



## INSTRUCTIONS CONCERNING THE RECIPIENT CONTRACTOR'S COMMITMENT

In order to take possession of the tenders that are addressed to you, you must have completed and signed the present commitment:

- 1) Hold a valid contractor's licence, issued by « La Régie du bâtiment du Québec ».
- 2) Have paid the annual dues **in the amount of \$114.98** (\$100 plus taxes) via the electronic banking services within 48 hours after acceptance of the commitment by BSDQ. In your electronic banking services, you must select the service provider "**BSDQ-Factures**" (BSDQ Invoices) to make the payment.

AND

- 3) Provide the TES user protocol completed and signed by the designated person whose identity will be verified by a BSDQ representative (BSDQ or ACQ employee). You will be required to present a valid ID with photo and signature.

The commitment must be signed by: - the owner of the enterprise; when it is composed solely of one individual, a resolution is not required.

Or

- a person entitled to bind the enterprise and whose authority is confirmed in the appropriate resolution, in the case of a corporate body (company) or in a letter signed by the partners, in the case of a partnership.

All required documents must be returned by the signatory of the TES protocol by making an appointment with the office of the representative of BSDQ closest to your place of business.

Note: The information given in the following chart, stating the different specialties that are subject and susceptible to be received by the BSDQ, according to the rules of the Tendering Code, is accurate as at the printing of this document. This information is subject to change. For an up to date document, if need be, please refer yourselves to our Web Site at the following address: [www.bsdq.org](http://www.bsdq.org).

# SCHEDULE I

<b>TABLE SUMMARIZING THE GOVERNED SPECIALTIES ACCORDING TO PARAGRAPHS A), B), C), D) OR E) OF SCHEDULE I AND TERRITORIES CONCERNED</b>																																					
	Côte-Nord	BAIE-COMEAU	Centre du Québec	DRUMMONDVILLE	Estrie	GRANBY	Outaouais	HULL	Lanaudière	JOLIETTE	Saguenay-Lac Saint Jean	JONQUIÈRE	MONTREAL	Capitale Nationale-Chaudière	Appalaches	QUÉBEC	Bas Saint-Laurent-Gaspésie-Îles	RIMOUSKI	Abitibi-Témiscamingue	ROUYIN-NORANDA	Montérégie	SAINT-JEAN	Laurentides	SAINT-JEROME	Montréal	SAINT-HYACINTHE	Côte-Nord	SEPT-ÎLES	Estrie	SHERBROOKE	Montréal	SOREL	Mauricie	TROIS-RIVIÈRES			
<b>ARCHITECTURAL SPECIALTIES</b>																																					
Reinforcing Steel	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		
Structural Steel <b>with</b> Guide (see Schedule V)																																					
Structural Steel <b>without</b> Guide (see Schedule V)																																					
Elevators / Conveyors	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
Pre-Cast Concrete	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
Polish Cement	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
Roofing	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
Special Coatings	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
Kitchen / Cafeteria Equipment	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
Laboratory Equipment	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
Excavation, Backfill and Site Design (C)																																					
Windows (Wooden or Metal) & Entrances	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Mechanical Insulation (B)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Thermal insulation <b>with</b> Guide (A) (see Schedules IV and V)																																					
Thermal insulation <b>without</b> Guide (A) (see Schedule IV)																																					
Masonry <b>with</b> Guide (see Schedule V)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Masonry <b>without</b> Guide (see Schedule V)																																					
Miscellaneous Metal Work <b>with</b> Guide (see Schedule V)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Miscellaneous Metal Work <b>without</b> Guide (see Schedule V)																																					
Building Integrated furniture	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Walls / Curtains	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Painting	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Metal Siding <b>with</b> Guide (see Schedule V)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Metal Siding <b>without</b> Guide (see Schedule V)																																					
Resilient Floor Covering	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Road Signs and / or Super-Signs	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Interior systems <b>with</b> Guide (A) (see Schedules IV and V)	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Interior systems <b>without</b> Guide (A) (see Schedule IV)																																					
Carpets	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Terrazzo / Ceramics	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Glass and Glazing	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>ELECTRICAL SPECIALTIES</b>																																					
Fire and Burglar Alarm Systems	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Remote Control Systems	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Exterior lighting	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Electricity	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Intercommunication	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Lightning Conductor Systems	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Electrical Traffic Control	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>MECHANICAL SPECIALTIES</b>																																					
Sprinklers Systems	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Oil or Natural Gas Burners	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Heating	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Medical Gases	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Vacuum Cleaning Systems	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Plumbing	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Refrigeration Systems	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Industrial piping / Process piping	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Ventilation / Air Conditioning	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>REFERENCES</b>	(A)	Other than on the roof or mechanical																																			
	(B)	Boilers, ducts and pipes																																			
	(C)	Exception for municipal, provincial and federal road work																																			
	(*)	Except for industrial work																																			
	(*)	Marble, tile and terrazzo																																			
<small>Updated : February 1st 2023</small>																																					



