



Commission scolaire English-Montréal

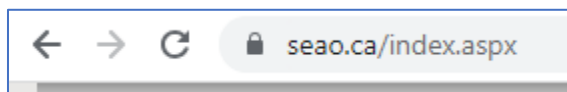
English Montreal School Board

6000 Fielding Avenue, Montréal, Québec, H3X 1T4

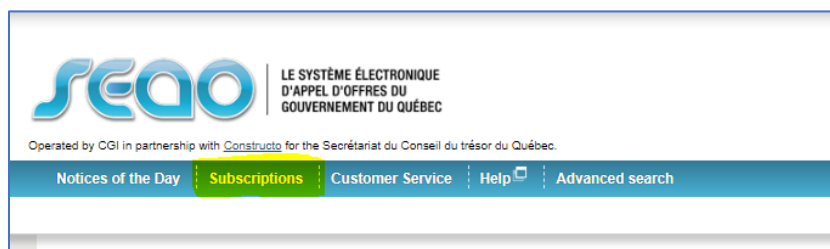
PROCESS TO SUBMIT A TENDER OFFER WITH THE ENGLISH MONTREAL SCHOOL BOARD

STEP 1 - CREATING AN ACCOUNT ON THE SEAO PLATFORM

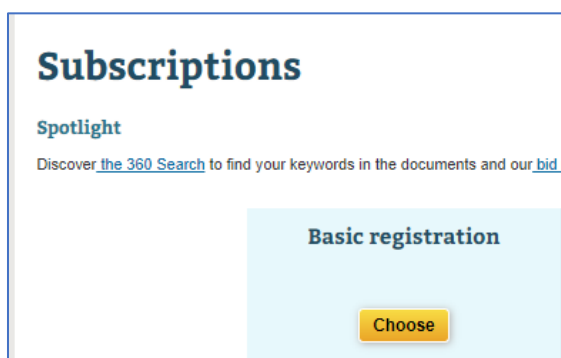
1. Go to www.SEO.ca.



2. Click on the “SUBSCRIPTIONS” TAB HIGHLIGHTED BELOW.



3. ON THE SUBSCRIPTIONS WINDOW, CHOOSE “BASIC REGISTRATION.”





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4. YOU WILL BE PROMPTED TO FILL OUT INFORMATION. PLEASE FILL IN ALL NECESSARY FIELDS AND CLICK ON “NEXT.”


Base registration

Already subscribed? [Open a session](#) to continue.

Fields including a * are mandatory.

Organization type*

Québec Enterprise Number (NEQ)

i If you do not know the NEQ (Quebec Enterprise Number), you can access the Registraire des entreprises website to confirm this number : [Company registry](#) 

Validate NEQ

Organization name*

Organization phone number*

555-555-5555

Fax number

Greetings *

☒ Mr ☐ Mrs

First name*

Last Name*

Title/Function

Language of correspondence

English

Phone Numbers (10 numbers, no parenthesis, dash or space)

User's phone number* Extension

Cell phone

Fax number

E-mail address*

Address

i This form update form fields without reloading the page.

☒ Canada ☐ United States ☐ Other country

Address*

City*

Province*

Country*

Postal code* (No dash or space)

Password

The password must be between 8 and 14 characters long, and must include at least two numbers and one special character.

i Please note that the user ID is permanent and cannot be changed. It is recommended to use a strong password.

User ID*

Password*

Password confirmation*

Make sure to note your User ID and password.

Next



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5. READ AND ACCEPT THE "TERMS OF USE."

Subscription

Terms of Use

TERMS OF USE FOR THE ELECTRONIC TENDERING SYSTEM (SEAO) FOR SUPPLIERS

IMPORTANT: THE FOLLOWING TERMS GOVERN THE USE OF THE "SEAO.CA" AND "CONSTRUCTO.CA" WEB SITES (INDIVIDUALLY CALLED "THE SITE" AND COLLECTIVELY CALLED "THE SITES") AS WELL AS THE SEAO ELECTRONIC TENDERING SYSTEM ("SEAO", AS DEFINED MORE FULLY HEREINAFTER) WHICH IS AVAILABLE ON THE SITE. BY ACCESSING THE SITE, YOU ACKNOWLEDGE YOU HAVE AGREED TO THE ACCESS TERMS DETAILED HEREFTER.

NOTE: The following terms of use do not apply to Public Agencies. Terms of Use that apply to Public Agencies using the Site are accessible once the User connects to the site as a public agency.

1. Definitions

- 1.1 " **Addenda** " (also known as an update or amendment) A document introducing clarifications or modifications to the content of a Notice issued by a Public Agency after the publication of the Tender Notice, but before the final date for receipt of Tenders. Addenda are available for viewing on SEAO as soon as they are published.
- 1.2 " **Bid matching** " A functionality available to Suppliers that allows them to configure and maintain in SEAO a search profile that automatically locates and sends by email, SMS or fax, Notices matching different predefined search criteria.
- 1.3 " **Contract Manager** " The public procurement secretary of the Secrétariat du Conseil du trésor (SCT) acts as the contract manager binding the SCT to CGI. The Contract Manager is in charge of coordinating the implementation of SEAO, tracking its progress, and having any required adjustments carried out.
- 1.4 " **Delivery mode** " Mode selected by Suppliers to receive their Tender Documents, e.g. download, pick-up, messenger service, email, or fax.

...

15. Prior Agreements

You agree that these Terms of Use supersede any prior version of the Terms of Use from the date they are last updated.

Last updated: November 2, 2015

"In case of discrepancy between these conditions and their French version (also available on this site), the French version will prevail."

