



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

Contract Services  
200 – 401 Burrard Street  
Vancouver, BC V6C 3S4

**May 17, 2013**

**Re: Tender F1509-130001**

Economic Development and Economic Capacity-Building Support in West Coast  
Vancouver Island Communities

You are invited to submit two (2) signed copies of a proposal to provide professional support to Fisheries and Oceans Canada. Sealed proposals will be accepted until 2:00 PM, Pacific Time, Wednesday, June 5<sup>th</sup>, 2013. Proposals must be signed and addressed as per sample enclosed.

Any tender received after that time will be considered late and will be returned unopened. Should the bid be delivered in person, there is a tender submission box at reception on the 2nd floor with a date stamp. It is the bidder's responsibility to date stamp the submission and place it in the tender box. The onus is on the bidder to ensure that the bid is delivered on time to the location designated.

The successful respondent will be expected to enter into a contract in accordance with the enclosed documents. Your proposal should be in sufficient detail to form the basis of a contractual agreement and to permit technical evaluation based on the enclosed criteria.

Tender documents MUST be downloaded from [www.merx.com](http://www.merx.com) . In order to be considered a valid tender submission, a proponent must have its own MERX account and the tender documents must be downloaded from MERX using the proponent's MERX account.

The Department of Fisheries and Oceans Canada will not necessarily accept the lowest or any of the proposals received and it reserves the right to accept or reject and or all proposals received, which shall be final and at the sole discretion of the Department.

For further information, please contact the Contracting Authority, Trudy Scott at [Trudy.Scott@dfo-mpo.gc.ca](mailto:Trudy.Scott@dfo-mpo.gc.ca) .

Regards,  
Trudy Scott  
Contract Services  
Enclosure

## **SAMPLE ENVELOPE**

**Your Company Name and address**

**Fisheries and Oceans Canada  
Tender Submission  
Suite 200, 401 Burrard Street  
Vancouver, BC V6C 3S4**

**Tender: F1509-130001**

**Economic Development and Economic Capacity-Building Support in West Coast  
Vancouver Island Communities**

**Dute Date: 2:00 PM Pacific Standard Time  
Wednesday, June 5, 2013**

**Note: Do not address this to any individual, it may delay the receipt of the  
tender submission and could be considered late and non-compliant.  
Make sure any outside envelope (i.e. Courier envelopes) are  
addressed.**