### RECIPIENT CONTRACTOR’S COMMITMENT

All recipient tenderers wishing to have their tender accepted by the BSDQ shall hold a contractor’s licence issued pursuant to the provisions of the Building Act (CQLR., c. B-1.1) and shall deliver a copy thereof to the BSDQ after first signing the following commitment to the BSDQ:

\_\_\_\_\_  
Name of the company (in block letters)

\_\_\_\_\_  
RBQ licence number

*The aforementioned contractor undertakes to comply, with respect to the awarding of contracts, with the rules set out in this Tendering Code (Code) enacted pursuant to the agreement establishing the Bureau des soumissions déposées du Québec (BSDQ) as well as with the provisions of any amendment possibly made to said Code.*

*He declares that he requires that a tender security and a letter of intent in accordance with the provisions and modalities provided for in said Code and its Schedules.*

*He accepts that tenders be made available to him only electronically and undertakes for this purpose to sign the Use Protocol giving him access to TES and to comply with the procedure established by the BSDQ for the use of TES.*

*In the event of any breach or infringement on his part, he agrees to be accountable to all other recipient contractors having acted in accordance with this Code and to all tenderers for damages suffered by them as a result of said breach or infringement.*

*With respect to the parties to the agreement establishing the BSDQ, subject to and without affecting the obligations, sanctions, rights and recourses provided for by law in such case, he agrees to pay, should he breach or infringe any provision of this Code, in lieu of liquidated damages, a penalty equal to five percent (5 %) of the price of any contract entered into in contravention of this Code. Should he fail to pay the aforementioned penalty, one of the parties hereto may consequently prosecute him accordingly.*

*He also undertakes to pay any fine and to comply with disciplinary measures possibly taken against him by any one of the parties to the BSDQ agreement in respect of any breach or infringement of this Code.*

*When awarding a contract to any tenderer having addressed to him a tender for each governed specialty, he undertakes to inform the BSDQ thereof within thirty (30) days following the signing of said contract. He also undertakes to pay the BSDQ yearly dues and to pay the cost of any item, document or service provided to him, based on amounts set by the latter from time to time.*

*He acknowledges and agrees that should he still be in default with respect to the payment of any amounts owing to the BSDQ ninety (90) days after their billing date, the BSDQ may deem this commitment to the BSDQ contract cancelled or null and void.*

Signed at \_\_\_\_\_ (city), this \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_

**Signature** \_\_\_\_\_  
 Name in block letters \_\_\_\_\_  
 Title of the signatory \_\_\_\_\_  
 Complete address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Cellular or other num \_\_\_\_\_  
**Communication** email \_\_\_\_\_  
**Billing** email \_\_\_\_\_

Is your company member of ACQ:      Yes  No



To be completed **only** if your company has more than one branch, and you would like them to be treated independently from each other:

Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_



**RESOLUTION CONCERNING THE COMMITMENT  
OF A RECIPIENT CONTRACTOR UNDER ARTICLE C-2**

Resolution for use in the case of a corporate body (company)

IT IS PROPOSED

\_\_\_\_\_  
(name and address of Firm)  
\_\_\_\_\_

subscribes, for all legal purposes to the binding commitment as foreseen in the BSDQ Tendering Code and binds itself to act in strict conformity with the provisions of this Code where applicable, in all tenders and all contracts.

THAT it assumes and accepts to be responsible of all obligations as foreseen in this commitment.

THAT Mr. or Mrs.: \_\_\_\_\_ be duly authorized to sign the said binding commitment for and in the name of the company

ADOPTED.

