



REQUEST FOR PROPOSAL (RFP) COVER PAGE

Title:	Ship Agency Services (SAS) & Maritime Consultancy Services (MCS)		
RFP / File No:	W2013-S009F	Original or Amendment No:	Original
Summary			
Requirement:	Her Majesty the Queen in right of Canada (hereinafter "Her Majesty"), represented by the Minister of the Department of National Defence (hereinafter the "Minister" or "DND") has a requirement for the provision of combined Ship Agency Services (SAS) and Maritime Consultancy Services (MCS) to support its sealift transportation needs. The Work to be performed is detailed in the Statement of Work (SOW) at Annex C of the attached Articles of Agreement.		
Period of Proposed Contract:	The Contract will be in effect commencing on the date of Contract award until approximately three (3) years following Contract award + five (5) one (1) year options, to be confirmed at Contract award. (Date of Completion of Work in the Articles of Agreement)		
Bid Submission:	Bids must be submitted only to DND by facsimile at 613-945-2386 and should be addressed to the attention of Lauren Devereux, D Maj Proc 8-2-4.		
RFP Issued:	07 November 2013		
Bid Closing:	No later than 10:00 hours, Ottawa local time, on 18 December 2013.		
Suggestions Closing:	No later than 10:00 hours, Ottawa local time, on 02 December 2013.		
Enquiries Closing:	No later than 10:00 hours, Ottawa local time, on 02 December 2013.		
Bid Validity:	Until 16:00 hours, Ottawa local time, on 15 February 2014.		
Instructions:	See herein.		
Departmental Representative (Contracting Authority) (Address Enquiries to:)			
See Articles of Agreement Contract Cover Page.			



REQUEST FOR PROPOSAL (RFP)

PART 1 – GENERAL INFORMATION

I1 Security Requirement

1.1 Not applicable.

I2 Communications Notification

2.1 As a courtesy, the Minister requests that successful Bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

I3 Debriefings

3.1 After award of a contract, Bidders may request a debriefing on the results of their bids in the RFP process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the RFP process. The debriefing may be provided in writing, by e-mail, by telephone or in person.

PART 2 – BIDDER INSTRUCTIONS

I4 Standard Instructions, Terms and Conditions

4.1 Bidders are invited to submit bids for this requirement.

4.2 By submitting a bid, Bidders unequivocally agree to be bound by all instructions, terms and conditions of the RFP, including, without limitation, all annexes, appendices and attachments thereto and accept all terms and conditions of the Articles of Agreement, including, without limitation, all annexes, appendices and attachments thereto.

4.3 The Standard Instructions at Annex A are incorporated into and form part of this RFP.

I5 Bid Submission

5.1 Bid submissions must be received no later than the date and time indicated on the RFP Cover Page. Bid submissions received after this date and time will not be considered. No exceptions to the deadline will be made.

5.2 Optional proposals (including price) may also be submitted, along with the original RFP, provided that such proposals meet all of the stated mandatory criteria.

5.3 Should bidders consider that the SOW contained in the Articles of Agreement could be improved technically, Bidders are invited to make suggestions, in writing, to the Contracting Authority. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the Contracting Authority no later than the date and time indicated on the RFP Cover Page. The Minister will have the sole discretion to accept or reject any or all suggestions.

I6 Communications – Solicitation Period

6.1 To ensure the integrity of the competitive bid process, enquiries and other communications regarding this procurement must be directed only to the Contracting Authority identified in this RFP. Enquiries and other communications are not to be directed to any other government



official(s). Failure to comply with this requirement may (for that reason alone) result in the bid being declared non-compliant.

- 6.2 Enquiries must be submitted in writing by e-mail.
- 6.3 Bidders should reference, as accurately as possible, the item of the RFP or Articles of Agreement to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable the Minister to provide an accurate answer.
- 6.4 To ensure consistency and quality of information provided to Bidders, significant enquiries received and the replies to such enquiries will be provided simultaneously to Bidders to which the RFP has been sent, without revealing the sources of the enquiries. Enquiries may be edited when preparing replies in order to further ensure that the sources of the enquiries are not revealed.
- 6.5 Enquiries must be received no later than the date and time indicated on the RFP Cover Page to allow sufficient time to provide a response. Enquiries received after that date and time may not be answered prior to the closing date.

