



Request for Proposal Number:	NRCan-5000013634
Title:	Downhole Seismic Acquisition at Lalor Lake, Manitoba
Date of Solicitation:	20 November 2013 (Eastern Standard Time EST)
Solicitation Closing Date and Time:	02 January 2014 at 2:00 P.M. (Eastern Standard Time EST)
Address Inquiries To Contracting Authority:	Valerie Holmes Natural Resources Canada Senior Procurement Officer Fax: (613) 996-1024 Email: valerie.holmes@nrca.gc.ca
Security:	There is no security requirement associated with this solicitation.
Send Proposal To:	Natural Resources Canada Bid Receiving Unit, Mailroom 588 Booth street, Room 108 Ottawa, Ontario K1A 0Y7 Attention: Valerie Holmes

PROCUREMENT BUSINESS NUMBER (PBN) _____

In order to be able to receive a Natural Resources Canada (NRCan) contract, all suppliers **MUST** have a PBN. Companies who do not have a PBN **MUST** register for a PBN in the Supplier Registration Information system, on line at the Business Access Canada (formerly Contracts Canada) Internet site: [<Supplier Registration>](#)

VENDOR/FIRM NAME AND FULL POSTAL ADDRESS (PLEASE PRINT):

FIRM NAME: _____
 ADDRESS: _____

CONTACT: _____
 TELEPHONE: _____
 FACSIMILE: _____
 EMAIL: _____

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF BIDDER (PLEASE PRINT):

NAME: _____
 TITLE: _____

PROPOSAL TO: NATURAL RESOURCES CANADA

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto and on any attached sheets at the price(s) set out therefore.

Signature of Person Authorized to Sign on behalf of Vendor/Firm:

Date _____



REQUEST FOR PROPOSAL (RFP)

FOR

DOWNHOLE SEISMIC ACQUISITION
AT
LALOR LAKE, MANITOBA

FOR

NATURAL RESOURCES CANADA (NRCAN)

A "Request for Proposal" (RFP) is the solicitation document used to seek proposals or bids from suppliers. The term "Bidder", also called the "Offeror", refers to the potential supplier submitting a proposal or a bid. **The Bidder submitting a proposal may, however, consist of several firms putting one proposal together as a joint venture. In the case of a joint venture, the combined experience of the firms forming the joint venture will be considered for the purposes of determining the Bidders' compliance to the Mandatory and Rated Requirements.**

Wherever the words "Proposal" or 'Bid' appear in this document", each shall be taken to mean the same as the other.

The MANDATORY REQUIREMENTS of this RFP are identified specifically with the words "MANDATORY", "MUST", "ESSENTIAL", "SHALL", "WILL", "IT IS REQUIRED", AND "REQUIRED". IF a MANDATORY REQUIREMENT is not complied with, the proposal will be considered NON-RESPONSIVE and will not receive any further consideration. In the context of this RFP, Non-Responsive, Non-Compliant and Non-Valid shall each be taken to mean the same as the other.

NOTICE TO BIDDERS: The following documents are enclosed and form part of this bid package:

RFP #NRCan-5000013634, including all Parts, Appendices and Annexes as listed in the Table of Contents below.

The Bidder acknowledges that all of the aforementioned documents were received in its bid package. It is the responsibility of the Bidder to verify the inclusion of all documents, and to obtain copies of any missing items by contacting the Contracting Authority (CA) as identified on Page 1 of this RFP. Failure to obtain any missing document(s) shall not relieve the Bidder from compliance with any obligation imposed by the RFP, nor excuse the Bidder from the guidelines set out therein.



TABLE OF CONTENTS:

PART 1: GENERAL INFORMATION 5

1. Introduction 5

2. Summary 5

PART 2: BIDDER INSTRUCTIONS 6

1. Standard Instructions, Clauses and Conditions 6

2. Submission of Bids / Bid Receiving Unit Address 6

3. Enquiries - Bid Solicitation 7

4. Security Requirement 7

5. Bidder Financial Capacity 7

6. Applicable Laws 8

7. Disclosure of Information 8

8. Conflict of Interest 8

9. Basis for Canada’s Ownership of Intellectual Property 8

10. Bid Preparation Instructions 8

PART 3: EVALUATION PROCEDURES AND BASIS OF SELECTION 11

1. Evaluation Procedures 11

2. Rights of NRCan 11

3. Basis of Selection 11

4. Sole Bid - Price Support 12

5. Contract Award Notice/Bidder Proposal Evaluation Debriefing 12

PART 4: RESULTING CONTRACT CLAUSES 14

1. Statement of Work 14

2. Priority of Documents 14

3. Term of Contract 14

3.1 Period of Contract 14

4. Standard Clauses and Conditions 14

4.1 General Conditions 14

4.2 Insurance 14

4.3 Intellectual Property 14

4.4 Supplemental General Conditions 15

5. Security Requirement 16

6. Authorities 16

6.1 Contracting Authority 16

6.2 Project Authority (to be completed at time of contract award) 17

7. Payment 17

7.1 Basis of Payment 17

7.2 Method of Payment 18

7.3 Time Verification 18

7.4 Firm Per Diem Rate(s) (also known as Daily Rate) 18

7.5 Pre-Authorized Travel and Living Expenses 18

8. Invoicing Instructions 18

9. Certifications 19

10. Applicable Laws 19

11. Contract Administration 19

ANNEX “A” - STATEMENT OF WORK 20

SW1 Title 20

SW2 Background 20

SW3 Objectives 20

SW4 Scope 20

SW5 Detailed Technical Specifications 21

SW5.1 Task 1: Zero-offset VSP: 21

SW5.2 Task2: Offset VSP surveys: 21



- SW5.3 Task 3: Passive seismic monitoring: 21
- SW5.4 Source Specifications for Tasks 1 and 2:..... 21
- SW6 Task List and "In Field" Deliverables: 21
- SW6.1 Permits: 21
- SW6.2 Equipment Tests: 21
- SW6.3 Topographic Survey:..... 22
- SW6.4 Production System Tests: 22
- SW6.5 Data Quality Assurance: 22
- SW6.7 Daily Field Survey Logs: 22
- SW6.8 Field Survey Report:..... 22
- SW6.9 Safety and Environment: 23
- SW7 Travel..... 23
- SW8 Special Constraints..... 23
- SW9 Deliverables 23
- SW10 Schedule 23
- ANNEX "A-1" - LOCATION OF BOREHOLE SEISMIC WORK AT LALOR 24**
- ANNEX "B" - TECHNICAL EVALUATION CRITERIA 25**
- B1 Mandatory Technical Criteria 25
- B2 Point Rated Technical Criteria 26
- ANNEX "C" - FINANCIAL PROPOSAL 29**
- C1 Taxes as Related to Bids Received 29
- C2 Pricing Details to be Provided in Financial Proposal 29
- C3.1 Professional Fees: 29
- C3.2 Travel and Living Expenses..... 29
- C3.3 Bidder Total Tendered Price..... 30
- ANNEX "D" - CERTIFICATIONS 31**



PART 1: GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into four (4) parts plus Annexes as follows:

Part 1: General Information: provides a general description of the requirement;

Part 2: Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3: Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 4: Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

Annex "A" - Statement of Work,
Annex "B" - Financial Proposal,
Annex "C" - Technical Evaluation Criteria,
Annex "D" - Certifications,

2. Summary

By means of this RFP, NRCan is seeking proposals from Bidders to provide all of the necessary facilities, equipment, materials, competent and experienced crew to collect and deliver high quality multichannel borehole seismic data using vibroseis source.

The period of the contract shall be from date of award of contract to **March 31, 2014**.

There is no security requirement associated with this requirement.

This requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO- AGP), the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada - Chile Free Trade Agreement (CCFTA) and the Canada-Peru Free Trade Agreement (CPFTA).

PART 2: BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC website:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

In the complete context (**except Section 3**):

DELETE: Public Works and Government Services Canada (PWGSC)
INSERT: Natural Resource Canada (NRCan)

Section 1 - Code of Conduct and Certifications of 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements is amended as follows:

DELETE: in its entirety

Section 2 - Procurement Business Number of 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements is amended as follows:

DELETE: Suppliers are required to...
INSERT: It is suggested that supplier are required to...

Subsection 5.4 - Submission of Bids of 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements is amended as follows:

DELETE: 60 days
INSERT: 120 days

Subsection 8.1 - Transmission by Facsimile of 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements is amended as follows:

DELETE: (819) 997-9776
INSERT: (613) 995-2920

Subsection 20.2 - Further Information of 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements is amended as follows:

DELETE: in its entirety

2. Submission of Bids / Bid Receiving Unit Address

It is the Bidders responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:



Natural Resources Canada
Bid Receiving Unit - Mailroom
588 Booth Street, Room 108
Ottawa, Ontario K1A 0Y7
Attention: Valerie Holmes

It is requested that the Bidder's name, return address, Request for Proposal Number, and Bid Closing Date appear legibly on the outside of the envelope containing the Bidder's proposal. Failure to do so may result in bids being misdirected. **NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is delivered to the location above. Not complying with the above instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

2.1 Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to NRCan will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **three (3)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

To comply with the [Code of Conduct for Procurement](#), bidders are obliged to alert the contracting authority to any factual errors that they discover in bid solicitations.