☐ I have read the terms of use and I wish to :

Accept Terms of Use

Decline Terms of Use

6. SEAO WILL RETURN TO THE MAIN HOME PAGE AND IT WILL CONFIRM YOUR REGISTRATION TO BASE SEAO SERVICE.



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PROCESS TO SUBMIT A TENDER OFFER WITH THE ENGLISH MONTREAL SCHOOL BOARD

AGENTS WHO WISH TO BID ON CONTRACTS OR APPLY TO BECOME A RECRUITER FOR THE EMSB WILL CHARGED A FEE FOR THE TENDER AND TO SUBMIT THEIR TENDER ELECTRONICALLY.

STEP 2 – ACCESS AND PURCHASE A NOTICE IN SEO

1. LOGIN INTO YOUR SEO ACCOUNT.
2. USING THE SEARCH OPTION ON THE TOP RIGHT OF THE HOME PAGE, ENTER THE NOTICE NUMBER OR THE SCHOOL BOARD NAME.

3. ONCE YOU HAVE LOCATED THE NOTICE, CLICK ON THE NOTICE NUMBER TO OPEN THE “VIEW A NOTICE” WINDOW. READ ALL SECTIONS CAREFULLY TO UNDERSTAND ALL THE EXPECTATIONS. (INFORMATION, BUYER CONTRACT INFORMATION, CLASSIFICATION AND CATEGORIES, ELIGIBILITY CRITERIA AND REQUIREMENTS, DESCRIPTION, ETC.) THE PDFs ATTACHED ARE FOR VIEWING PURPOSES ONLY. THE OFFICIAL FORMS WILL BE AVAILABLE AFTER YOU HAVE PURCHASED THE NOTICE OF INTENT.

4. IF YOU WANT TO PROCEED TO PURCHASE THE NOTICE, CLICK ON THE “ORDER” ICON AT THE TOP OR BOTTOM OF THE PAGE TO ADD THE ITEM IN YOUR CART.

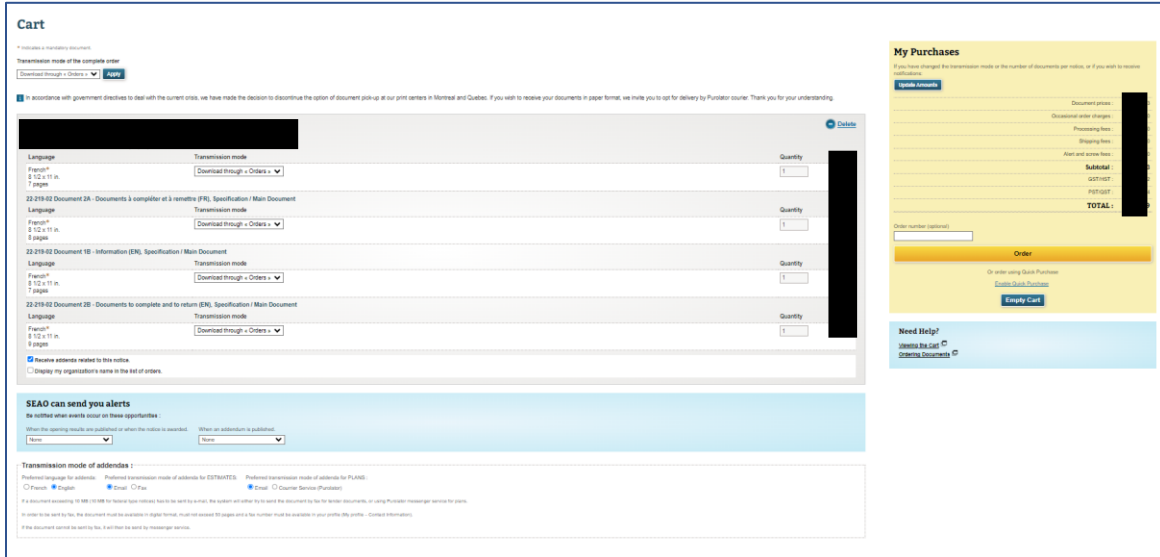
TOP OF PAGE

BOTTOM OF PAGE

6000 Fielding Avenue, Montréal, Québec, H3X 1T4

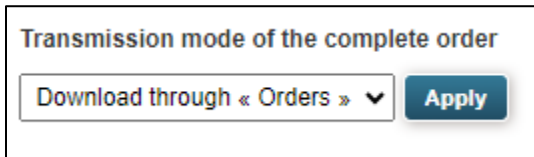
PROCESS TO SUBMIT A TENDER OFFER WITH THE ENGLISH MONTREAL SCHOOL BOARD

5. IN THE “CART” WINDOW, THE PURCHASE DETAILS OF THE NOTICE WILL APPEAR.

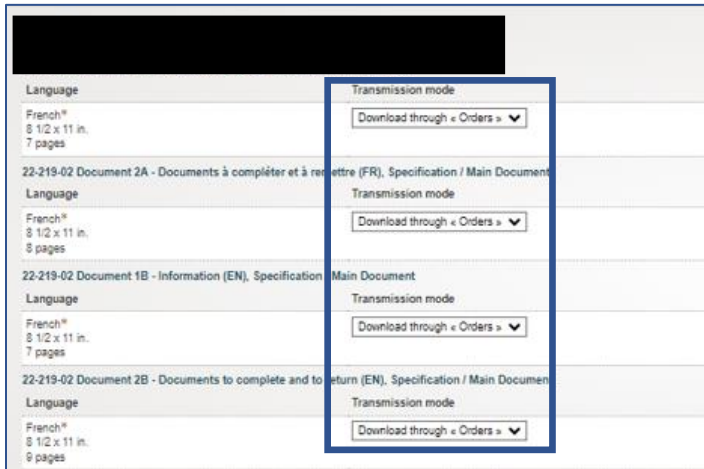


ENSURE THE DETAILS OF THE CART ARE SET TO THE BELOW:

a. TRANSMISSION MODE OF THE COMPLETE ORDER IS “DOWNLOAD THROUGH ORDERS” AND CLICK “APPLY”



b. TRANSMISSION MODE FOR THE ATTACHED DOCUMENTS ARE ALSO “DOWNLOAD THROUGH ORDERS”





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- c. TICK THE CHECKBOX TO “RECEIVE ADDENDAS RELATED TO THIS NOTICE.”