17 Validity of Bid

- 7.1 Bids submitted in response to this RFP must remain valid, in all aspects, including price, until the date and time indicated on the RFP Cover Page. If, by that time, the Minister has not taken a decision on awarding the Contract, all bids will lapse unless an extension is otherwise agreed to prior to the time of bid expiration between the Minister and individual Bidders. If an extension is accepted by all compliant Bidders, the Minister will continue with the evaluation of the bids. If the extension is not accepted by all compliant Bidders, the Minister will, at his/her sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the RFP.

18 Applicable Laws

- 8.1 The resulting Contract will be interpreted and governed, and the relations between the Parties determined, by the laws in force in the Province of Ontario.
- 8.2 Bidders may, at their discretion, choose the applicable laws of a different Canadian province or territory. In order to do so, Bidders are requested to indicate the change in their bid. This change will not affect the validity of the bid. If no change is indicated in their bid, Bidders acknowledge that the applicable laws specified are acceptable.

PART 3 – BID PREPARATION INSTRUCTIONS

19 Bid Preparation Instructions

- 9.1 Bid submissions must be prepared in the formats specified at Annexes B and C. All pricing/costing information and all other charges should appear in the financial bid only. No pricing/costing information or other charges should be indicated in the technical bid.
- 9.2 Bidders are requested to insert "\$0.00" for any item for which they do not intend to charge or for items that are already included in other prices set out in the table. If a Bidder leaves any price blank, the Minister will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-compliant.



- 9.3 In their technical bid, Bidders must explain and demonstrate how they propose to meet the requirements and how they will carry out the Work, as required by the various evaluation criteria, including the applicable mandatory criteria.
- 9.4 Bidders must submit their financial bid in accordance with the Basis of Payment specified at Annexes B and D of the Articles of Agreement. The total amount of Goods and Services Tax (GST), Harmonized Sales Tax (HST), or any other applicable taxes must be shown separately, if applicable.
- 9.5 Bidders are responsible to investigate the conditions or to become acquainted with all information concerning the Work required under the Contract and properly estimate the difficulties and cost of performing that Work.
- 9.6 All bid pricing/costing information and all other charges must be submitted in Canadian Dollars (CAD).
- 9.7 The total evaluated price should be submitted in both written and numerical form.
- 9.8 The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-compliant.
- 9.9 Each bid, at closing date and time or upon request from the Contracting Authority, must be signed by the Bidder or by an authorized representative of the Bidder.

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

110 Evaluation Procedures

- 10.1 Bids will be assessed in accordance with the entire requirement of the RFP, including the mandatory evaluation criteria.
- 10.2 An evaluation team composed of representatives of DND and/or the Canadian Armed Forces (CAF) will evaluate the bids.
- 10.3 It is imperative that bid submissions be prepared in the formats specified at Annexes B and C and that complete and accurate information be provided to address mandatory evaluation criteria in sufficient depth to allow for a complete assessment of capacity and capabilities.
- 10.4 Bids that do not meet all mandatory evaluation criteria will be deemed non-compliant.
- 10.5 Conditional bids will be deemed non-compliant.
- 10.6 Each bid submission will be evaluated solely on its content.

111 Mandatory Evaluation Criteria

- 11.1 The following evaluation criteria are mandatory:
 - (a) bid submissions must be received by fax at the number indicated on the RFP Cover Page;
 - (b) bid submissions must be received by the closing date and time indicated on the RFP Cover Page;
 - (c) bid submissions must be prepared in the formats specified at Annexes B and C;
 - (d) all bid pricing/costing information and all other charges must be submitted in Canadian Dollars (CAD);



- (e) at the time of bid submission, and for the entire duration of the Contract, the Contractor must be a member in good standing of the following organizations: Shipping Federation of Canada, being a member and have coverage in a Protection and Indemnity Insurance Club, and membership to the Baltic and International Maritime Council; and
- (f) the bidder must obtain the various minimum (mandatory) pass marks in the rated criteria. See Technical Bid submission format for the various rated requirements and associated pass marks.

