

INSTRUCTION TO BIDDERS

1. INTENT

- a) The Northwest Territories Housing Corporation (known as the "Vendor") wishes to sell the **building only** thereon on Lot 67, Plan 3539 in Paulatuk, NT. (Hereinafter called "The Property")
- b) The lease will be assigned over to the successful bidder, upon approval from the Department of Lands.
- c) The Building is sold as is, where is, without representations or warranties as to the absence of patent defects or latent defects, as to habitability, or as to suitability for occupancy. There may be hazardous materials and/or contaminants present in or on the Property. By purchasing said property(s) the purchaser accepts any liabilities associated with such defects.
- d) Bidders must provide a price for the purchase of the building described on the **Bid Form** document enclosed.
- e) A successful bidder must be willing and able to enter into a Lease at a rent which the Landlord would charge, and on similar terms and conditions as the Landlord would require from Lessees of similar lands to the Property.

2. SUBMISSION AND RECEIPT OF BIDS

- a) Bids are to be sealed and submitted in the envelopes and provided to the following address:

Attn: Contracts Administrator

NWT Housing Corporation, Beaufort Delta District

1st Floor, IDC Building, 103 Mackenzie Road, Box 2200, Inuvik, NT, X0E 0T0

Phone: 1-867-777-7151

Email: joni_elias@gov.nt.ca

- b) Bid envelopes must show in the space provided on the exterior of the envelope
 - a) Community
 - b) Name and Address of the bidder.
- c) If Bidding on behalf of a Company, a registered List of Directors is required to be submitted.
- d) Bids must be on enclosed Bid Form. No substitutions will be considered.

6. RECIEPT OF BIDS

- a) Bids must be received by the Vendor at the address indicated in the Information Sheet on or before the exact time and date fixed for their reception.

7. BIDS

- a) Current employees and their immediate family (parents, children & siblings) are excluded from bidding on any and all units for sale.
- b) Bids shall be based on the documents as identified as the Bid Form.

8. INQUIRIES

- a) Direct all inquiries as noted on the Information Sheet.
- b) Responses to inquiries may be communicated in writing and/or verbally

9. SITE EXAMINATION

- a) Requests to view the Property can be made to the Local Housing Authority, Paulatuk, NT.
- b) The bidder may examine the Property before submitting a bid and shall satisfy himself/herself as to the nature and location of the Property. The bidder is fully responsible for obtaining all information as may be required for preparation of the bid.

10. SIGNATURES

- a) In order to be acceptable, bids must be properly signed as required on the Bid Form.

11. ACCEPTANCE

- a) Submissions will be open for acceptance by the Vendor for 60 calendar days from the date of the posting. The Vendor may extend this time for any reason whatsoever without notice.
- b) Bids containing conditions other than as provided for in the bid documents will not be accepted.
- c) The Vendor will not necessarily accept the highest or any of the bids submitted. The Vendor reserves the right to cancel this sale, in whole or in part at any time and to re-advertise the same for any reason whatsoever, without incurring any liability and no bidder will have any claim against the Vendor as a consequence.
- d) Successful bidders are required to obtain legal counsel to assist with the transaction.

13. BID FORMS

- 1) Failure to properly complete the Bid Form may result in bid rejection.

14. RESERVE PRICE

The Vendor has placed the following reserve price on this Property. Should the reserve price not be met, the Vendor reserves the right to award to the highest responsible bidder or to cancel the tender without incurring any liability whatsoever to any bidder.

Reserve price: \$0

BID FORM

Submitted to: Northwest Territories Housing Corporation

For the Sale of: _____

In the community of: _____

I/We, _____
(Company or Individual's Name)

of _____
(Business or Individual's Address)

being familiar with the Building known as Unit 24 located on Lot 67, Plan 3539 in the Hamlet of Paulatuk, NT, hereby offer the following bid, as listed herein and, for the

stipulated price of _____ Dollars

(\$ _____) Canadian funds which price includes all custom duties and excise taxes, and is all inclusive except as otherwise provided for in the bid documents. The price does not include Goods and Services Tax (GST). Any amount with respect to GST will be billed as a separate item.

DECLARATION OF BIDDER

1. We offer to purchase the Building noted on herein by the deadlines noted in the Instructions to Bidders.
2. No person, firm or corporation other than the undersigned has any interest in this

bid.

3. The undersigned declare that:

I/We are not an immediate family member of an employee of the Northwest Territories Housing Corporation (spouse, child or anyone permanently residing with an employee of the NWT Housing Corporation).

I/We are an immediate family (specify one: spouse, child, permanent resident) of _____ who is an employee of the Northwest Territories Housing Corporation

DATED at the _____, in the Northwest Territories, this _____ day of _____, 201____.

SIGNATURES:

Signed, witnessed and/or sealed and submitted for and on behalf of:

Individual/
Company:

(Print Name)

(Street Address or Postal Box Number)

(Community, Territory/Prov., Postal Code)

(Apply Seal)

Signature: _____