

Invitation to Tender

(Community)

INVITATION TO TENDER / ADVERTISEMENT

Sealed Tenders
for:

(description of work or services)
(the "Goods" – or "Work" or "Services" depending on which applies)
Tender Number: _____

Will be received
by:

(the "COMMUNITY")
at:
[address and contact person]

Attention: _____
(867) _____

Time and date for Tender Closing is:

2:00:00 p.m. MST on _____, 20__ [COMMUNITY to insert
date]
(the "Tender Closing")

1. The Goods to be supplied are as follows [used by Community if the items for tender is Goods]:

The Goods shall meet, or exceed, the specifications described as follows:
(hereinafter the "Specifications").

2. [Optional: Community to insert this clause when dealing with "Work" or "Services"]

The work/services to be undertaken generally involve, but are not necessarily limited to:

_____ (the "Work"/"Services") as set out on the list of
specifications described as follows:

[Community to insert particulars of specifications, if applicable, or a more detailed description of "Work" or "Services" requested]

(hereinafter the "Specifications").

3. [Optional]

The Community's consultant for the Project is [Community to insert contact information of consultant if applicable].

4. The Successful Bidder shall deliver the Goods to the Community by:

[Community to insert date]

5. [Optional: Community to insert this clause when dealing with "Work" or "Services"]

The Successful Bidder shall achieve substantial performance of the Work/completion of the Services by:

[COMMUNITY to insert date if applicable].

6. The Specifications for the **Goods/Services/Work** can be obtained from **[COMMUNITY to insert contact information]** at a cost of \$ **[COMMUNITY to insert cost if applicable]**. Deposits paid to obtain the Specifications will be refunded to unsuccessful bidder(s) at the discretion of the COMMUNITY.

7. All written inquiries regarding the technical aspects of the Specifications for the **Goods/Services/Work** shall be faxed to **[COMMUNITY to insert contact information]**, however the Bidder(s) acknowledge and agree that the COMMUNITY does not have an obligation to provide a response to any written inquiry and that it is in the sole and unfettered discretion of the COMMUNITY to provide any written response to a written inquiry. Telephone inquiries and email inquiries will not be replied to.

8. Submission of a tender by a Bidder gives the COMMUNITY the right to require the Bidder to execute the contract for the **Goods/Services/Work** as set out within the tender documents. Tenders may not be withdrawn after the Tender Closing and will be irrevocable and open for acceptance by the COMMUNITY for a period of sixty (60) days **[or COMMUNITY to insert other time period]** following the end of the day of the Tender Closing. The Successful Bidder will be notified in writing of the award of the Tender when the COMMUNITY delivers a letter of intent to the Successful Bidder.