

Creating a bids&tenders® Vendor Account



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

The Regional Municipality of Wood Buffalo (the “Municipality”) is using a fully integrated online e-procurement system, bids&tenders®, which allows vendors to view, register, and submit bids entirely online in one quick, easy and convenient location.

Registering for bids&tenders® is free and will provide you with access to municipal opportunities once posted, as well as opportunities from other entities using this platform, should you indicate the ability to provide the categories being contracted for.

If you are interested in creating a Vendor Account, please go to rmwb.bidsandtenders.ca and click on Create Account, which is found either on the top right-hand corner of the landing page or at the bottom of the landing page:

REGIONAL MUNICIPALITY OF WOOD BUFFALO

bids&tenders

Welcome to the Regional Municipality of Wood Buffalo Bid Opportunities Website [Bids Homepage](#) [Find more bids](#) [Create Account](#)

This site allows potential Bidders to create a Bidding System Vendor account. Bidders select commodity codes for goods and services and the Bidding System will notify the Vendor by email of Bid opportunities matching their commodity code selection.

Public tenders, bids and request for proposals are posted on this website.

Bidders are solely responsible for ensuring their Vendor account information is kept current.

For step by step instructions on how to create an Account please refer to the [Vendor Guide](#)

IMPORTANT INFORMATION

The Regional Municipality of Wood Buffalo now uses bids&tenders to source for goods and services. This makes it easy for vendors to review, register and download, and submit bids online in one bidding system. The Notices only, for all procurement opportunities are posted on the [Alberta Purchasing Connection \(APC\)](#) website, however, the bid documents are provided on bids&tenders. A preview of the bid opportunity is available by clicking on the document download button.

Bid documents posted before Monday April 29, 2019 will still continue to be found on APC.

Bid documents posted on or after Monday April 29, 2019 will continue to be posted on APC as an advertisement only as bid documents will be posted on [bids&tenders](#).

Purchasing Support

To learn more about the Regional Municipality of Wood Buffalo Procurement refer to our website www.rmwb.ca. Procurement activities are guided by our Corporate Policy and all applicable Trade Agreements.

If you have questions about a specific bid opportunity, please submit your inquiry by clicking the "submit question" button associated with the bid opportunity. An email confirmation will be sent to you as well as to the purchasing contact at RMWB.

Viewing Bids

Only open bids appear below, however by using the status dropdown list you may search historical or planned bids by selecting a status such as closed, planned, awarded, cancelled, etc.

Unofficial bid results for Invitation to Tender opportunities will be posted the same day as the bid closes.

