



Bid Receipt and Opening

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1 PURPOSE

This Project Instruction outlines the method for receipt, storage, opening and control of bids. This is a structured process to ensure confidentiality and impartiality.

2 SCOPE

This Project Instruction applies to all bids received for the Lower Churchill Project. It applies to contract and purchasing packages.

3 DEFINITIONS

Not Applicable.

4 RESPONSIBILITIES

Contract Administrator (CA) / Buyer

- Receives the bids and ensures unopened bids are kept in a secured location;
- Completes the bid received log as bids are received with the assistance of the Administrative Assistant;
- Organizes and chairs the bid opening session;
- Opens the bids during the session;
- Ensures distribution of unpriced bids for review / evaluation; ensures that the priced bids and the bid opening record form are kept in a secure location.

Supply Chain Manager

- May participate in bid opening; ensures compliance and required updates of this procedure.

5 REFERENCES

- LCP-SN-CD-0000-SC-FR-0023-01 Bid Received Log
- LCP-SN-CD-0000-SC-FR-0024-01 Bid Opening Record

6 INSTRUCTION

6.1 Receipt of Bid Documents

The Bid Received Log (Form No. LCP-SN-CD-0000-SC-FR-0023-01) is prepared by the CA/Buyer before the scheduled RFP closing. The CA/Buyer shall complete the log as bids are received. The log will

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identify the RFP number, RFP title, CA/Buyer, list of Bidders (per project approved Bidders List), bid closing date, bid received date. Bids are immediately recorded in the log upon receipt and the log shall be signed by the CA/Buyer as confirmation of receipt.

All bids received will be immediately placed in a secure lockable cabinet or room. Bid documents shall remain sealed until the formal bid opening.

A Bidder may request to submit the commercial portion of a bid electronically prior to the bid closing date and time. The Bidder must make the request in writing and provide proof that the original hard copy bid documents are en route to the submission location (in the form of a waybill, etc.). To avoid delays to a bid closing date and ensure a proper number of bids are received, the Supply Chain Manager must approve the acceptance of an electronic bid submission. In the event a bid is received electronically, the CA/Buyer will print the bid proposal documents, place them in a sealed envelope, record receipt of the bid on the envelope and the log sheet, and store the sealed documents in the secure location with the other received bids until the formal bid opening session. To maintain confidentiality and fairness, the CA/Buyer shall not review the electronic submission prior to the formal bid opening.

If a Bidder advises that it has sent the bid and provides a waybill and advises that the bid may not arrive before the closing, the bid opening will be delayed to receive the bid. In such instances, the CA/Buyer must ensure this is documented and placed in the bid file.

A written or electronic confirmation of a refusal to bid is handled in the same way as a bid and shall be registered on the Bids Received Log. A refusal shall be archived with the other acknowledgements from the Bidders and shall be available at the bid opening session.

6.2 Bid Opening

The formal bid opening session will be scheduled by the CA/Buyer and the Bid Opening Record (Form No. LCP-SN-CD-0000-SC-FR-0024-01) will be used to record the unevaluated bid prices. No bids are to be opened unless the Bid Evaluation Plan is approved.

For all bid opening sessions, a minimum of three (3) representatives are required to attend. In addition to the CA/Buyer, these representatives may include, Project Cost Control and / or one member of the LCP procurement department. In order to ensure impartiality of the technical analysis, no technical representative shall be permitted attend.

Upon opening of the proposals, the bid opening attendees shall stamp, date and initial the first page of the original proposal and all subsequent priced pages. The total unevaluated price of each bid shall be recorded on the Bid Opening Record, with the RFP number, the Bidder's name, the date the bids were received and any other pertinent commercial information. The CA/Buyer shall review all unpriced technical copies of the bids to ensure no pricing has been included. If pricing is found to be included, the priced pages shall be removed and inserted into the commercial copy.

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All bid opening attendees shall sign the Bid Opening Record form. The original Bid Opening Record form, together with the original bids received are retained by the Procurement department and kept in a secure lockable cabinet or filing room.

The CA/Buyer shall ensure the completed Bid Opening Record form is copied and provided to the Supply Chain Manager and Project Controls Manager in a sealed envelope.

6.3 Bid Distribution

Immediately following the opening of the bids, the CA/Buyer will distribute the unpriced technical copies to the technical evaluation team (includes the Package Engineer and other discipline representatives) for evaluation.

Priced copies of the bids will be retained by the procurement department for the purpose of commercial evaluation. Strict confidentiality of the priced copies shall be maintained at all times.

7 RECORDS

All original bid documents shall be stored in a locked cabinet or room until award of the contract. Upon award, one (1) copy of the successful bid will be transferred to contract folder. All other original bid documents will be archived. Electronic copies of all bids will be kept in the project files.

8 ATTACHMENTS

Not used.