ATTESTATION

I, the undersigned, certifies that the above-mentioned resolution has been duly adopted by the administrator(s) of the said company and that it is still in force, without modification.

And I have signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature : \_\_\_\_\_  
(The President or Secretary)

\_\_\_\_\_  
Name of the signatory (in block letters) Title



**ATTESTATION CONCERNING THE COMMITMENT  
OF A RECIPIENT CONTRACTOR UNDER ARTICLE C-2**

Attestation in the case of a partnership

This is to certify the partnership

\_\_\_\_\_ (Name and address of Firm)

\_\_\_\_\_

\_\_\_\_\_

agrees to subscribe to the joint commitment provided for in article C-2 of the of the BSDQ Tendering Code and also to act in conformity as for the adjudication of contracts and the rules prescribed by the Tendering Code, when applicable.

This certifies as well that the partnership assumes responsibility and is made accountable for of all obligations foreseen in this commitment, and that Ms. or Mrs:

\_\_\_\_\_ (name of the representative authorized to sign this commitment)

is duly authorized to sign the said commitment for and in the name of the partnership, which shall be bound thereby

I have signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Name of partners in block letters and signature:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## TES USER PROTOCOL<sup>1</sup>

This Protocol contains the terms of use of a computer system supporting electronic bid transmission (TES) and the rights and obligations of the users. When they access TES Internet site, users, in their own name and on behalf of the firm committed to the BSDQ, accept said terms of use as well as any changes subsequently made thereto. They also agree to refer thereto on a regular basis.

### ACCESS TO TES AND ELECTRONIC SIGNATURE

The BSDQ shall provide all legal and natural persons having signed either commitment C-1 or commitment C-2 of the Tendering Code and who require same, with a master-user's code and a temporary password. The BSDQ shall provide only one master-user's code per person committed to the BSDQ and said master-user's code shall be provided to the natural person appointed or designated by the person committed to the BSDQ. The master-user's code shall allow that person to access TES, to establish his password which constitutes his electronic signature and to identify other users allowed to access TES depending upon what supervision and guidance and what limits were selected and determined by the master-user.

The BSDQ shall also provide, where required to do so, a master-user's code and a temporary password to any natural person appointed or designated by any surety company mentioned in Schedule II of the Tendering Code. Furthermore, the BSDQ shall provide, where required to do so, a master-user's code and a temporary password to any natural person appointed or designated by a legal or a natural person, to whom tenders may be sent in his capacity as «addressee of copies », in accordance with section E-2 of the Tendering Code.

The BSDQ can also provide a master-user's code and temporary password to any natural person appointed by the awarding authority who has requested tenders be filled and addressed directly to them electronically in order to take possession of the tenders through the TES exclusively. The awarding authority and the BSDQ will determine the procedures for the filing and receiving of the tenders.

The temporary password provided by the BSDQ shall be changed by the holder of the master-user's code when he first accesses TES site. The new password so indicated, along with any subsequent changes thereto, and any passwords belonging to those users previously granted certain rights of access, shall become the electronic signature of the person committed to the BSDQ. This signature shall have the same legal effect as an original handwritten signature. The same shall apply to any password indicated for the representative of any surety company, the representative of the «addressee of copies » or the representative of the awarding authority who has agreed to use the TES.

Expressly appointed or designated BSDQ employees shall also dispose of a master-user's code allowing them to access TES so as to ensure that it operates properly and in order to allow the BSDQ to assume its role.

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<sup>1</sup> *It should be noted that, for interpretation purposes, the French text shall prevail over the English, the latter being a translation of the French original and that acronyms are reproduced as in the French version.*



## **CONFIDENTIALITY AND SECURITY**

In order to allow the BSDQ to safeguard and protect the integrity of the information and the data in the TES and for TES to be accessible in due course and as required by any authorized person and in order that only authorized persons have access to information and data flowing through TES, the BSDQ shall make sure to confirm the identity of the natural person appointed or designated as aforesaid and provided with a master-user's code, and to have the latter sign this Protocol<sup>2</sup>.

A master-user shall be responsible for the use he makes of his user's code and of any password he chose and he shall keep said password secret. A master-user shall also be responsible for any access, whether limited or unlimited, he may grant within his own firm.