I12 Basis of Selection

- 12.1 A bid must comply with all requirements of the RFP to be declared compliant. The compliant bid with the lowest evaluated price will be recommended for award of the Contract.
- 12.2 Bidders should note that all contract awards are subject to the Minister's internal approval process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to the Minister's internal policies. If approval is not granted, no contract will be awarded and the Bidder agrees that it shall not seek compensation from the Minister for any bid preparation costs or other expenses, nor any loss of expected profits as a result of approval not being granted.

PART 5 – RESULTING CONTRACT

I13 Resulting Contract Terms and Conditions

- 13.1 The attached Articles of Agreement, including, without limitation, all annexes, appendices and attachments thereto and the successful bid will form the resulting Contract between Her Majesty the Queen in right of Canada represented by the Minister of National Defence and the successful Bidder.

I14 Contract Award

- 14.1 In the event of a contract award, a completed and signed copy the attached Articles of Agreement will be forwarded to the successful Bidder. The Bidder will return an unamended signed copy of the Articles of Agreement Contract Cover Page to the Contracting Authority.

Annexes

- Annex A – Standard Instructions
- Annex B – Bid Submission Format – “Technical Bid Submission”
- Annex C – Bid Submission Format – “Financial Bid Submission”

Attachments

- Articles of Agreement



STANDARD INSTRUCTIONS

SI1 Code of Conduct for Procurement

- 1.1 To comply with the [Code of Conduct for Procurement](#), Bidders must respond to Requests for Proposals (RFPs) in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the RFP and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. To ensure fairness, openness and transparency in the bidding process, the following activities are prohibited:
- (a) payment of a contingency fee by any party to a contract to a person to whom the [Lobbying Act](#) (1985, c. 44 (4th Supp.)) applies; and
 - (b) corruption, collusion, bid-rigging or any other anti-competitive activity in the bidding process for contracts for the provision of goods or services.
- 1.2 By submitting a bid, the Bidder certifies that neither the Bidder nor any of the Bidder's Affiliates has ever been convicted of a criminal offence in respect of the activities stated in (a) or (b) above or is the subject of outstanding criminal charges in respect of such activities filed subsequent to September 1, 2010.
- 1.3 Bidders further understand that the commission of certain offences will render them ineligible to be awarded a contract. By submitting a bid, the Bidder certifies that neither the Bidder nor any of the Bidder's Affiliates has ever been convicted or is the subject of outstanding criminal charges in respect of an offence under any of the following provisions:
- Section 121 (Frauds on the government and Contractor subscribing to election fund), Section 124 (Selling or Purchasing Office), Section 380 (Fraud committed against Her Majesty) or Section 418 (Selling defective stores to Her Majesty) of the Criminal Code of Canada, or under paragraph 80(1)(d) (False entry, certificate or return) subsection 80(2) (Fraud against Her Majesty) or Section 154.01 (Fraud against Her Majesty) of the Financial Administration Act.*
- 1.4 For the purpose of this section, business concerns, organizations or individuals are Bidder's Affiliates if, directly or indirectly, 1) either one controls or has the power to control the other, or 2) a third party has the power to control both. Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the charges or convictions contemplated in this section which has the same or similar management, ownership, or principal employees as the Bidder that is charged or convicted, as the case may be.
- 1.5 Except in the limited circumstances set out in subsection 1.6 below, the Contracting Authority will declare non-compliant any bid in respect of which the information contained in the certifications contemplated above is determined to be untrue in any respect by the Contracting Authority.
- 1.6 Subsection 1.5 has no application in the circumstances where a Bidder has pled guilty to an offence contemplated in Section SI1, 1.1 (b) and the Bidder has provided with its bid an assurance from the Competition Bureau of Canada indicating that the Bidder has been granted leniency, or in the circumstances where the Bidder provides documentation from the National Parole Board that the Bidder has obtained a criminal pardon in relation to such offence.
- 1.7 The Bidder acknowledges and agrees that the certifications contemplated must remain valid during the period of any resulting contract arising from this RFP.



