

GOOSE BAY AIRPORT CORPORATION

INSTRUCTIONS TO TENDERERS

1. GENERAL

Tenders, addressed as specified in the Invitation to Tender, shall be submitted clearly marked with the name of the Tenderer and the Project name on or before the exact closing date and time indicated in the advertisement.

Tenders shall be submitted using the Tender Form provided and must be completed in ink or typewritten, properly signed, and accompanied by the required tender security.

Prior to submitting a tender, Tenderers must visit the site and attend the mandatory site briefing, no later than June 4th 2026, at 14:30 at a time mutually agreed upon with the GBAC Manger of Operations. Tenderers shall fully inform themselves of all existing site conditions, restrictions, and limitations. Any subsequent claims arising from failure to properly examine the site or attend the site briefing shall not be considered.

Tenderers are expected to promptly bring to the attention of Goose Bay Airport Corporation (GBAC) any discrepancies, omissions, ambiguities, or questions identified during the tendering period for appropriate clarification or action.

GBAC reserves the right to reject the lowest tender or any tender submitted and is not obligated to accept any proposal.

2. TENDER DOCUMENTS

- (a) The Tender Documents shall consist of the Instructions to Tenderers, General Conditions, Tender and Acceptance Form, Drawings, Specifications, and any Addenda issued prior to tender closing.
- (b) During the tendering period, Tenderers may be advised by written Addenda of required additions, deletions, clarifications, or revisions to the Tender Documents. All such Addenda shall form an integral part of the Tender Documents and shall be included in the Tender Price.
- (c) Tenderers shall record, in the space provided within the Tender and Acceptance Form, the Addenda numbers for all Addenda received during the tendering period, including any Addenda incorporated directly into the Tender Documents. Where no Addenda have been received, the word 'NONE' shall be entered in the space provided.
- (d) Addenda will not be issued by the Owner after 12:00 noon on the fourth (4th) day prior to tender closing unless an extension of the tender closing time is also provided.
- (e) Each Tenderer shall be responsible for verifying with GBAC that all issued Addenda have been received prior to submitting their tender.

3. TENDER SECURITY

- Tenders shall be accompanied by an approved Bid Bond or certified cheque payable to Goose Bay Airport Corporation (GBAC) in an amount equal to ten percent (10%) of the Tender Price.

4. PERFORMANCE BOND

- A Performance Bond shall be required in the amount of fifty percent (50%) of the annual Contract value.
- The Performance Bond must be submitted no later than thirty (30) days following the award of the Contract by Letter of Intent and prior to formal execution of the Contract.
- No work shall commence until the required performance security has been received and accepted by GBAC.
- In lieu of a Performance Bond, GBAC may, at its sole discretion, accept a certified cheque in the amount of ten percent (10%) of the Tender Price to be retained until satisfactory completion of the work.
- No interest shall be paid on certified cheque deposits retained by GBAC during the retention period.

5. LABOUR AND MATERIALS PAYMENT BOND

- A Labour and Materials Payment Bond shall be required in the amount of fifty percent (50%) of the annual Contract value.
- The bond must be submitted no later than thirty (30) days following the award of the Contract by Letter of Intent and prior to formal execution of the Contract.
- In lieu of a Labour and Materials Payment Bond, GBAC may, at its sole discretion, accept a certified cheque in the amount of ten percent (10%) of the Tender Price to be retained until satisfactory completion of the work.
- No interest shall be paid on certified cheque deposits retained by GBAC during the retention period.

6. COMPLETION OF THE TENDER / ACCEPTANCE FORM

- Tenderers shall type or legibly print all required information on the Tender and Acceptance Form.
- Tenderers shall include the numbers of all Addenda received during the tender period.
- Tenderers shall provide a listing of all proposed Subcontractors, where applicable.
- The Tender and Acceptance Form shall be properly signed and witnessed in accordance with the following requirements:
 - Sole Proprietorship: The words “Sole Proprietorship” shall appear adjacent to the signature.
 - Partnership: All partners shall sign the Tender Form and the word “Partner” shall appear beside each signature.
 - Limited Company: The corporate title of each signing officer shall appear beside their signature and the Corporate Seal shall be affixed to the Tender Form.

7. UNACCEPTABLE TENDERS

- The following shall be considered unacceptable tenders and may be rejected by GBAC:
 - Tenders not submitted on the prescribed Tender and Contract Form.
 - Tenders received after the stated tender closing time.
 - Incomplete tenders.
 - Tenders not accompanied by the required tender security.
 - Tenders containing qualifications, conditions, or amendments added by the Tenderer.
 - Tenders submitted by telefax transmission.
 - Where a Tenderer withdraws a tender, GBAC reserves the right to disqualify any tenders submitted by a related person or related corporation of the Tenderer, as defined under Section 251 of the Income Tax Act, R.S.C. 1985, 5th Supplement, Chapter 1, as amended.

8. AMENDMENT TO TENDERS

- Properly documented amendments to tenders shall be permitted up to the official tender closing time.
- Amendments submitted by telegram, telefax, or written letter shall be considered acceptable.

9. ACCEPTANCE OF TENDERS

- Upon acceptance of a tender, the successful Tenderer shall, within thirty (30) days of the tender closing date, execute the Contract Agreement with the Owner.

10. SUBSTITUTION OF MATERIALS

- Tenders shall be based on the use of the equipment, materials, and products specified in the Contract Documents without substitution, unless the phrase “or approved equal” is included.
- Where the Specifications contain the phrase “or approved equal,” requests for substitutions may be submitted provided the request is received in writing at least seven (7) days prior to the tender closing date.
- Requests for substitutions shall clearly identify and fully describe the proposed substitute product or material.
- Any substituted product or material must be equivalent to the specified product in terms of design, function, appearance, durability, operation, and quality.
- Requests for substitutions submitted after Contract award shall be governed by Clause 30 – Materials and Substitutions of the General Conditions of the Contract.
- Post-award substitutions will only be considered under exceptional circumstances or where the proposed substitution provides substantial benefit to the Owner.
- Approval of substitutions by GBAC shall be issued in the form of an Addendum to the Specifications no later than four (4) days prior to tender closing.
- All approved Addenda shall be distributed to all Contractors recorded as having received the Contract Documents.
- GBAC’s decision regarding substitutions shall be final.



GOOSE BAY AIRPORT CORPORATION

TENDER FORM FOR BID PRICE ON JANINTORIAL AIR TERMINAL BUILDING

DATE: _____

COMPANY NAME _____

CONTACT INFORMATION _____

PHONE NUMBER _____

NAME OF AUTHORIZED COMPANY REPRESENTATIVE _____

TENDER INCLUDING SUPPLIES

LUMP SUM BID BEFORE TAXES _____

HST (if applicable) _____

OTHER (Specify) _____

TOTAL BID PRICE _____

COMPANY NAME _____

OFFICIALS SIGNATURE _____

SUMMARY COST FOR FULL TENDER

#	DESCRIPTION	\$
1	AUGUST 1 st , 2026 -DECEMBER 31 st , 2026	
2	JANUARY 1 ST , 2027 DECEMBER 31 ST , 2027	
3	JANUARY 1 ST , 2028 – DECEMBER 31 st , 2028	
4	JANUARY 1 ST , 2029 – JULY 31 st , 2029	
	SUBTOTAL EXCLUDING HST	
	HST	
	TOTAL TENDER AMOUNT INCLUDING HST	

Signatures:

Signed, sealed, and submitted on behalf of:

Company _____

Authorized Signature _____

Name (Printed) _____

Title: _____

Witness (Print & Sign) _____

Date _____