☒ Receive addenda related to this notice.

☐ Display my organization's name in the list of orders.

- d. CHANGE THE TRANSMISSION MODE OF ADDENDAS TO THE BELOW.

Transmission mode of addendas :

Preferred language for addenda: Preferred transmission mode of addenda for ESTIMATES: Preferred transmission mode of addenda for PLANS :

☐ French ☒ English ☒ Email ☐ Fax ☒ Email ☐ Courier Service (Purolator)

6. CLICK ON “ORDER” IN THE “MY PURCHASE” WINDOW. THIS STEP WILL PROCEED TO THE CLIENT AND PAYMENT OPTIONS. ENSURE YOU CHOOSE THE CORRECT OPTIONS IN EACH STEP OF THE PROCESS.

My Purchases

If you have changed the transmission mode or the number of documents per notice, or if you wish to receive notifications:

[Update Amounts](#)

Document prices:
Occasional order charges:
Processing fees:
Shipping fees:
Alert and screw fees:

Subtotal :
GST/HST:
PST/QST:
TOTAL :

Order number (optional):

[Order](#)

Or order using Quick Purchase
[Enable Quick Purchase](#)

[Empty Cart](#)

→

Order

Client

I want to order for:

☒ Myself ☐ A contact from my organization

Liste des contacts
[Make a selection](#) [Add a Contact](#)

☐ A user from my organization

Liste des utilisateurs
[Make a selection](#)

→

Order

Step 3 of 4 : Payment

Select a method of payment

[Add +](#)

Available methods of payment

Select a buyer's address

[Address that will appear in the list of orders if applicable.](#)

[Add +](#)

Available address(es)

[Address that will appear in the list of orders if applicable.](#)

→

Information

To add or update a credit card safely, the SEAO encourages you to complete this step using Bambora closed-security environment.

Once this step is completed you will be navigated back to SEAO.

For more information please contact the SEAO customer service at 514-856-6600 or 1-866-669-7326.

[Ok](#) [Cancel](#)

→

SEAO LE SYSTÈME ÉLECTRONIQUE D'APPEL D'OFFRES DU GOUVERNEMENT DU QUÉBEC

[Go back to SEAO](#)

Credit Card Information

Card Type: [VISA](#)

Name on Card:

Card Number:

Expiry Date: Month Year

Credit Card CVD: [What's this?](#)

[Submit](#) [Cancel](#)



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PROCESS TO SUBMIT A TENDER OFFER WITH THE ENGLISH MONTREAL SCHOOL BOARD

7. ONCE YOU HAVE ENTERED YOUR CREDIT CARD INFORMATION, CLICK SUBMIT AND IT WILL DIRECT YOU TO SELECT A TYPE OF PAYMENT AND YOUR ADDRESS. CLICK ON CONTINUE AND CONFIRM DELIVERY ADDRESS, IF REQUIRED.

The first screenshot shows the 'Passer la commande' (Place Order) page. Under 'Type de paiement' (Payment Type), the user has selected 'Visa' and entered a masked credit card number. Below this, under 'Adresse de livraison' (Delivery Address), the user has entered a masked address. A yellow 'Continuer' (Continue) button is visible at the bottom. An arrow points to the second screenshot, which shows the same page but with the 'Continuer' button highlighted in yellow, indicating it is the next step to click.

8. IT WILL BRING YOU TO THE CONFIRMATION OF ORDER WINDOW. REVIEW THE ALL DETAILS FOR THE CLIENT, DELIVERY ADDRESS AND BILLING AND ENSURE ALL INFORMATION IS CORRECT. IF ALL IS ACCURATE, CLICK ON “CONFIRM ORDER” IN THE RIGHT SECTION.

The screenshot shows the 'Confirmer la commande' (Confirm Order) page. The page is divided into three main sections: 'Client', 'Adresse de livraison', and 'Facturation'. Each section contains a summary of the entered information and a 'Modifier' (Modify) button. The 'Client' section shows the user's name and email. The 'Adresse de livraison' section shows the delivery address. The 'Facturation' section shows the billing address and the selected payment method. On the right side of the page, there is a 'Mes achats' (My Purchases) section with a table listing the items and their costs. At the bottom right, there is a 'CONFIRMER LA COMMANDE' (CONFIRM ORDER) button, which is highlighted with a red star. Below this button, there is a 'Modifier la commande' (Modify Order) button. The page also displays the total cost of the order and the estimated delivery date.



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9. YOUR ORDER HAS BEEN CONFIRMED AND THE BELOW "CONFIRMATION" WINDOW WILL APPEAR AND AN EMAIL WILL BE SENT CONFIRMING YOUR PURCHASE.

The screenshot shows the SEAO website interface. At the top, there's a search bar and navigation links. The main content area is titled "Commande" (Order) and displays a "Confirmation" message. Below this, there's a table listing the items purchased, including documents and services. To the right, there's a "Mes achats" (My purchases) section showing a summary of the order, including the total amount and the date of purchase.

