

Bidding Opportunities – Temporary Electronic Submissions

April 8, 2020

In response to COVID-19 and the need to ensure physical distancing, the Corporation is temporarily requesting vendors to send submissions electronically for all current bidding opportunities.

UPLOAD INSTRUCTIONS

1. Click this link for the Cloudshare upload page:
<Please refer to the most recent upload link provided in the document you are submitting for>.

Please Note

- ❖ This link is unique to this particular Bidding Opportunity.
 - ❖ This link is set to deactivate at the initial Closing date and time.
 - ❖ If there is an extension to the Closing date and time, a new link will be provided via addendum.
2. Enter your legal entity name in the “Your name” box (see below).
 3. Drag your files to the “Drag files here” box, or click “Add Files” to browse for your submission files (see below).
 4. Click the “Upload” button to begin the uploading of your submission (see below).
 - Your files are uploaded when there is a green checkmark next to each file.

NOTES

1. Vendors are advised to upload submissions with ample time before the Closing date and time to allow for any delays in transmission. Failure to do so may result in your submission being received late, and therefore rejected.
2. Vendors may upload a revised submission at any time prior to the Closing date and time, using the latest Cloudshare link provided. Please follow the above instructions, and enter the same Legal Entity Name. The Corporation shall only consider the most recent version of each file received, if they are received before the Closing date and time.
3. Please do not submit only the changes/revisions, which would require collation with the previous submission by the Corporation. Instead, please submit a complete revised package with clear instructions that it replaces the earlier submission. This will help to avoid any confusion as to what constitutes the complete submission.
4. External download links for the submission itself or attachments shall not be accepted. Only the uploaded submission itself shall be considered.

ELECTRONIC SUBMISSION DISCLAIMER

By sending your submission electronically as per the above instructions, the vendor agrees to the following conditions:

1. The date and time that the submission was created/received on the Corporation's server, shall be considered as the official date and time the submission was received by the Corporation.
2. The vendor assumes all risks that their electronic submission may not be received by the Corporation by the posted Closing date and time. No exceptions shall be made to accept late submissions due to technical difficulties for any reason including, but not limited to, server errors or delays on the Corporation's side, server errors or delays on the vendor's side, server error or delays by the Corporation or the vendor's internet service provider, etc.
3. The Corporation shall not be held liable should a vendor's submission contain corrupted attachments which the Corporation is unable to open. Such attachment(s) shall not be considered as part of the vendor's submission.
4. The Corporation's file server is designed to reject any files that are considered spam or that contains a virus or malware. On occasion, a file may be falsely flagged and rejected. The Corporation shall not be liable should the Vendor's submission be rejected as such.

HARDCOPY SUBMISSIONS

Hardcopy submissions will **NOT** be accepted.