

## Recommended Language for Owners to Request/Allow Electronic Bid Bonds

Sample subsection pertaining to Bid Security Requirements in all Canadian provinces, with the exception of Quebec\*:

1. A bid bond may be submitted in an electronic or digital format if it meets the following criteria:
  - 1.1. The version submitted by the Tenderer must be verifiable by the Owner with respect to the totality and wholeness of the bond form, including: the content; all digital signatures; all digital seals; with the Surety Company, or an approved verification service provider of the Surety Company.
  - 1.2. The version submitted must be viewable, printable and storable in standard electronic file formats acceptable to the Owner, and in a single file. Allowable formats include pdf. *(We recommend that you include notations for other allowable formats; and/or note specific formats that are not allowable).*
  - 1.3. The verification may be conducted by the Owner immediately or at any time during the life of the bond and at the discretion of the Owner with no requirement for passwords or fees.
  - 1.4. The results of the verification must provide a clear, immediate and printable indication of pass or fail regarding Item 1.1.
2. Bonds failing the verification process will NOT be considered to be valid. *(We recommend you identify the consequence for this, for example will the bid be rejected?).*
3. Bonds passing the verification process will be treated as original and authentic.

***This wording is intended to serve as a general guideline to assist members and readers in responding to the issues discussed. Nothing contained herein should be construed as legal advice and readers are cautioned to consult with legal counsel for such advice.***

*\*For further information regarding Seals on Bonds, please refer to the SAC Position Paper 20 – Seals on Bonds located in the Resource section of the Surety Association of Canada’s website at: [www.suretycanada.com](http://www.suretycanada.com).*

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