Description	Quantité	Coût
P-1906 PH2 Wagar-Cahier des charges-AO, Devise / Document principal / Français / 578 pages / Mises (8 1/2 x 11 po. et 11 x 17 po.)	1	
P-1906 PH2 Wagar-Plans Arch. pour AO, Plan / Document principal / Français / 5 pages / Autre	1	
P-1906 PH2 Plans structure pour AO, Plan / Document principal / Français / 5 pages / A1 (24 po. x 33 1/2 po.)	1	
P-1906 PH2 DEV-MEC-Appel d'offres et permis, Devise / Document principal / Français / 555 pages / 8 1/2 x 11 po.	1	
P-1906 PH2 PLM-MEC-APPEL D'OFFRES ET PERMIS, Plan / Document principal / Français	1	

SEAO - Order confirmation



Système Électronique d'Appel d'Offres <seao@seao.ca>
To: [Redacted]

Reply Reply All Forward [Icons]

Mon 2023-09-25 12:41 PM

You don't often get email from seao@seao.ca. [Learn why this is important](#)

Caution: This email originated from outside of the EMSB. Use caution when clicking links or opening attachments. | **Avertissement:** Ce courriel provient de l'extérieur de la CSEM. Soyez prudent lorsque vous cliquez sur des liens ou ouvrez des pièces jointes



LE SYSTÈME ÉLECTRONIQUE
D'APPEL D'OFFRES DU
GOUVERNEMENT DU QUÉBEC

Dear [Redacted]

SEAO confirms your order made on 2023-09-25 at 12:40:45. Your order consisted in the purchase of the document(s) related to:

The notice titled [Redacted] and the SEAO reference number [Redacted]

Your orders are available at all times under the "Orders" tab in SEAO.

Customer service

Log on to our website : www.seao.ca

Warning : Please do not reply to this email. The reply will not reach SEAO. If needed, contact us at : <https://www.seao.ca/information/serviceclientele.aspx> or by phone at 514-856-6600 or 1-866-669-SEAO



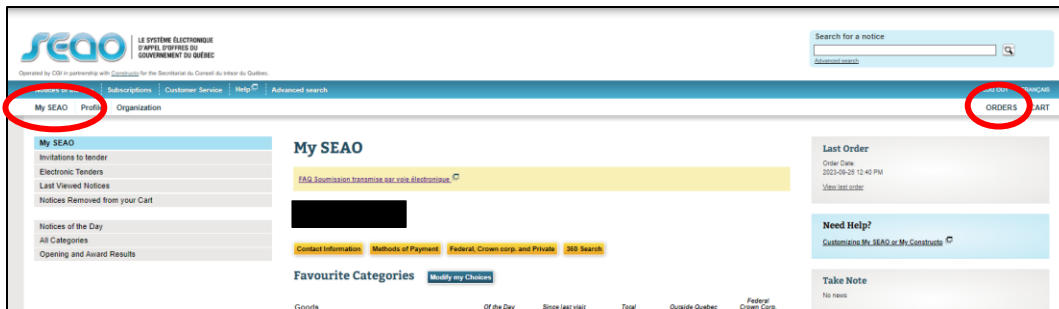
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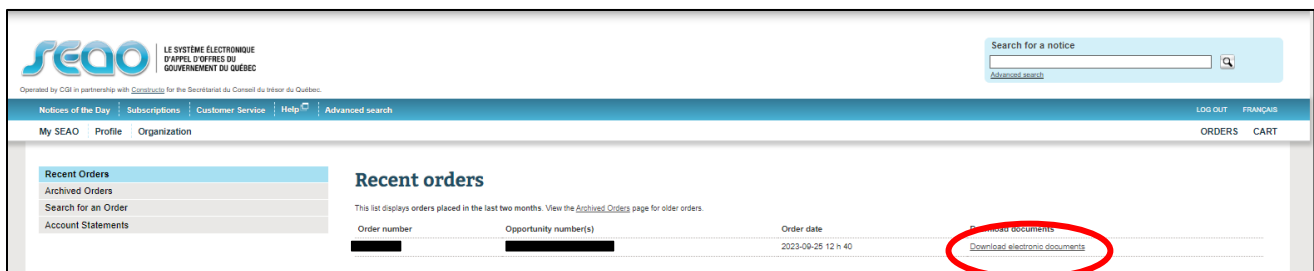
PROCESS TO SUBMIT A TENDER OFFER WITH THE ENGLISH MONTREAL SCHOOL BOARD

STEP 3 – ACCESS AND DOWNLOAD THE DOCUMENTS IN SEAO

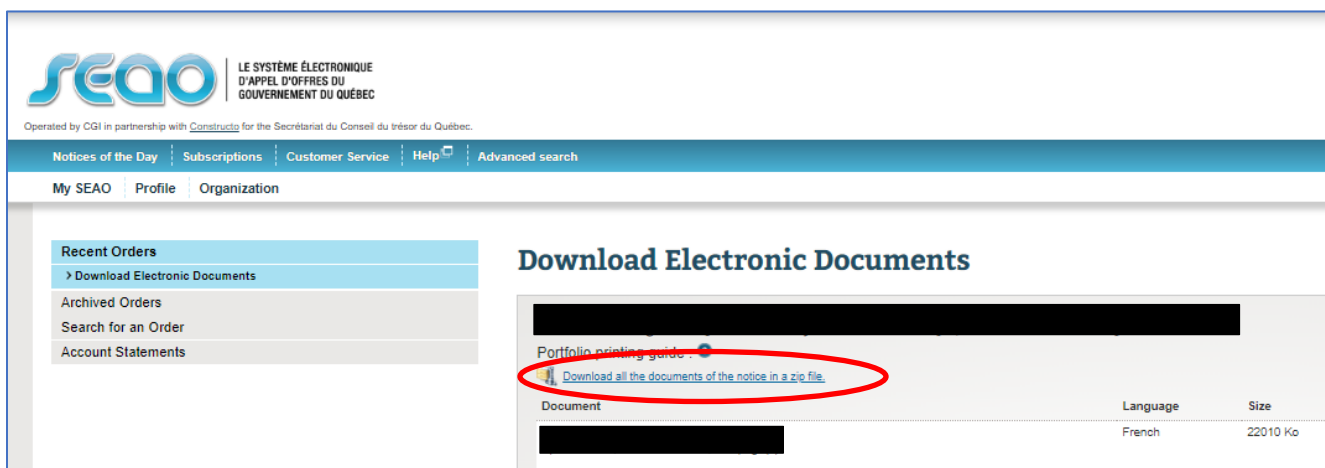
1. LOG INTO YOUR SEAO ACCOUNT AND CLICK ON MY SEAO SUBTAB. TO ACCESS THE NOTICE, CLICK ON “ORDERS” ON THE RIGHT OF THE SCREEN.



