



Winnipeg
Construction
Association

TECHNICAL BULLETIN

Prepared jointly by the Manitoba Association of Architects and the Winnipeg Construction Association, intended as guidelines to increase awareness of recommended industry practices.



Technical Bulletin #16

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Subject: Bid Closing Time

In keeping with Canadian Construction Documents Committee (CCDC) Bulletin #19 published September 2000, the Joint Committee of the Manitoba Association of Architects and the Winnipeg Construction Association suggests the following:

- 1) Wording of the tender documents should use the word "before" or the phrase "before and not later than" in conjunction with the time stated in hours, minutes, and seconds confirms that when the time shifts to the hour and minute stated the bidding period has closed.
- 2) The timepiece upon which the bid calling authority will rely, such as the clock on the wall in the reception area, should be indicated.

The following statement is suggested to offer clarity as to the close of the bidding period:

" . . . bids will be received before (and not later than) [Hour: Minute: Second a.m./p.m.. e.g. 2:01:00 p.m.] local time as designated by the [designation of timepiece to be used] on the [date] day of [month], [year]."

Accordingly, if "2:01" is showing on a digital clock when received, the tender is **late and must be rejected**. Once the timepiece has been chosen, its accuracy is not critical but it is essential that the bid calling authority calibrate the timepiece no later than 24 hours ahead of bid closing time allowing bidders to synchronize their submissions accordingly.