SI2 Definition of Bidder

- 2.1 "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

SI3 Submission of Bids

- 3.1 Her Majesty requires that each bid, at closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder.
- 3.2 If a bid is submitted by a joint venture, the bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFP and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally, or solidarily, liable for the performance of any resulting contract.
- 3.3 It is the Bidder's responsibility to:
- (a) obtain clarification of the requirements contained in the RFP, if necessary, before submitting a bid;
 - (b) prepare its bid in accordance with the instructions contained in the RFP;
 - (c) submit, by closing date and time, a complete bid;
 - (d) send its bid only to the Department of National Defence (DND) by facsimile at the number specified in the RFP; and
 - (e) provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFP.
- 3.4 Bids received on or before the stipulated RFP closing date and time will become the property of Her Majesty and will not be returned. All bids will be treated as confidential, subject to the provisions of the [Access to Information Act](#) (R.S. 1985, c. A-1) and the [Privacy Act](#) (R.S., 1985, c. P-21).
- 3.5 Unless specified otherwise in the RFP, the Minister will evaluate only the documentation provided with a Bidder's bid. The Minister will not evaluate information such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

SI4 Transmission by Facsimile

- 4.1 Bids must be submitted by facsimile. The only acceptable facsimile number for responses to RFPs is 613-945-2386 or, if applicable, the facsimile number identified in the RFP.
- 4.2 Her Majesty will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
- (a) receipt of garbled or incomplete bid;
 - (b) availability or condition of the receiving facsimile equipment;
 - (c) incompatibility between the sending and receiving equipment;



- (d) delay in transmission or receipt of the bid;
- (e) failure of the Bidder to properly identify the bid;
- (f) illegibility of the bid; or
- (g) security of bid data.

4.3 A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with Section SI3.

SI5 Her Majesty's Rights

5.1 Her Majesty reserves the right to:

- (a) reject any or all bids received in response to the RFP;
- (b) enter into negotiations with Bidders on any or all aspects of their bids;
- (c) accept any bid in whole or in part without negotiations;
- (d) cancel the RFP at any time;
- (e) reissue the RFP;
- (f) if no compliant bids are received and the requirement is not substantially modified, reissue the RFP by inviting only the Bidders who bid to resubmit bids within a period designated by the Minister; and
- (g) negotiate with the sole compliant Bidder to ensure best value to Her Majesty.

5.2 Her Majesty will not be obliged to accept any bid received in response to this RFP and will in no way be committed or bound to enter into any contractual relationship; and, none of Her Majesty, the Minister, their employees, servants or agents or members of Her Majesty's Canadian armed forces assumes any responsibility, liability or obligation in connection with the cost expended by any recipient of this RFP in preparing its bid.

SI6 Rejection of Bid

6.1 Her Majesty may reject a bid where any of the following circumstances is present:

- (a) the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which renders the Bidder ineligible to bid on the requirement;
- (b) an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform; or
- (c) with respect to current or prior transactions with the Government of Canada
 - (i) the Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
 - (ii) evidence, satisfactory to Her Majesty, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of the bid;



- (iii) Her Majesty has exercised its contractual remedies of suspension or termination for default with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of the bid; or
- (iv) Her Majesty determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder performed the Work in accordance with contractual clauses and conditions, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.

6.2 Where Her Majesty intends to reject a bid pursuant to a provision of subsection 6.1. (c), the Contracting Authority will so inform the Bidder and provide the Bidder two (2) days within which to make representations, before making a final decision on the bid rejection.

6.3 Bids may be rejected if the Bidder, its principals or employees, or any subcontractor, its principals or employees or company/owner have performed in a manner deemed unsatisfactory to Her Majesty.

SI7 Price Justification

7.1 In the event that the Bidder's bid is the sole compliant bid received, the Bidder must provide, on the Minister's request, one or more of the following price justifications:

- (a) a current published price list indicating the percentage discount available to Her Majesty;
- (b) a copy of paid invoices for the like quality and quantity of the goods, services or both, sold to other customers;
- (c) a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit;
- (d) price or rate certifications; or
- (e) any other supporting documentation as requested by the Minister.