2. THE “RECENT ORDERS” WINDOW WILL OPEN AND A LIST OF YOUR RECENT ORDERS ARE SUMMARIZED. LOCATE THE ORDER NUMBER AND CLICK ON “DOWNLOAD ELECTRONIC DOCUMENTS.”



3. THE “DOWNLOAD ELECTRONIC DOCUMENTS” WINDOW WILL OPEN. CLICK ON THE “DOWNLOAD ALL DOCUMENTS OF THE NOTICE IN A ZIP FILE” LINK.





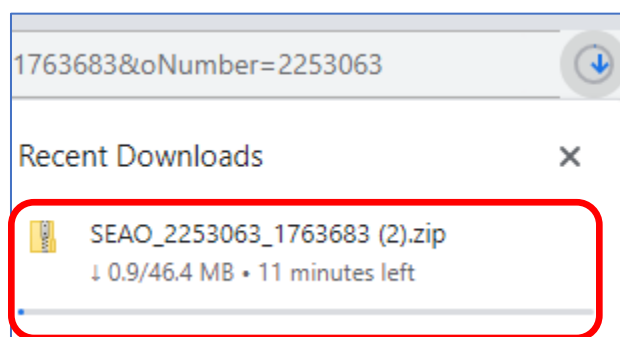
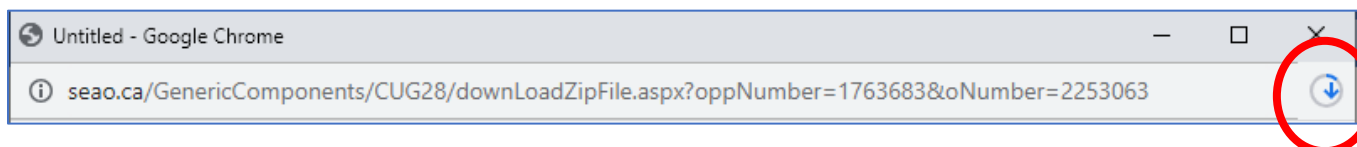
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PROCESS TO SUBMIT A TENDER OFFER WITH THE ENGLISH MONTREAL SCHOOL BOARD

4. ALL ELECTRONIC DOCUMENTS OF THE NOTICE WILL DOWNLOAD AND YOU WILL NEED TO UNZIP THE FILE TO ACCESS THEM. THE ARROW INDICATES THE DOWNLOAD OF DOCUMENTS. CLICK ON THE DOWNLOAD ARROW TO VIEW THE ZIPPED FILE. NOTE THE PROGRESS BAR AND OPEN WHEN IT IS COMPLETE. SAVE THE FILE ON YOUR DESKTOP OR IN AN ACCESSIBLE FOLDER.





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English Montreal School Board

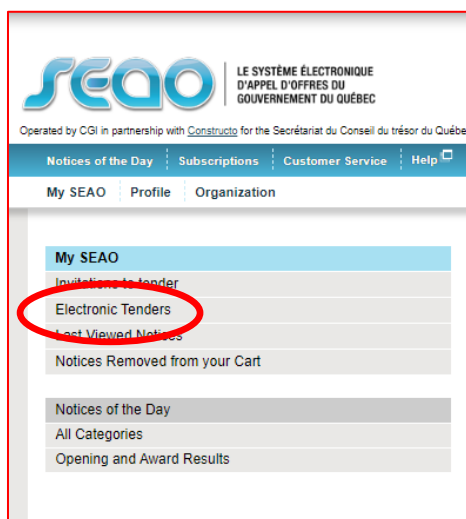
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PROCESS TO SUBMIT A TENDER OFFER WITH THE ENGLISH MONTREAL SCHOOL BOARD

AGENTS WHO WISH TO SUBMIT THEIR TENDER ELECTRONICALLY TO BECOME A RECRUITER FOR THE EMSB WILL CHARGED A FEE

STEP 4- SUBMIT YOUR APPLICATION NOTICE ELECTRONICALLY IN SEAO

1. ONCE YOU HAVE THE BELOW DOCUMENTS READY TO SUBMIT, LOG INTO YOUR SEAO ACCOUNT.
 - a. RESUME
 - b. REFERENCES
 - c. PROOF OF BUSINESS LICENSE (IF APPLICABLE)
 - d. HOMESTAY APPLICATION (IF APPLICABLE)
 - e. SERVICE AGREEMENT AND ATTACHED APPENDICES
2. ON YOUR HOME PAGE OF YOUR SEAO ACCOUNT, CLICK ON THE “ELECTRONIC TENDERS” FIELD.





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3. THE “ELECTRONIC BID SUBMISSIONS” WINDOW WILL OPEN. READ THE TERMS OF THE SUBSCRIPTION AND CLICK ON “SUBSCRIBE” AT THE BOTTOM OF THE PAGE.

SEAO LE SYSTÈME ÉLECTRONIQUE D'APPEL D'OFFRES DU GOUVERNEMENT DU QUÉBEC

Operated by CGI in partnership with Constructo for the Secrétariat du Conseil du trésor du Québec.

Search for a notice
Advanced search

Notices of the Day Subscriptions Customer Service Help Advanced search

LOG OUT FRANÇAIS

My SEAO Profile Organization ORDERS CART

My SEAO
Invitations to tender
Electronic Tenders
Last Viewed Notices
Notices Removed from your Cart

Electronic Bid Submissions

SEAO offers an online electronic bid submission functionality allowing a secured deposit of tenders, when applicable.

