
REQUEST FOR QUOTATION

Large Round Wheat or Barley Straw Bales
For
Agriculture & Agri-Food Canada's
Lacombe Research Center,
Lacombe County, Alberta

Tender Notice: # 01C15-14-S014

Contracting Authority:
Agriculture and Agri-Food Canada

1. Introduction and Scope

For the supply and delivery of up to **900 Large Round (6ft x 5ft) Wheat or Barley Straw bales** in accordance with the specifications detailed herein to Agriculture & Agri-Food Canada's (AAFC's) Lacombe Research Station as outlined in Annex A – Requirement & Specifications.

2. Requests for Explanations

Direct requests for explanations about this Request for Quotation (RFQ) process to:

Robin Allen
Procurement Officer
Western Service Centre
Agriculture & Agri-Food Canada
Telephone: 204-259-4096

E-mail : Robin.Allen@agr.gc.ca

Any request for explanations regarding this RFQ must be submitted to the above email address (in writing) on or before 1:00 p.m. CST (local Winnipeg time) October 7, 2013. Oral explanations or instructions given will not be binding.

3. Modifications

Canada reserves the right to revise or amend this RFQ at any time prior to the submission deadline. Such revisions or amendments, if any, will be announced by addendum or addenda. Canada also reserves the right to extend the RFQ deadline by providing public notice of the extension and by notifying all those who have already submitted a proposal, if any have been submitted by that time. If any extension is made, it will apply to all equally.

4. Proposal Submission Deadline and Address

The Proposal MUST be delivered to and received by the Contracting Authority no later than 1:00 p.m. CST (Winnipeg time) October 28, 2013, either mailed or emailed to the following:
The Contracting Authority for this RFQ is:

Robin Allen
Procurement Officer
Western Service Centre
Agriculture & Agri-Food Canada
400-303 Main Street
Winnipeg MB R3C 3G7

Robin.Allen@agr.gc.ca

Late submissions will not be considered and will be returned unopened. It is the responsibility of any company or individuals submitting a bid to ensure submissions are received by the submission deadline.

5. Electronic Submissions

- i) Telegraphic or computer disc submissions will not be considered.
- ii) Mail, Email or Facsimile Transmissions will be considered.

6. Payment for Submissions

No payment will be made for a submission in response to this Request for Quotation.

7. Taxes

The Goods and Services Tax (GST) and Provincial Sales Tax (PST) are not to be considered an applicable tax for the purposes of this RFQ. Cost estimates should not include GST and PST.

8. Reference Documents

The following Appendix and Annexes are enclosed and form a part of this RFQ.

- i) The following Appendix is enclosed:
 - Appendix A – General Terms and Conditions
- ii) The following Annexes are enclosed:
 - Annex A – Requirement & Specifications
 - Annex B – Bid Document
 - Annex C – Acceptance of AAFC's General Conditions (Appendix A)

GENERAL TERMS AND CONDITIONS

Appendix A

1. This order, including these general terms and conditions, forms the entire contract between the Government of Canada and the contractor and no variation thereof, irrespective of the wording or terms of the contractor's acceptance, will be effective unless specifically agreed to in writing by the Government of Canada. No local, general or trade customs shall be deemed to vary the terms thereof. Where the context requires, the word "goods" is to be read as including services.
2. Goods will be received by the Government of Canada subject to final inspection and acceptance by the consignee specified in this order or if not so specified, by any person authorized by the Government of Canada. Goods found to be defective or not in compliance with the specifications may be returned to the contractor at the contractor's expense.
3. In supplement of and not by way of substitution for the terms of the specifications or any warranty stipulated or implied by law and notwithstanding prior acceptance by the Government of Canada, the contractor shall at any time within its standard warranty period, at its own expense replace any goods which are or become defective as a result of faulty or inefficient manufacture, materials or workmanship. The contractor shall state its standard warranty period and related terms and conditions at time of delivery.
4. The contractor warrants that it has the right to use and sell any patented devices or parts used in the goods purchased and agrees to indemnify the Government of Canada against any claims for royalties, license fees or other claims or demands by reason of the use or sale thereof, whether or not any such devices or parts are specified by the Government of Canada or used by the contractor in the goods purchased without such specifications.
5. The goods shall be at the risk of the contractor who shall bear all loss or damage, from whatsoever cause arising, which may occur to the goods, or any part thereof, until delivered to the Government of Canada. The Government of Canada reserves the right to change the place of delivery at any time prior to actual shipment provided that the contractor shall be entitled to be reimbursed for any actual increased cost, or shall reduce the prices to the extent of any decreased cost, arising out of such change.
6. Goods must be new and unused unless specified otherwise herein and delivered strictly in accordance with the quantities, specifications and terms and conditions of this order. Time shall be of the essence of this order.
7. The prices are F.O.B. destination and include all charges for packing, loading, unloading and transportation unless otherwise specified herein. Should the contractor prepay transportation charges which are payable by the Government of Canada under the terms of this contract these charges are to be shown as a separate item on the invoice.