SI8 Bid Costs

8.1 No payment will be made for costs incurred in the preparation and submission of a bid in response to the RFP. Costs associated with preparing and submitting a bid, as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

SI9 Conduct of Evaluation

9.1 In conducting its evaluation of the bids, the Minister may, but will have no obligation to, do one or more of the following:

- (a) seek clarification or verification from Bidders regarding any or all information provided by them with respect to the RFP;
- (b) contact any or all references supplied by Bidders to verify and validate any information submitted by them;



- (c) request, before award of any contract, specific information with respect to Bidders' legal status;
- (d) conduct a survey of Bidders' facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the RFP;
- (e) correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the RFP; in the case of error in the extension of prices, the unit price will govern;
- (f) verify any information provided by Bidders through independent research, use of any government resources or by contacting third parties; or
- (g) interview, at the sole cost of the Bidder, any Bidder and/or any or all of the resources proposed by a Bidder to fulfill the requirement of the RFP.

9.2 Bidders will have the number of hours specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-compliant.

SI10 Conflict of Interest - Unfair Advantage

10.1 In order to protect the integrity of the procurement process, Bidders are advised that Her Majesty may reject a bid in the following circumstances:

- (a) if the Bidder, any of its subcontractors, or any of their respective employees or former employees, was involved in any manner in the preparation of the RFP, or in any situation of conflict of interest or appearance of conflict of interest; or
- (b) if the Bidder, any of its subcontractors, or any of their respective employees or former employees, had access to information related to the RFP that was not available to other Bidders and that would, in the Minister's opinion, give, or appear to give, the Bidder an unfair advantage.

10.2 The experience acquired by a Bidder which is providing, or has provided, the goods and services described in the RFP (or similar goods or services) will not, in itself, be considered by the Minister as conferring an unfair advantage or creating a conflict of interest. This Bidder remains, however, subject to the criteria established above.

10.3 Where Her Majesty intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest, nor to have an unfair advantage. The Bidder acknowledges that it is within Her Majesty's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

SI11 Entire Requirement

11.1 The RFP documents contain all the requirements relating to the RFP. Any other information or documentation provided to, or obtained by, a Bidder from any source is not relevant. Bidders must not assume that practices used under previous contracts will continue, unless they are described in the RFP. Bidders must also not assume that their existing capabilities meet the requirements of the RFP simply because they have met previous requirements.



SI12 Further Information

- 12.1 For further information or enquiries concerning receipt of bids, Bidders may contact the Contracting Authority identified in the RFP.



TECHNICAL BID SUBMISSION

BIDDER INFORMATION			
Bidder Name:	Insert name	Representative:	Insert name
Address:	Insert address	Title:	Insert title
City, Province:	Insert city, Insert province	Telephone:	Insert number
Postal Code:	Insert postal code	Facsimile:	Insert number
		E-Mail:	Insert address
BID INFORMATION			
*See Mandatory Criteria & Rated Criteria attached on pages 12 to 17.			
OTHER RELEVANT INFORMATION			
Information may be submitted here or attached on a separate sheet.			
Insert other relevant information, if any.			
SIGNATURE			
By submitting a bid, the Bidder unequivocally agrees to be bound by all instructions, terms and conditions of the Request for Proposal, including, without limitation, all annexes, appendices and attachments thereto and accepts all terms and conditions of the Articles of Agreement, including, without limitation, all annexes, appendices and attachments thereto.			
Original bid submission signed by:	_____		_____
	Insert name and title		Date



MANDATORY CRITERIA:

The following evaluation criteria are mandatory, and all criteria must be met to be further evaluated for this tender.

MANDATORY CRITERIA	
M1	Bid submissions must be received by fax at the number indicated on the RFP Cover Page.
M2	Bid submissions must be received by the closing date and time indicated on the RFP Cover Page.
M3	Bid submissions must be prepared in the formats specified at Annexes B and C.
M4	All bid pricing/costing information and all other charges must be submitted in Canadian Dollars (CAD).
M5	At the time of Contract award, and for the entire duration of the Contract, the Contractor must be a member in good standing of the following organizations: Shipping Federation of Canada, membership and coverage in a Protection and Indemnity Insurance Club, and membership to the Baltic and International Maritime Council.*
M6	The bidder must obtain the various minimum (mandatory) pass marks in the rated criteria. See Technical Bid submission format for the various rated requirements and associated pass marks.

* This criterion requires the submission, with the bid package, of all necessary documentation to clearly illustrate compliance with all elements of the criterion.

RATED CRITERIA:

The following rated criteria will be evaluated on a point-rated basis. A mandatory section pass mark is required as indicated in the table below.