Technical Support

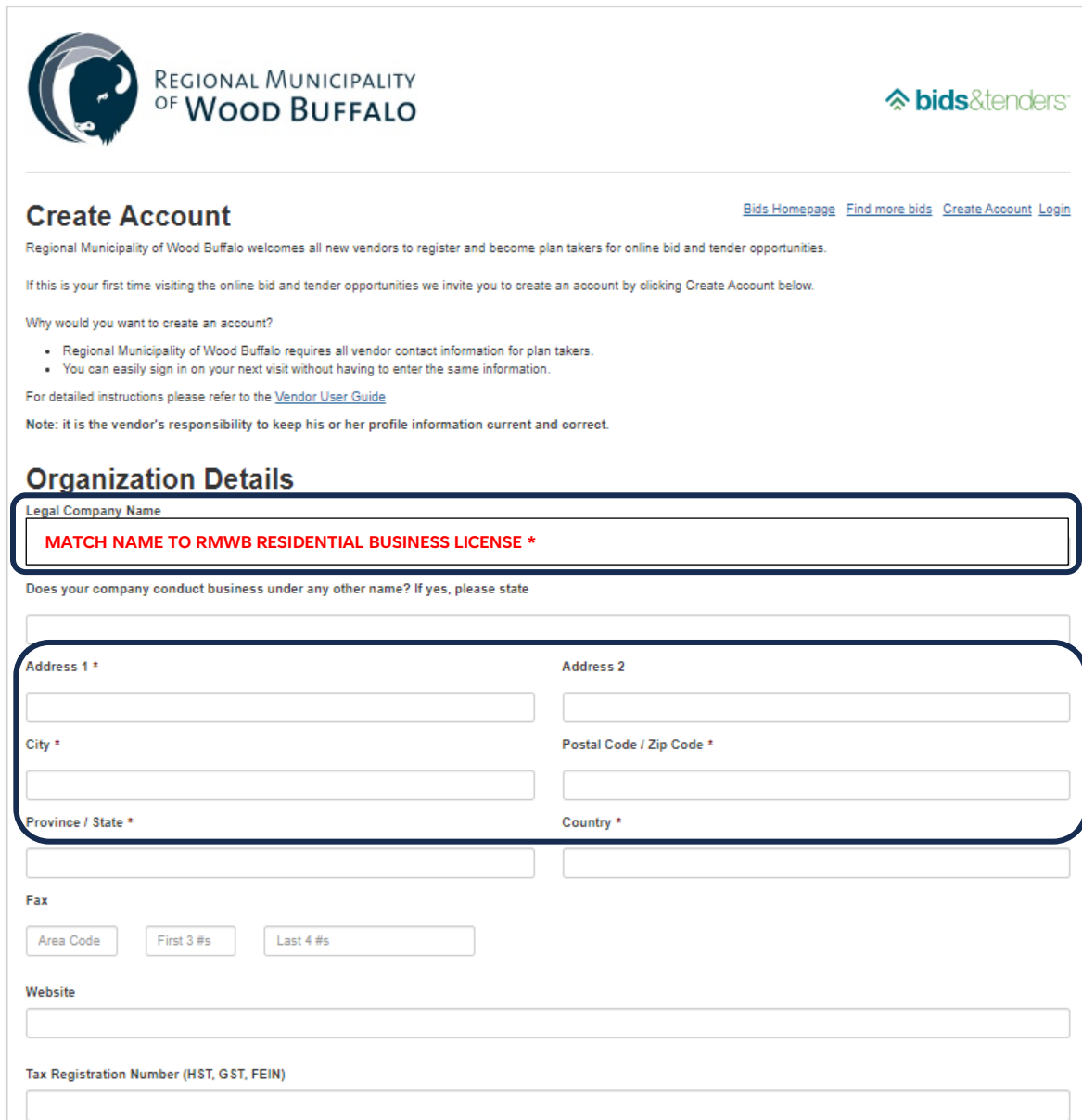
If you encounter technical issues, please contact support@bidsandtenders.ca


The following is a list of our current online bid opportunities. Please refer to the Status column in the list to determine if the bid is open, closed or awarded.


[Login](#) [Create Account](#)



You will then be directed to the following website:



 REGIONAL MUNICIPALITY OF WOOD BUFFALO



Create Account

[Bids Homepage](#) [Find more bids](#) [Create Account](#) [Login](#)

Regional Municipality of Wood Buffalo welcomes all new vendors to register and become plan takers for online bid and tender opportunities.

If this is your first time visiting the online bid and tender opportunities we invite you to create an account by clicking Create Account below.

Why would you want to create an account?

- Regional Municipality of Wood Buffalo requires all vendor contact information for plan takers.
- You can easily sign in on your next visit without having to enter the same information.

For detailed instructions please refer to the [Vendor User Guide](#)

Note: it is the vendor's responsibility to keep his or her profile information current and correct.

Organization Details

Legal Company Name

MATCH NAME TO RMWB RESIDENTIAL BUSINESS LICENSE *

Does your company conduct business under any other name? If yes, please state

Address 1 * Address 2

City * Postal Code / Zip Code *

Province / State * Country *

Fax

Area Code First 3 #s Last 4 #s

Website

Tax Registration Number (HST, GST, FEIN)

To successfully complete registering to a Vendor Account, all fields with an asterisks (*) must be populated.

* The Municipality is prioritizing doing business with Local Businesses, which is inclusive of local Indigenous Businesses, for low value and below trade agreement threshold purchases, where possible. If you are a Local Business and would like to be added to the Local Business Directory, please email social.procurement@rmwb.ca, with a copy of your RMWB Residential Business License and ensure that the name and address on this license matches the Legal Company Name and Address entered when creating a Vendor Account.



