



TENDERS & QUOTATIONS SUBMISSION GUIDE

Thank you for your interest in working with the Strathcona Regional District.

- Submission links for open tenders and quotations can be found on the SRD website located here: <https://srd.ca/uploadsubmissions/>
- Use the appropriate submission link to upload your proposal as one complete PDF file. If you wish for other media that supports your proposal to be considered, please include them as embedded links in your final submission.
- Late proposals and those uploaded via other submission links will not be considered.
- Use the following naming convention when submitting your proposal: proposal number_company name (ex: RFP-123-21_Company Name)
- Once submitted, you will be redirected to a confirmation screen. You may wish to take a screenshot of this for your records as a confirmation email will not be sent.
- Documents cannot be modified once submitted, please email procurement@srd.ca to amend or rescind your proposal.