RATED CRITERIA	
1.	Experience of the Bidder
A	<p>Years of experience Points will be allocated for years of experience the bidder has been in continuous business, providing services of the scope and types described in the SOW. The bidder should provide evidence to support the number of years of experience that is claimed by the bidder.</p> <p><i>20 years or more – 20 points</i></p> <p><i>15 to 20 years – 15 points</i></p> <p><i>10 to 15 years – 10 points</i></p> <p><i>5 to 10 years – 5 points</i></p> <p><i>Less than 5 years – 0 points</i></p>
2.	Experience of Proposed Resources
A	<p>Years of experience – Senior Consultant Points will be allocated for years of experience the senior consultant has been providing</p>



	<p>services of the scope and types described in the SOW. The bidder should provide evidence to support the number of years of experience that is claimed for the senior consultant.</p> <p><i>20 years or more – 10 points</i></p> <p><i>15 to 20 years – 8 points</i></p> <p><i>10 to 15 years – 6 points</i></p> <p><i>5 to 10 years – 4 points</i></p> <p><i>Less than 5 years – 0 points</i></p>
B	<p>Years of experience – Junior Consultant</p> <p>Points will be allocated for years of experience the junior consultant has been providing services of the scope and types described in the SOW. The bidder should provide evidence to support the number of years of experience that is claimed for the junior consultant.</p> <p><i>10 years or more – 5 points</i></p> <p><i>8 to 10 years – 4 points</i></p> <p><i>6 to 8 years – 3 points</i></p> <p><i>4 to 6 years – 2 points</i></p> <p><i>2 to 4 years – 1 points</i></p> <p><i>Less than 2 years – 0 points</i></p>
MANDATORY PASS MARK FOR ABOVE (1. A, 2. A, B): 25 POINTS	
3.	<p>Method of Operations</p> <p>For each of the following tasks (extract from the SOW), the bidder should address each requirement with a specific, precise and complete description of proposed methods, frequencies, and procedures to be used in meeting the requirement. The bidder should document sound operational practices and any approaches to be used in minimizing costs to Canada. The explanation should clearly demonstrate a thorough understanding of the requirement being addressed and the bidder’s ability to perform the Work. Evaluation will be based on the substance and quality, not the length of the response.</p> <p>An acceptable rating will be given against specific tasks when the bidder’s response to that specific criterion fully addresses all elements of the tasks as described in the paragraph above. An acceptable rating against a specific criterion will result in 100% of the points allocated against that criterion being awarded to the bidder.</p> <p>A questionable rating will be given against specific tasks when the bidder’s response to that specific criterion addresses the major elements but not all elements of the tasks. A questionable rating against a specific criterion will result in 50% of the points allocated against that criterion being awarded to the bidder.</p> <p>An unacceptable rating will be given against specific tasks when the bidder’s response to that specific criterion does not fully addresses the major elements of the tasks. An unacceptable rating against a specific criterion will result in 0% of the points allocated against that criterion being awarded to the bidder.</p>



A	<p>Provide, 24 hours per day, 365 days per year, a coordinator to answer requests for information issued by DND officials. The Contractor must ensure that fully qualified individuals are available to answer the calls and liaise with the necessary subject matter experts to obtain the information required by the Department. The vast majority of calls will be placed during normal working hours (between 08:00 and 17:00, on weekdays). Only on rare occasions will DND require assistance outside of this timeframe. The estimated level of effort for this task is associated with the handling of three (3) calls per month or 36 calls per contract year.</p> <p><i>Acceptable rating – 10 points</i></p> <p><i>Questionable rating – 5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
B	<p>Secure standing commercial agreements with various entities to ensure the full range of ship chartering support services is available to DND on very short notice. This includes, but is not limited to, maintaining various insurance policies and protocols, securing pre-negotiated agreements for stevedoring and port services providers in Montreal and other national and international locations, as dictated by operational imperatives.</p> <p><i>Acceptable rating – 10 points</i></p> <p><i>Questionable rating – 5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
C	<p>Supervise, execute and/or support trials of cargo movement and/or transport mission concepts to assist DND with options analysis, business case developments and Departmental decision making. It is estimated that the Contractor will need to support, under this task, three (3) activities per contract year.</p> <p><i>Acceptable rating – 5 points</i></p> <p><i>Questionable rating – 2.5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
MANDATORY PASS MARK FOR ABOVE (3. A, B, C): 17.5 POINTS	
D	<p>Complete range of surveyor preparatory work and surveyor functions at loading and discharge.</p> <p><i>Acceptable rating – 5 points</i></p> <p><i>Questionable rating – 2.5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
E	<p>Loadmaster duties at load and discharge ports.</p> <p><i>Acceptable rating – 5 points</i></p> <p><i>Questionable rating – 2.5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>