The BSDQ shall retain, in a historical record, any information related to transactions executed through TES by the users. Retention of the aforesaid elements shall be required in order to make it possible for the BSDQ to suitably play its part and ensure the integrity and soundness of bid E-filings and their possession.

Neither the BSDQ nor any of its agents or employees shall be allowed to access tenders less than one hour after the closing hour of the general contractor's tender at the awarding authority as per article H-1 of the Tendering Code.

E-Mails received at the BSDQ shall be dealt with using the same confidentiality measures as those used where mail is concerned.

The BSDQ takes any steps required in order to avoid intrusions.

## **PERSONAL INFORMATION AND CONSENT**

Besides the information regarding the actions of the user through the TES, of which the collection and storage are necessary, the BSDQ informs users that this data, which is collected automatically during the use of the TES, can also include information such as the device's IP address, the type and version of the web browser used, the webpages visited, the time, date and duration of the visit, as well as the unique identifiers of the devices used and other diagnostic data. Pursuant to the Act respecting the protection of personal information in the private sector, by accepting this Protocol and using the TES, its users consent to the collection and storage of their personal information. They also consent to the disclosure of this data by the BSDQ if necessary, as part of the investigation of a complaint, or as part of a request made in accordance with the law.

## **USER LIABILITY**

When it obtains a master-user's code, the natural person appointed or designated undertakes, thereby binding himself and any other users it gives limited or unlimited access, to use TES in compliance with the provisions of the Tendering Code and of this Protocol, and solely for authorized purposes. BSDQ

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<sup>2</sup> *This confirmation of identity is not required by the BSDQ for individuals designated by copy recipients or surety bond companies, who must nevertheless sign this Protocol and be authorized to do so.*





shall hereby be authorized to limit or to prohibit access by any user making excessive use of, or abusing, TES.

Users shall immediately report to BSDQ any faulty operation of the system they may be aware of.

### **MODIFICATION OF PROTOCOL**

This Protocol and the conditions of use of the TES it contains may be modified at any time. Any user designated or identified by a person committed to the BSDQ must consult the Protocol regularly to take note of any modifications that may be made to it. To this end, when such changes are made, the TES requires confirmation from the users who access it.

### **NON PAYMENT OF YEARLY DUES OR ANY AMOUNTS DUE TO THE BSDQ**

The BSDQ can limit or deny access to the TES to all users designated or identified by the signing officer of the commitment C-1 or C-2 of the Tendering Code if the person owes any money to the BSDQ including the yearly dues.

### **FAILURE TO PROVIDE THE REQUIRED INFORMATION**

The BSDQ may limit or prohibit access to the TES to any user designated or identified by a person signing one of the commitments provided for in sections C-1 and C-2 of the Tendering Code if this person, contrary to its commitment, refuses without reason to inform the BSDQ of contracts obtained or granted following the use of the TES.

Likewise, the BSDQ may limit or prohibit access to the TES to any user designated or identified by a person signing one of the commitments provided for in sections C-1 and C-2 of the Tendering Code if this person, contrary to section L-2 of the Code, refuses without reason to comply with the requests of the BSDQ that are addressed to them within the framework of a BSDQ investigation or to provide the BSDQ with the information it requires by virtue of the provisions of chapter L of the Tendering Code.

### **MAINTENANCE AND TECHNICAL SUPPORT**

TES shall always be accessible, save only during required maintenance periods.

Technical assistance is offered during BSDQ office hours, from Monday to Friday inclusively, except for holidays, as well as the Québec construction holiday.

### **REQUIRED EQUIPMENT AND TOOLS**

In order to access TES, users shall have the required equipment and tools, and Internet access. Useful details can be found in the TES user guides and on the BSDQ website.

### **RULES AND TERMS OF USE**



Pursuant to the Tendering Code and provided its conditions of application are met, tenderers shall transmit any tenders sent to recipient contractors only through the BSDQ and only electronically. TES makes it possible for tenderers and recipient contractors to comply with Tendering Code rules by providing an electronic channel through which tenders can be made and received.

These main adjustments are dealt with below. Users shall refer to the Operating Guides provided by the BSDQ and avail themselves of the training given to become acquainted with additional information that can prove useful when using TES.