You do not need to indicate whether you are a Certified Diverse Supplier.

Certified Diverse Supplier

A certified diverse supplier is any business or enterprise that is certified by a Supplier Certification Organization to be more than 51% (majority) owned, managed and controlled by persons belonging to an equity-seeking community or a social purpose enterprise. These communities include, but are not limited to, women, aboriginal people, visible minorities/racialized people, veterans, persons with disabilities and Lesbian, Gay, Bisexual, Trans, Queer, Two-spirit (LGBTQ2S) community. Agencies may request proof of Certification during the bidding process.

Are you a Certified Diverse Supplier? Yes No ←

Indicate whether you would like to be an Emergency Supplier; please note, indicating that you would like to be an Emergency Supplier does not guarantee that the Municipality will contact you during an emergency event.

Would you like to be an Emergency Vendor?

In the event of an emergency for example power outages, extreme weather situation, fires, floods hazardous spills and health emergencies eSolutions Procurement Department is developing a Vendor Emergency List. We are interested in receiving emergency contact information that would be useful during an emergency. This is not a commitment to purchase.

Please provide specific emergency contact information in the contacts section below.

Emergency Supplier Yes No ←

From the list of categories provided, select all of the category(s) that your company would like to receive notifications regarding. You are required to select at least one category; you are encouraged to select all categories that you can provide goods or services for, to ensure you do not miss a posted opportunity. If you can not find a specific sub-category, ensure that you select the main category to ensure that you receive all notifications in that category.

Categories

Choose the category(s) from the list below that your company would like to be informed of. We suggest that you utilize the search feature below. For example, if your business is "Janitorial", type "janitorial" in the keyword field and your results will be displayed. If you cannot find a specific sub category click the main category to ensure you receive all notifications in that category.

Categories

Search × ←

- Aggregates
- Asphalt
- Concrete
- Granular Materials
- Sand
- Winter Salt
- Animal, Wildlife & Plants
- Services
- Supplies
- Artists, Performers, Crafts
- Services
- Supplies
- Minor of Art

SEARCH CATERGORIS AND INDICATE WHICH GOODS AND SERICES YOU WOULD LIKE TO RECEIVE NOTIFICATIONS

You are encouraged to add contacts to your Vendor Account; these contacts will receive notifications from bids&tenders®. This is important to consider when setting up a Vendor Account, as having multiple contacts will enable someone to access your Vendor Account should the "main" account contact be out of the office unexpectedly. *Note: It is the vendor's sole responsibility to keep additional invited contact(s) current and to delete any contacts that you do not want to have access to your profile.*



Contact(s)

Inviting a Contact

In order to add a contact to the company profile, click on the "invite another contact" button and type the contact name and email address of the person you wish to add.

Your invited contacts will receive an email invitation from the Bidding System to create their own login to the Bidding System. If you are an invited company contact it is imperative that you create your login from the link contained in the email invitation. DO NOT go directly to the Bid Opportunity website and create a separate vendor account. It is your sole responsibility to keep your additional invited contact(s) current and delete any contacts that you **DO NOT** want to have access to your profile.

First Name *

Last Name *

Email *

Email

Password Hint

Your password must be at least 6 characters in length, have 2 upper case characters and at least 1 special character (!@#S&*)

Password *

Password *


Phone *

Area Code First 3 #s Last 4 #s

Extension

Primary Contact

By clicking here I agree to the bids&tenders Vendor Terms of Service([View](#))

I'm not a robot 

[+ Invite Another Contact](#)

After you have populated all fields with an asterisks, click to indicate that you agree to the bids&tenders Vendor Terms of Service and that you are not a robot, and hit continue. You must rectify any issues noted by bids&tenders prior to completing these steps successfully.

The following links provide additional help in creating a Vendor Account:

<https://bidsandtenders.zendesk.com/hc/en-us/articles/360001984031-Creating-an-Account-with-bids-tenders->

<https://bidsandtenders.zendesk.com/hc/en-us/articles/115000810391-How-to-Create-a-Supplier-Account>



Thank You