F	<p>Liaison with all applicable regulatory bodies to ensure, amongst other elements, compliance with Port Authorities regulations, Customs, Security Agencies, Dangerous Goods Authorities, Pilotage Authorities, etc. Ensuring that all necessary permits and licenses are obtained in a timely manner.</p> <p><i>Acceptable rating – 5 points</i></p> <p><i>Questionable rating – 2.5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
G	<p>Negotiating and securing final insurance policies on cargo and charterer's insurance and ensuring that services are performed in compliance with the insurance limitations and conditions.</p> <p><i>Acceptable rating – 5 points</i></p> <p><i>Questionable rating – 2.5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
H	<p>Securing, on a case by case basis, all necessary port services such as stevedoring, supervision of dangerous goods handling, towage, etc.</p> <p><i>Acceptable rating – 5 points</i></p> <p><i>Questionable rating – 2.5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
I	<p>Ensuring compliance and execution of services in accordance with all applicable environmental protection measures applicable onboard chartered vessels and at ports.</p> <p><i>Acceptable rating – 5 points</i></p> <p><i>Questionable rating – 2.5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
J	<p>Channelling and coordinating all communications between chartered vessels and DND.</p> <p><i>Acceptable rating – 5 points</i></p> <p><i>Questionable rating – 2.5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
K	<p>Support and execution of financial transactions to facilitate, as applicable, freight payment to ship owners, insurance payments, custom fees, terminal charges, wharfage, bonus to crew in accordance with Industry practices, etc.</p> <p><i>Acceptable rating – 5 points</i></p> <p><i>Questionable rating – 2.5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>



MANDATORY PASS MARK FOR ABOVE (3. D, E, F, G, H, I, J, K): 30 POINTS	
L	<p>Informing Departmental officials of financial implications, risks, security issues and technical challenges associated with Work to be performed under contracts (the applicable Charter Parties).</p> <p><i>Acceptable rating – 5 points</i></p> <p><i>Questionable rating – 2.5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
M	<p>Assist DND in its contracting activities by reviewing invitation/solicitation documents, drafting evaluation criteria and participating in the evaluation of bids/proposals received, as applicable, amongst other contracting support functions.</p> <p><i>Acceptable rating – 5 points</i></p> <p><i>Questionable rating – 2.5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
N	<p>Drafting and finalizing the actual Ship Charter Party documents, for DND review and approval, in accordance with the practices and commercial agreements of the Baltic and International Maritime Council. The Contractor is also responsible for integrating, as directed by DND, a number of Government specific terms and conditions within the applicable Charter Party.</p> <p><i>Acceptable rating – 10 points</i></p> <p><i>Questionable rating – 5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
MANDATORY PASS MARK FOR ABOVE (3. L, M, N): 15 POINTS	
O	<p>Rental of terminal space and equipment such as forklifts or cranes, along with ground transport and storage services when the Contractor may be the only commercial resource available to DND, outside of Canada, to perform logistical support functions in relations to chartered vessels.</p> <p><i>Acceptable rating – 5 points</i></p> <p><i>Questionable rating – 2.5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
P	<p>Attending meetings with, or on behalf of, Government officials with respect to local/provincial/federal/international issues related to the provision of commercial sealift to DND.</p> <p><i>Acceptable rating – 5 points</i></p> <p><i>Questionable rating – 2.5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>



Q	<p>On very short notice, participate in working sessions with DND/CAF officials, mostly in Montreal, Quebec, but also other locations, to assist, amongst other issues, with the assessment of risks associated with commercial sealift services and options analysis.</p> <p><i>Acceptable rating – 10 points</i></p> <p><i>Questionable rating – 5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
R	<p>Facilitate and/or conduct presentations, coaching and training activities to Government officials.</p> <p><i>Acceptable rating – 10 points</i></p> <p><i>Questionable rating – 5 points</i></p> <p><i>Unacceptable rating – 0 points</i></p>
<p>MANDATORY PASS MARK FOR ABOVE (3. O, P, Q, R): 20 POINTS</p>	