## MAIN TERMS OF USE

**Deadline for Project opening request (article E-1.1 of the Tendering Code):** Owing to the introduction of controls, tenders and bid bonds cannot be e-filed unless the BSDQ posts the project in the TES. The project opening request should be submitted at least four hours prior to the probable time of closing at the BSDQ to allow the project to be posted in time to permit the deposit of tenders. The deadline of four hours is established considering the opening hours of the BSDQ.

The BSDQ reserves the right to refuse the posting of a project if the request is not submitted in time to obtain all necessary information and allow the posting of the project.

**Fees relating to the electronic filing of a tender:** The cost of each filing shall be set by the BSDQ. The fees must be paid in advance, through TES.

**Project description:** Project description mentioned in the tender form is the description of the project posted by the BSDQ as per article E-1.1. Projects are submitted on dropdown lists allowing users to choose from those lists projects that are of interest to them.

**Specialty identification:** The identification, on the tender form, of the specialty or grouping of specialities liable to be called upon to perform the work being tendered for is determined by the selection made by tenderers from lists of specialties identified by the BSDQ with regard to each project.

**Recipient contractors identification:** Recipient contractors having signed a commitment to the BSDQ shall be indexed in a directory from which tenderers must make a selection. Nevertheless, unindexed recipient contractors are free to request to be indexed in the directory on a temporary basis by communicating with the BSDQ at the appropriate time. To be authorized to take possession of tenders intended for them, said recipient contractors shall first sign a commitment to the BSDQ as per article C-2 of the Tendering Code and meet any requirements set in order to use TES.

**Bid bonds and letters of intent:** Bid bonds and letters of intent shall first be e-filed by the legal person issuing same.

**Electronic transfer:** When the security is supplied via the electronic transfer through a financial institution as per article D-10 and following, the required amount shall be deposited in the BSDQ's trust account immediately following the filing of the secured tender, prior to the closing time set at the BSDQ with respect to tenderers. The existence and validity of the aforesaid tender security shall be confirmed by the BSDQ the day after it is filed. Recipient contractors shall be responsible for securing said confirmation in compliance with article D-10.1 of the Tendering Code.



The amount deposited by way of tender security in the BSDQ's trust account shall be returned to the tenderers in accordance with the terms and conditions provided for in the Tendering Code. Any interest earned as a result of said deposit shall be assigned to the BSDQ.

**Required fields:** Certain mandatory controls or checks are implemented by means of TES, requiring tenderers to fill in fields indicated by an asterisk. Should they fail to do so, it shall be impossible for them to file their tender and they shall be notified thereof. More particularly, tenders without a security where required by the Code, tenders not digitally signed, tenders whereon the contractor's license number does not appear, and tenders with empty « price », « plan numbers », « specifications sections » or « addenda » fields cannot be filed.

**Taking possession:** Recipient contractors take possession of tenders addressed to them by accessing TES on and after a set time. Recipient contractors consulting a list of tenderers having sent them a tender regarding a given project shall, whether they refuse or whether they accept tenders addressed to them through electronic channels, confirm said refusal or acceptance through their electronic signature. Tenders shall be deemed refused until accepted by recipient contractor.

Nevertheless, where recipient contractors fail to take cognizance of the list of tenderers having sent them tenders, said tenders shall be deemed unread.

**Request for taking possession of tenders not addressed to a recipient (Section J-7 of the Tendering Code):** Requests submitted to the BSDQ in accordance with Section J-7 must be filed by the recipient contractor in TES prior to the established closing time. For the process to be completed in compliance with the Code and within the times mentioned in Section J-7 (fourth paragraph), the BSDQ recommends that the electronic request from the recipient contractor be submitted at least four hours prior to the tenders closing time for recipient contractors, taking into account the BSDQ office hours.

After verification, the BSDQ sends the list of tenderers who have submitted a tender for the governed specialty concerned to the recipient contractor. This list can be consulted in TES. The recipient contractor then confirms his acceptance to take possession of the tender from the tenderers whose names have been disclosed to him. He does this in TES, selecting the tenderers whose tender he accepts and using his electronic signature. The BSDQ then notifies the selected tenderers by email. These tenderers are responsible for authorizing the BSDQ to make their tender available to them. They must do this in TES. The recipient contractor is immediately notified and given access to the tenders in TES, in the same manner as if these tenders had been addressed to him prior to the tenders closing time at the BSDQ and he had taken possession of them.

