

## Instructions for Bid Submission by Email

As noted in *A Suppliers Guide to Procurement in the Government of Prince Edward Island*, due to the ongoing COVID-19 pandemic, all submissions in relation to tenders issued by Procurement Services will only be accepted via email to [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca) until further notice.

When submitting bids via email:

1. Do not send submissions to email addresses other than [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca)
2. The complete bid must be attached to the email, any text included in the body of the email will not be evaluated.
3. The title (subject line) of the email should clearly indicate the name of the proponent and the opportunity number. If amending a bid submission, the title of the email should also include the word amendment.
  - a. Example: Company ABC, Bid for tender #1234
  - b. Example: Company ABC, Amendment to Bid for tender #1234
4. Proponents should submit email bid submissions in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an email submission exceeds the applicable maximum size (25MB), the Proponent may make multiple submissions to reduce attachment file size to be within the maximum applicable size. Proponents should identify the order and number of emails making up the email bid submission (e.g. "email 1 of 3, email 2 of 3...").
5. For email bid submissions sent through multiple emails the Province reserves the right to seek clarification or reject the submission if the Province is unable to determine what documents constitute the complete submission.
6. Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting bids by email are solely responsible for ensuring that any emails or attachments are not corrupted. The Province may reject bid submissions that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.
7. While the Province may allow for email bid submissions, the Proponent acknowledges that email transmissions may be unreliable. The Proponent is solely responsible for ensuring that its complete email bid submission and all attachments have been received before Closing Date and Time. If the Province's Electronic Mail System rejects an email bid submission for any reason, and the Proponent does not resubmit its bid by the same or other permitted submission method before Closing Date and Time, the Proponent will not be permitted to resubmit its bid after Closing Date and Time.