FINANCIAL BID SUBMISSION

BIDDER INFORMATION			
Bidder Name:	Insert name	Representative:	Insert name
Address:	Insert address	Title:	Insert title
City, Province:	Insert city, Insert province	Telephone:	Insert number
Postal Code:	Insert postal code	Facsimile:	Insert number
		E-Mail:	Insert address
BID PRICE			
*See Pricing Tables attached on pages 19-20.			
OTHER RELEVANT INFORMATION			
Information may be submitted here or attached on a separate sheet.			
Insert other relevant information, if any.			
SIGNATURE			
By submitting a bid, the Bidder unequivocally agrees to be bound by all instructions, terms and conditions of the Invitation to Tender, including, without limitation, all annexes, appendices and attachments thereto and accepts all terms and conditions of the Articles of Agreement, including, without limitation, all annexes, appendices and attachments thereto.			
Original bid submission signed by:	_____		_____
	Insert name and title		Date



Pricing Tables:

Contract Period:

Price Item	Unit	Qty	A) Contract Year 1		B) Contract Year 2		C) Contract Year 3	
			Firm Unit Price (CAD)	Extended Price (CAD)	Firm Unit Price (CAD)	Extended Price (CAD)	Firm Unit Price (CAD)	Extended Price (CAD)
Ship Agency Services (as per SOW, section 3.1.1)								
Readiness Support	Monthly	12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maritime Consultancy Services (as per SOW, section 3.1.2)								
Senior	Hourly*	100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Junior	Hourly*	100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*For evaluation purposes, the consultant's hourly firm unit price per respective Contract year will be multiplied by 100 hours.								
Contract Year Total Evaluated Price:			\$ -		\$ -		\$ -	
GST/HST (if applicable):			\$ -		\$ -		\$ -	
Contract Year Total (CAD):			\$ -		\$ -		\$ -	
Contract Period Total (CAD) (A+B+C):			\$				-	



Option Period:												
			D) Option Year 1		E) Option Year 2		F) Option Year 3		G) Option Year 4		H) Option Year 5	
Price Item	Unit	Qty	Firm Unit Price (CAD)	Extended Price (CAD)	Firm Unit Price (CAD)	Extended Price (CAD)	Firm Unit Price (CAD)	Extended Price (CAD)	Firm Unit Price (CAD)	Extended Price (CAD)	Firm Unit Price (CAD)	Extended Price (CAD)
Ship Agency Services (as per SOW, section 3.1.1)												
Readiness Support	Monthly	12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ship Agent Duties - reimbursement as per Shipping Federation of Canada Manual:				TBD at Contract award		TBD at Contract award		TBD at Contract award		TBD at Contract award		TBD at Contract award
Other Direct Expenses (estimated cost):				TBD at Contract award		TBD at Contract award		TBD at Contract award		TBD at Contract award		TBD at Contract award
Maritime Consultancy Services (as per SOW, section 3.1.2)												
Senior	Hourly*	100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Junior	Hourly*	100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*For evaluation purposes, the consultant's hourly firm unit price per respective Contract year will be multiplied by 100 hours.												
Other Direct Expenses (estimated cost):				TBD at Contract award		TBD at Contract award		TBD at Contract award		TBD at Contract award		TBD at Contract award
Travel & Living (as per Basis of Payment, section BP2)												
Travel & Living expenses				TBD at Contract award		TBD at Contract award		TBD at Contract award		TBD at Contract award		TBD at Contract award
Option Year Totals:												
Option Year Total Evaluated Price:				\$ -		\$ -		\$ -		\$ -		\$ -
GST/HST (if applicable):				\$ -		\$ -		\$ -		\$ -		\$ -
Option Year Total (CAD):				\$ -		\$ -		\$ -		\$ -		\$ -
Option Period Total (CAD) (D+E+F+G+H):				\$								-
Total Evaluated Price (Contract Years + Option Years):						\$						-