Fill in your **Company Name** and the **Project Name**;
 - Check **SBDI Copy**, and list all the **Names of the Contractors** you bid to.
- Attach (staple) this envelope to the front of the large white envelope. (This envelope is kept here as a back up in the even your original tender gets delayed on its way to the closing branch or destroyed, etc.)

Notes:

- You may use old SBDI envelopes but they must be the appropriate branch.
- You must use the current Declaration Form. Old forms will not be accepted.

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