8. If carload shipment, shipping notices must be sent immediately to the Government of Canada showing car number, initial and routing. Car service will be deducted for all cars that reach the Government of Canada without shipping notice.
9. The Government of Canada reserves the right to cancel or purchase elsewhere, any portion of this order that is not delivered by the date required for this order.
10. Unless otherwise specified in this order, payment will only be made in Canadian funds within 30 days following presentation of invoices or progress claim forms PWGSC 1111, or within 30 days or delivery of the goods, whichever is later, payment will only be calculated from the date when both the goods and acceptable invoices or progress claims forms are received by the Government of Canada. The Government of Canada hereby undertakes to pay interest on overdue accounts, calculated in accordance with Supply Policy Manual Directive 5150, Section 3, Part 6, clause TC 441.
11. The prices shown on this order are final and unless otherwise specified herein include all applicable Federal Sales Taxes and Duties (Provincial and Municipal taxes exempt).
12. No Member of the House of Commons of Canada shall be admitted to any share or part of this contract or any benefits to arise therefrom.
13. This agreement shall enure to the benefit of, and shall be binding upon the successors and assigns of the Government of Canada and the contractor respectively provided that the contractor shall not assign this agreement or any part of the development without the prior written consent of the Government of Canada, and any assignment made without such consent shall be of no effect.
14. All specifications, drawings, samples, patterns and dies furnished to the contractor by the Government of Canada for use in respect of the order shall be deemed to be owned by the Government of Canada and shall be returned to the Government of Canada at the expense of the contractor when requested
15. EXCESS GOODS - The quantity of goods to be delivered by the contractor will be specified at Contract Award. The Contractor will be liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to Administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

1. REQUIREMENT

A. The Requirement

- i) Lacombe Research Centre, Lacombe, Alberta has a requirement for the supply and delivery of **up to 900 large round wheat or barley straw bales**.
- ii) Bales must be uniformly off-loaded and placed in rows determined by the Lacombe Research Centre.
- iii) The moisture content must be low enough to permit storage without heating or mold development.
- iv) The successful bidder's bales may be tested to verify moisture.
- v) Bales will be subject to visual inspection on delivery with regard to quality control. Supply/Delivery not meeting visual inspection may be refused.
- vi) It shall be the responsibility of the contractor to provide all labor and equipment to off load the bales at the specified delivery site.
- vii) Prices must include supply & delivery to AAFC's site, and be stacked as required by the Lacombe Research Centre.
- viii) Please see Annex B- 'Bid Document' for Delivery schedule.

2. SPECIFICATIONS

A. Definition

- i) This specification applies to the supply and delivery of up to **900** large round barley or wheat straw bales.
- ii) The Offeror may submit an offer on some or all 900 bales

B. Evaluation Criteria

Bidders must show compliance by checking opposite each of the line specifications below (Annex A – part C. Mandatory Requirements, page 7 of 9), in the right hand margin, whether or not the straw bales offered meets the requirements. Where weight, dimensions or other characteristics are shown as approximate or not less than, the bidder shall indicate the manufacturer's figures. Any deviations, deletions or variations from the following specifications are to be noted by the bidder.

FAILURE TO MEET ANY OF THE FOLLOWING SPECIFICATIONS WILL RENDER YOUR PROPOSAL NON-COMPLIANT AND WILL BE GIVEN NO FURTHER CONSIDERATION.

C. Mandatory Requirements

							Compliance	
							Met	Not Met
i)	Bales Must be made in the year 2013							
ii)	Bales Must be net wrapped sufficiently to allow handling							
iii)	Bales Must be as close to 5' wide and 6' high as possible							
iv)	Bales Must have a solid core							
v)	Bales Must be of either Barley or Wheat Straw							
vi)	Bales Must be dry enough to prevent mold (under 20% moisture)							

As indicated in the evaluation criteria, “where weight, dimensions or other characteristics are shown as approximate or not less than, the bidder shall indicate the manufacturer's figures. Any deviations, deletions or variations from the following specifications are to be noted by the bidder.” Please Specify:

BID DOCUMENT

Annex B

Firm unit price, taxes extra if applicable, FOB Destination, including all delivery and placing charges to the approval of the Lacombe Research Station. Farm Operations Manager requires 48 hours' notice prior to delivery.

Item	Description	Unit	Quantity	Unit Price	Total
1	Large Round Straw Bales	Each		\$	\$

Physical Address of delivery:

*Lacombe Research Centre
40222 Range Road 27-1
Lacombe County, AB*

TERMS & CONDITIONS ACCEPTANCE

Annex C

1. ACCEPTANCE OF AGRICULTURE & AGRI-FOOD CANADA'S TERMS AND CONDITIONS (Appendix A)

The Proposer will accept Agriculture & Agri-Food Canada's Terms and Conditions. See 'Appendix A' General Terms and Conditions to form part of the Resulting Contract.

Signature

Date