

## **INSTRUCTION TO BIDDERS**

### **1. INTENT**

- a) The Northwest Territories Housing Corporation (known as the “Vendor”) wishes to sell the **building only** thereon on Lot 10, Block 13, Plan 2062 in Behchoko, NT. (Hereinafter called “The Property”)
- b) The successful Bidder will have to remove the building from the lot or arrange for land tenure through the Community Government of Behchoko.
- 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.

### **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, North Slave District

9<sup>th</sup> Floor Northwestel Tower, 5201-50 Avenue, Box 2578, Yellowknife, NT, X1A 2P6

Phone: 1-867-767-9332, ext. 85481

Email: susie\_hanna@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, Behchoko, 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.

**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 312 located on Lot 10, Block 13, Plan 2062 in the community of Behchoko, 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.

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:

\_\_\_\_\_