Registration

In order to use the electronic bid submission service, you have to:

- know more about how the service works and what are the applicable rates
- register and accept the special terms of use
- \$20 for subscribed suppliers
- \$30 for registered suppliers

The applicable rate is \$20 for subscribed suppliers and \$30 for registered suppliers. Suppliers will be charged upon closing of the notice. As long as the notice is still open, you can remove or resubmit a tender for a same notice with no additional costs.

Authorized format

You may only submit your tender in a single PDF document. A maximum file size of 75 MB is permitted.

Instructions

You must submit your submission file before the deadline for receipt of submissions is reached. Since the encryption of the electronic submission is carried out directly on your workstation, additional time may be required to complete the transfer. The length of this delay will vary depending on the performance of your workstation. In order to ensure your submission has been received before the deadline date and time indicated in the notice, we suggest that you do not exceed the minimum period of one hour prior to the notice's deadline before sending your submission file. This will allow you to make adjustments in case of unexpected events and to ensure that your PDF file has been uploaded to the SEAO system.

Finally, you must fill out the transmission declaration using the Declaration form concerning the reproduction of documents transmitted electronically. This applies to all the documents included in the submission file, whether they are copies of technological documents or documents (e.g. paper documents which have been signed by hand before to be scanned).

Signature

Regarding documents, annexes or forms which will be integrated into the submission file and whose signature is required, the signatures must have been affixed to these documents, annexes or forms by hand in paper form before they are scanned.

New measures

In the case of bids transmitted, on or after June 01 2020, signatures may also be affixed by any electronic signature process that meets the requirements of the Civil Code of Quebec. Any document requiring a signature will be considered as signed as soon as the full name of the authorized signatory, or a mark which is personal to him, appears on it in the space provided for this purpose.

Important

If the full name of the authorized signatory or a mark which is personal to him does not appear in the signature space provided for this purpose, the document will be considered as unsigned, whatever the process of signature used, including if this process consists of affixing a digital signature with keys and certificates.

In case your submission file contains documents which have been scanned (i.e. : a document with a hand written signature which was then uploaded), the person responsible for scanning the submission documents must ensure that the software provided with the scanner allows scanning of a paper document and saving it in PDF format, without any other manipulation. If the software provided does not allow scanning and saving documents in PDF format, software that can do this must be installed.

Operation and security

Only the buyer who published the notice will be able to view the submitted tender, as it will be crypted prior to being sent to SEAO servers. Tenders will only be decrypted when downloaded on the buyer's computer. The tenders and the name of the tenderers will only be available once the final date for receipt of tenders is reached.

For security and confidentiality purposes, functionalities linked to electronic tendering are hosted outside the SEAO system. You will be redirected to a secured website for electronic tendering where you will have to identify yourself once again.

Subscribe

4. THE “SPECIAL TERMS OF USE” WINDOW WILL OPEN. SCROLL DOWN AND TICK THE CHECKBOX AND CLICK “ACCEPT.” THE WINDOW FOR “ONE LAST STEP” WILL OPEN. IT WILL PROMPT YOU TO PERFORM A TRIAL SIMULATION TO SUBMIT AN APPLICATION OF A NOTICE. CLICK “CONTINUE.”

SEAO LE SYSTÈME ÉLECTRONIQUE D'APPEL D'OFFRES DU GOUVERNEMENT DU QUÉBEC

Operated by CGI in partnership with Constructo for the Secrétariat du Conseil du trésor du Québec.

Search for a notice
Advanced search

Notices of the Day Subscriptions Customer Service Help Advanced search

LOG OUT FRANÇAIS

My SEAO Profile Organization ORDERS CART

My SEAO
Invitations to tender
Electronic Tenders
Last Viewed Notices
Notices Removed from your Cart

Special Terms of Use

Conditions d'utilisation

IMPORTANT : LES CONDITIONS SUIVANTES RÉGISSENT L'UTILISATION DU SERVICE DE TRANSMISSION DE SOUMISSIONS PAR VOIE ÉLECTRONIQUE (LE « SERVICE ») DISPONIBLE PAR L'ENTREMISE DU SITE INTERNET « SOUMISSION SEAO.CA » (LE « SITE »). EN UTILISANT LE SERVICE, VOUS CONFIRMEZ EN AVOIR ACCEPTÉ LES CONDITIONS D'ACCÈS CI-APRÈS. CHAQUE FOIS QUE VOUS UTILISEZ LE PRÉSENT SITE INTERNET, VOUS INDIQUEZ VOTRE RECONNAISSANCE ET VOTRE ACCEPTATION DES MODALITÉS ÉNONCÉES CI-DESSOUS.

- Définitions**
 - « Addenda »** (également appelé mise à jour ou amendement) Désigne un document qui précise ou modifie le contenu d'un Avis émis par un Organisme public après la publication de l'Avis en question mais avant sa date de fermeture. Les Addendas sont disponibles sur le SEAO pour consultation dès leur publication.
 - « Avis »** Désigne un sommaire de l'information relative à un marché public émis par un Organisme public. Pour les fins des présentes conditions d'utilisation, le terme « Avis » désigne, sans s'y restreindre, l'un ou l'autre des avis suivants selon les circonstances :

Accept



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PROCESS TO SUBMIT A TENDER OFFER WITH THE ENGLISH MONTREAL SCHOOL BOARD

18. Ententes antérieures

Nous acceptons que cette entente annule et remplace toutes les versions précédentes de l'entente relative au SEAO.

Date de dernière mise à jour : 18 juin 2018

☐ I have read the special terms of use and I wish to:

Accept

Decline

Electronic Bid Submissions

Terms

The electronic

- submit
- functi
- view
- remo

[Voir les](#)

Rate

- \$20 for subscribed suppliers.

~~\$20 for unsubscribed suppliers.~~

One last step

You are now registered for the electronic submission.

There is only one step left to finalize your registration, and that is to do the trial.

CAUTION: This submission will not be valid and will not be transmitted to the buyer.