All of these operations must be completed electronically prior to the closing time for filing tenders by the recipient contractors.

**Addressees of copies:** Addressees of copies such as awarding authorities, architects or engineers shall use electronic channels to receive copies of tenders sent to them through electronic channels as per the procedure established by the BSDQ.

## **TRAINING AND OPERATING GUIDES**



The BSDQ offers to the appointed or designated natural persons provided with a master-user's code the TES user guides prepared by the BSDQ. Furthermore, to make it easier for users to utilize the TES, the BSDQ provides training to those wishing to avail themselves.

The BSDQ reserves the right to limit access to its technical helpdesk to any users who chooses not to follow the training.

### **LIMITATION OF LIABILITY**

The parties to the Agreement (the ACQ, the CMEQ and the CMMTQ) and the BSDQ shall not be liable for any damage or injury resulting either from any misuse of TES or for that caused by use of obsolescent equipment or tools.

The parties to the Agreement and the BSDQ shall act as agents for the users and for any firms committed to the BSDQ having appointed them. They shall carefully and diligently assume their duties in that capacity.

The parties to the Agreement and the BSDQ hereby undertake to take the required steps in order to avoid any mistake, error, failure, malfunction or discrepancy and in order to ensure the confidentiality and security of TES. Nevertheless, the parties to the Agreement and the BSDQ shall not be liable for any damage or injury resulting from any user's failure to obtain appropriate information, to access TES, completely or partly, or to finalize or complete the filing or receipt of any tender due to any mistake, error, failure, malfunction or discrepancy. Nor shall the parties to the Agreement and the BSDQ be liable for any damage or injury possibly resulting from any third-party fault or from any superior force or fortuitous event.

### **COPYRIGHTS**

The BSDQ and the parties to the Agreement (the ACQ, the CMEQ and the CMMTQ) own the TES system and their copyrights are protected.



## TES USER PROTOCOL

### Signature form for general contractors and/or trade contractors

Signed at \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Name of committed firm  
*(please print)* \_\_\_\_\_

Name of appointed or designated master-user  
*(please print)* \_\_\_\_\_

Master-user's title or office \_\_\_\_\_

Master-user's E-Mail address \_\_\_\_\_

Master-user's business address  
*(City, Street and Postal Code)* \_\_\_\_\_

BSDQ commitment number  
*(BSDQ use only)* \_\_\_\_\_

Master-user's signature \_\_\_\_\_

### **BSDQ OR BSDQ REPRESENTATIVE USE ONLY**

Verified ID number \_\_\_\_\_

BSDQ representative name : \_\_\_\_\_  
*(please print)*

Signature of BSDQ representative: \_\_\_\_\_

Identification date : \_\_\_\_\_



Resolution for a business (legal person)

**RESOLUTION RESPECTING THE TES USER PROTOCOL**

WHEREAS

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*(Name and address of the business)*

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requires a master-user’s code enabling it to use the BSDQ computer system supporting electronic bid transmission (TES);

BE IT RESOLVED

THAT Mr. or Mrs. \_\_\_\_\_ be appointed or designated « master-user », and that he/she be authorized to sign, on its behalf, the TES user protocol;

THAT the BSDQ be authorized to provide said appointed or designated master-user with a master-user’s code and password allowing him/her to access TES.

CERTIFICATION

I, the undersigned, certify that the foregoing resolution was duly passed by the directors of the aforementioned legal person and that said resolution is still in force and effect, without amendment.

And I have signed at \_\_\_\_\_ on the \_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature: \_\_\_\_\_  
*(President or Secretary)*

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Signatory’s Name *(please print)* Title



Resolution for a partnership

**RESOLUTION RESPECTING THE TES USER PROTOCOL**

WHEREAS

\_\_\_\_\_  
*(Name and address of the partnership)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

requires a master-user's code enabling it to use the BSDQ computer system supporting electronic bid transmission (TES) ;

BE IT RESOLVED

THAT Mr. or Mrs. \_\_\_\_\_ be appointed or designated « master-user », and that he/she be authorized to sign, on its behalf, the TES user protocol;

THAT the BSDQ be authorized to provide said appointed or designated master-user with a master-user's code and password allowing him/her to access TES.

Signed at \_\_\_\_\_ on the \_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Name and signature of Partners (please print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_