**Submission Instructions for Suppliers**

Please follow these instructions to submit via our Public Portal.

**1. Prepare your submission materials:**

Requested Information

| Name | Type | # Files | Requirement |
| --- | --- | --- | --- |
| Schedule B – Tender Submission Form | File Type: PDF (.pdf) | 1 | Required |
| Schedule C– Price Schedules | File Type: Excel (.xls, .xlsx) | 1 | Required |

**Requested Documents:**

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

**2. Upload your submission at:**

[**https://utoronto.bonfirehub.ca/opportunities/private/a17ab17982e05cddd1c3c2d15849c5b2**](https://utoronto.bonfirehub.ca/opportunities/private/a17ab17982e05cddd1c3c2d15849c5b2)

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of Nov 25, 2025 2:00 PM EST. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before Closing Time to begin the uploading process and to finalize your submission.

**Important Notes:**

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

**Need Help?**

University of Toronto uses a Euna Procurement portal for accepting and evaluating proposals digitally. Please contact Euna Procurement at [support.bonfire@eunasolutions.com](mailto:support.bonfire@eunasolutions.com) for technical questions related to your submission. You can also visit their help forum at <https://customer.eunasolutions.com/public/s/knowledge-base/bonfire-hub/vendor-submission-support>