Continue

document

Try it

5. COMPLETE THE SIMULATION TO COMPLETE THE SUBSCRIPTION TO ELECTRONIC SUBMISSIONS.



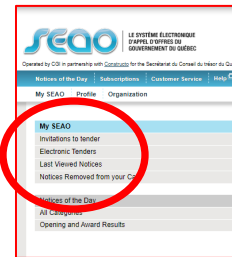
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PROCESS TO SUBMIT A TENDER OFFER WITH THE ENGLISH MONTREAL SCHOOL BOARD

NOTE: THE BELOW SCREENSHOTS WERE TAKEN FROM THE SIMULATION PROCESS AND SHOULD BE IDENTICAL TO THE ACTUAL PROCESS TO SUBMIT YOUR APPLICATION ELECTRONICALLY. FOLLOW THE STEPS BELOW TO SUBMIT YOUR APPLICATION ELECTRONICALLY.

6. LOG INTO YOUR SEAO ACCOUNT AND UNDER “MY SEAO” CLICK ON “ELECTRONIC TENDERS.”



7. THE ELECTRONIC BID SUBMISSIONS WINDOW WILL OPEN. READ THE INFORMATION AND CLICK “CONTINUE” AT THE BOTTOM OF THE PAGE.

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PROCESS TO SUBMIT A TENDER OFFER WITH THE ENGLISH MONTREAL SCHOOL BOARD

8. THE SYSTEM WILL REDIRECT YOU TO THE SECURE PLATFORM TO SUBMIT YOUR APPLICATION ELECTRONICALLY. FILL IN ALL THE APPROPRIATE FIELDS ON EACH STEP OF THE PROCESS. ONCE COMPLETE YOU WILL BE REDIRECTED TO THE “CONFIRMATION DEPOSIT” WINDOW. ENSURE YOU PRINT THIS PAGE FOR YOUR RECORDS. YOUR APPLICATION HAS NOW BEEN SUBMITTED ELECTRONICALLY.



LE SYSTÈME ÉLECTRONIQUE
D'APPEL D'OFFRES DU
GOUVERNEMENT DU QUÉBEC


Electronic Tendering

[Back to SEAO](#)

Submit a Tender (Test)

This page is currently in the translation review.
In case of discrepancy between this content and its French version (also available on this site), the French version will prevail.

Number: [REDACTED]
Reference number: [REDACTED]
Status: Published
Title: Notice for Transmission Test (Invalid)

Need help?
Combine many documents in one PDF file 

Fields with a * are mandatory.

Closing date of the notice

Final date for receipt of tenders: [REDACTED]
Remaining time for electronic tendering: [REDACTED]

Take note that the remaining time is for information purposes only.

Organization submitting a bid

Organization: English Montreal School Board

Instructions

You must submit your submission file before the deadline for receipt of submissions is reached for this notice. In order to ensure that your submission has been received on the date and time stated in the notice, we suggest that you do not exceed the minimum time of one hour before the closing time of the notice to send your submission file.

A maximum of 75 MB is allowed for uploads. It is your responsibility to transmit your bid file, including all the documents that compose it, in an unencrypted form.

It is mandatory that all documents submitted with your bid must be transmitted within a single PDF file (view the link on the right to combine multiple PDF files into one).

Signatures

Regarding documents, annexes or forms which will be integrated into the submission file and whose signature is required, the signatures must have been affixed to these documents, annexes or forms by hand in paper form before they are scanned.

New measures

In the case of bids transmitted on or after June 01 2020, signatures may also be affixed by any electronic signature process that meets the requirements of the Civil Code of Quebec. Any document requiring a signature will be considered as signed as soon as the full name of the authorized signatory, or a mark which is personal to him, appears on it in the space provided for this purpose.

- Important - If the full name of the authorized signatory or a mark which is personal to him **does not appear in the signature space provided for this purpose**, the document will be considered as unsigned, whatever the process of signature used, including if this process consists of affixing a digital signature with keys and certificates.

In case your submission file contains documents which have been scanned (ex. : a document with a hand written signature which was then uploaded), the person responsible for scanning the submission documents must ensure that the software provided with the scanner allows scanning of a paper document and saving it in PDF format, without any other manipulation. If the software provided does not allow scanning and saving documents in PDF format, software that can do this must be installed.

Before sending your bid, you must complete the declaration on the next page.

Billing

The applicable fee for each tender deposit is \$20 for subscribed suppliers and \$30 for registered suppliers. Suppliers are billed when the notice closes. The supplier can withdraw or resubmit a tender on the same notice, at no additional costs, for as long as the notice is active.

Select a method of payment

Available method(s) of payment *

☐ Test payment

TICK THE CHECKBOX AND CLICK ON NEXT

CancelNext



Commission scolaire English-Montréal
English Montreal School Board

6000 Fielding Avenue, Montréal, Québec, H3X 1T4

PROCESS TO SUBMIT A TENDER OFFER WITH THE ENGLISH MONTREAL SCHOOL BOARD

Declaration concerning the reproduction of electronically-submitted bids

The present declaration applies to all documents included within the bid file, whether they be copies of electronic documents or of documents (ex.: paper support documents which were physically signed before being scanned)

Tender number in SEAO : XXXXXXXXXX

Regarding Digitized Documents

Scanner used (brand, model) :

ENTER THE BRAND AND MODEL OF THE SCANNER USED

N.B. If you used more than one scanner in the development of your electronic submission, please provide the name of each scanner used.

Scanning software used :

☒

Default (Check the "Default" box, if the software is integrated into the scanner, otherwise check "Other" and specify the software used)

☐ Other :

Guarantee of the process as regards the preservation of integrity :

☒

By default (if you haven't customized any settings on your scanning device)

☐ Other (colorimetry, resolution, quality) :

N.B. If you have modified any settings on your scanning device while creating your bid file, please provide information concerning the changes made.

