LLOYDMINSTER

BIDS & TENDERS PLATFORM

FIND OPPORTUNITIES THAT FIT YOUR BUSINESS

Using *bids&tenders*

Bids&tenders procurement platform is fully searchable. Using plain language search terms, organizations can find opportunities offered by the City of Lloydminster that fit their industry.

Free of charge, organizations can create an account, preview bid documents and public tenders. With the customizable vendor accounts, agencies can select wanted commodity codes and receive email notifications on corresponding bids and request for proposals.

For step-by-step instructions on how to create an Account please refer to section 1 of this document or visit bidsandtenders.zendesk.com for more information.

1. Creating an account

Creating an account with *bids&tenders* is easy and only takes a few minutes. Follow these steps to create your account:

- Click "Supplier" on the top right menu of: www.bids.bidsandtenders.ca.
- Click the "Create Account" button on the top right corner.
- On the refreshed page, read all the key information and complete all mandatory and applicable fields.
    - **Legal Company Name**- must be the organization's official legal name. Once submitted, this can only be changed by contacting support@bidsandtender.ca.
    - **Categories**- organizations will receive notifications when opportunities that include the selected opportunities are posted. Please review carefully.
    - **Agency Notifications**- please select the organizations you would like to receive notifications from.
    - **Invite Another Contact**- organizations may add up to 10 contacts on their accounts. Each contact may have first and last names, email and phone numbers recorded. Contacts recorded as *primary contacts* will receive an email notification to create their own passwords.
    - Congratulations! You have now created a *bids&tenders* account.

2. Finding opportunities

The fastest way to accessing active tenders is to click "Bid Opportunities" in the top menu of www.bids.bidsandtenders.ca. This page allows non-registered organizations to view limited details on tender notices.

Once logged, organizations may view and download full tender details and submit their bid application.

To view only City of Lloydminster opportunities, please select "City of Lloydminster" under the "Organization" drop down list or visit Lloydminster.bidsandtenders.ca.

3. Cost Options

Free!

The City of Lloydminster has covered all registrant fees, so that Vendors may register for unlimited bids without the upfront expense.

4. Vendor Support Portal

Bids&tenders proudly helps their customers through several support channels:

- Phone: 1.800.594.4798
- Email: support@bidsandtenders.ca
- Online/ Vendor Support Portal: bidsandtenders.zendesk.com.

For support from the City of Lloydminster, please contact Procurement department.

- Phone: 780-875-6184 Ext. 2317
- Email: Procurement@lloydminster.ca