

WELCOME TO ONLINE BIDS AND TENDERS

The Procurement Services department has expanded its services so that vendors can view and purchase bid documents online.

<https://vaughan.bidsandtenders.ca>

The web-based tool makes it easier and faster for vendors to review and bid on opportunities. Once vendors register, they can:

- receive email notifications of new bid opportunities
- pay online for bid documents
- download bid documents
- view addendum/addenda online
- view bid results online

Click on the **Tutorials** button on the website to view training material.

TUTORIALS



City of Vaughan, Procurement Services
2141 Major Mackenzie Dr.
Vaughan, ON L6A 1T1
vaughan.ca



HAVE QUESTIONS OR NEED ASSISTANCE?

Please contact the Procurement Services department at 905-832-8555, ext. 8660.

Bids and Tenders

QUICK REFERENCE GUIDE



CREATING YOUR ACCOUNT

1. Go to <https://vaughan.bidsandtenders.ca>
2. Click the button.
3. Fill out the fields under the Organization Details Section. Fields with a **red** asterisk (*) are required fields and must be filled out to successfully create your account.
4. If you would like to be included in the Vendor Emergency Contact List, please click the **Yes** button. Otherwise, click the **No** button.
5. Please check the categories that relate to your company's area of expertise. This will allow for automated notification when relevant bid opportunities are posted.
6. Please identify a primary contact from your organization by filling out the fields under the **Contacts Section**. You can add secondary contacts by clicking . The people you add will be sent an email notifying them to create an account on <https://vaughan.bidsandtenders.ca>

NOTE: If you chose to be an Emergency Vendor, please specify which contact will be the Emergency Contact.

7. Click to complete creating your account.

If successful, you will see a **Successfully Created Account** message appear.

LOGGING IN

1. Go to <https://vaughan.bidsandtenders.ca>
2. Click the button.
3. Enter your registered email and password.
4. Click the button.

FORGOT YOUR PASSWORD?

1. Go to <https://vaughan.bidsandtenders.ca>
2. Click the button.
3. Click the **Forgot Password?** link.
4. Enter your registered email.
5. Click the button.
6. Check your email and follow the instructions to reset your password.

SEARCH BID OPPORTUNITIES

1. After logging in, navigate to the <https://vaughan.bidsandtenders.ca> homepage.
2. Under **Search Criteria**, enter in your keywords.
3. Make sure **Open** is selected as the **Status**.
4. Click the button.
5. The applicable bid opportunities will appear under **Search Results**.
6. To access information regarding a bid, click **Bid Details** on the right-hand side of the search results.

REGISTER AS PLAN TAKER

1. On the Bid Details page, click the button.
2. Select the Bid Document you want and click the button.
3. Review the details shown in the Shopping Cart, then click the button.
4. At the bottom of the **Payment Summary**, select your **Payment Method** and fill out the required information.
5. To finalize your purchase, click the button.
6. Upon successfully becoming a Plan Taker, you can view and print the receipt by clicking .
7. To view the available documents, click the link to the bid. For example:

[RFP14-113 - Consulting Services for Software Applications](#)

Under the documents section, click the button on the right-hand side of the applicable documents.