I, XXXXXXXXXX * certify that

- I am a person in authority or responsible for the conservation of the documents deposited. I have reproduced these documents and I am authorized to transmit this bid to SEAO;;
- The documents filed have been reproduced in their entirety. They contain the same information as the source documents and their integrity is guaranteed;;
- I acknowledge that the reproduced version of the bid will be considered as having the same legal value as the source version"
- The hardware and software used are at least of standard quality and that I have minimally used the default options to guarantee the best quality of reproductions;
- I agree to keep the user guide for my scanner and the scanning software used;
- The information provided in this statement is accurate.

In witness whereof, *

☒ affix my signature to the present declaration concerning the reproduction of documents transmitted electronically and acknowledge that it has the same legal value as if I had handwritten my signature.

Previous

Cancel

Next

B.

Transmission of the bid


You have to submit your documents before the final date and time for receipt of tenders has been reached. We suggest that you avoid exceeding a minimal delay of one hour before the notice closes to submit your tender.

The limit for downloads is set to 75 Mb. The document must be in PDF format and only alphanumeric characters, accents, and punctuation are accepted in the file name. You have to ensure the bid file is not encrypted.

File to transmit *

CLICK ON "CHOOSE FILE" AND INSERT YOUR APPLICATION DOCUMENTS

No file chosen

 File transmission may take several minutes, depending on the file size and hardware used.

N.B. Only files containing a bid can be transmitted via the electronic tendering. The other documents (opt-out questionnaire, etc.) must be sent by the means of communication indicated in the invitation to tender.

I understand that it is the tenderer's responsibility to ensure that all documents, annexes or forms whose signature is required at the time of transmission of the tender are included in the tender transmitted electronically and that the required signatures have been affixed to paper documents, appendices or forms before they are scanned.

I understand that a missing or incomplete document, annex or form may result in the rejection of the bid transmitted electronically in accordance under the conditions set out in the tender documents and the applicable regulations.

I acknowledge that it is the tenderer's responsibility to ensure that at the time of transmission of the tender, the document contained in the submission file are not infected, unintelligible or otherwise unreadable.

In witness whereof, *

☐ confirm that I have verified the content of the attached bid and accept its transmission. I understand that once transmitted, the attached bid will be considered in the award of the contract.

Previous

Cancel

Submit

TICK THE CHECKBOX TO CONFIRM
AND CLICK ON "SUBMIT"

C.



Commission scolaire English-Montréal
English Montreal School Board

6000 Fielding Avenue, Montréal, Québec, H3X 1T4

PROCESS TO SUBMIT A TENDER OFFER WITH THE ENGLISH MONTREAL SCHOOL BOARD

LE SYSTÈME ÉLECTRONIQUE
D'APPEL D'OFFRES DU
GOUVERNEMENT DU QUÉBEC

Caution ×

Your trial is completed.
CAUTION: This was only a test. The buyer will not receive this submission.
If you now wish to submit a submission to the buyer, you must search for the Notice and click the [yellow "Submit a Tender" button](#).

OK


Confirmation

This page is currently in the translation review.

In case of discrepancy between this content and its French version (also available on this site), the French version will prevail.

I keep it in your files as it contains the exact date and time of the deposit, as well as the unique identification number for each document you have submitted.

D.

 LE SYSTÈME ÉLECTRONIQUE
D'APPEL D'OFFRES DU
GOUVERNEMENT DU QUÉBEC

Electronic Tendering

[Back to SEAO](#)

Test Deposit Confirmation (Invalid) Imprimer cette page

This page is currently in the translation review.

In case of discrepancy between this content and its French version (also available on this site), the French version will prevail.

Confirmation
It is important to print this page and keep it in your files as it contains the exact date and time of the deposit, as well as the unique identification number for each document you have submitted.

Notice

Number: [Redacted]
Reference number: [Redacted]
Title: [Redacted]
Final date for receipt of tenders: [Redacted]
Organization: [Redacted]
Address: [Redacted]

Submitted documents

Document	Digital impression	Proof of deposit	Date and time of the deposit
[Redacted]	[Redacted]	[Redacted]	2023-09-25 14:59:20

Get the digital impression of a file

EN_Renseignements relatifs à la numérisation

EN_Nom du responsable :	[Redacted]
EN_Numériseur utilisé (marque, modèle) :	[Redacted]
EN_Logiciel de numérisation utilisé :	By default
EN_Garantie du procédé quant à la préservation de l'intégrité :	By default

[View my tenders](#) [Go back to SEAO](#)



Commission scolaire English-Montréal

English Montreal School Board

6000 Fielding Avenue, Montréal, Québec, H3X 1T4

PROCESS TO SUBMIT A TENDER OFFER WITH THE ENGLISH MONTREAL SCHOOL BOARD

STEP 4 – SUBMIT YOUR APPLICATION NOTICE BY MAIL

1. DOWNLOAD THE ELECTRONIC DOCUMENTS. COMPLETE, SIGN AND RETURN THE FORMS BY POST TO THE BELOW ATTENTION AND ADDRESS BEFORE THE CLOSING DATE.

COMMISSION SCOLAIRE ENGLISH MONTREAL
ATTN: GEORGE DEMOS
6000 AVENUE FILEDING
MONTREAL, QUEBEC, H3X 1T4

2. YOU MAY ADDRESS ANY QUESTIONS REGARDING THE BY EMAIL TO THE BELOW CONTACT.

COMMISSION SCOLAIRE ENGLISH MONTREAL
TO THE ATTENTION OF MR. GEORGE DEMOS
gdemos@emsb.qc.ca

3. YOU HAVE NOW COMPLETED SEAO APPLICATION PROCESS FOR THE INTERNATIONAL STUDENT PROGRAM DEPARTMENT WITH THE ENGLISH MONTREAL SCHOOL BOARD. THE RESPONSIBLE WILL REVIEW YOUR APPLICATION AND DOCUMENTS AND WILL BE IN CONTACT FOR NEXT STEPS.