4. Security Requirement

There is no security requirement associated with this solicitation.

5. Bidder Financial Capacity

The Bidder may be required to provide, prior to contract award, specific information with respect to their legal and financial status, and their technical and financial capability to satisfy the requirements as stipulated in this RFP. If requested, financial information to be provided shall include, but not be limited to, the Bidder's most recent audited financial statements or financial statements certified by the Bidder's chief financial officer. Information requested by NRCan is to be provided by the Bidder as stipulated in the request by the Contracting Authority.

Should the Bidder provide the requested information to Canada in confidence, while indicating that the disclosed information is confidential, Canada will then treat the information in a confidential manner as provided in the Access to Information Act.

In the event that a proposal is found to be non-responsive on the basis that the Bidder is considered not to be financially capable of performing the subject requirements, official notification shall be provided to the Bidder by NRCan.



6. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

7. Disclosure of Information

Any information, data and/or Intellectual Property which is provided in a proposal and is demonstrably proprietary to a Bidder, shall be so identified specifically (by paragraph, table, figure) in the proposal, and Natural Resources Canada will endeavor to protect such proprietary information, data and/or Intellectual Property in accordance with the laws of Canada and its normal policies, regulations and procedures. Any financial data and information provided by Bidders for the purpose of this RFP will be treated as "Commercially Confidential" and kept in confidence by Natural Resources Canada unless expressly stated otherwise in this RFP. Such information will not be disclosed, in whole or in part, except on a need-to-know basis for the specific purpose of proposal evaluation and for the activities related to the process of contract award, as applicable. Unless it is required to do so by law, NRCan will not divulge such data and/or information to any third party.

8. Conflict of Interest

If NRCan determines the successful Bidder to be in a possible conflict of interest situation, the Bidder will be required, prior to entering into a contractual relationship with NRCan, to disclose any and all holdings and activities that could possibly be in a conflict, real or perceivable, with the mandate and objectives of NRCan. In the event that NRCan decides that action is necessary in order to remove such a conflict, the successful Bidder will be required to take such action (which may include divestiture of certain assets or ceasing to perform certain activities) prior to entering into a contractual relationship with NRCan.

9. Basis for Canada's Ownership of Intellectual Property

The contract will not result in the development of any intellectual property.

10. Bid Preparation Instructions

Natural Resources Canada encourages the use of recycled paper and two-sided printing. Reduction in the size of documents will contribute to Natural Resources Canada's sustainable development initiatives and reduce waste.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.
- 3) use a numbering system that corresponds to the bid solicitation.



In support of the Policy on Green Procurement, it is requested that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid - 4 hard copies (1 original, 3 copies)

Section II: Financial Bid - 1 hard copy, under separate cover. Prices related to the current solicitation must appear in the financial bid only and are not to be indicated in any other section of the bid; prices referenced in the financial bid should not to be repeated in any other section of the bid.

Section III: Certifications - 1 hard copy (to be include with the 1 original technical)

No payment shall be made for costs incurred by the Bidder in the preparation and submission of a proposal in response to this RFP.

All fees, associated with the transfer of data or of all documents as may be required by NRCan as part of the solicitation process, are the responsibility of the Bidder. No costs incurred by the Bidder before receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resulting contract.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

1. Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability and describe their approach in a thorough, concise and clear manner for successfully carrying out the work as described in the Annex "A" - Statement of Work".

Bidders must respond to government bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid or contract documents, and submit bids and enter into contracts only if they will fulfill all obligations of the contract.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient and may result in a loss of points. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

It is the responsibility of the Bidder to obtain clarification of the requirements contained in the RFP, if necessary, prior to submitting a proposal. The Bidder must provide sufficient details in its proposal to substantiate compliance with what is required; all professional experience must be fully documented and substantiated in the proposal(s).

In the event of a proposal submitted through contractual joint venture, the proposal shall either be signed by all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. (All members of the joint venture shall be jointly and severally or solidarily liable for the performance of any resulting contract awarded as a result of a joint venture.)

2. Page 1 of the RFP Document

It is mandatory that all bidders sign their submitted proposal. It is requested that all bidders complete, sign and date Page 1 of this RFP (including the name of the submitting organization, the name of the authorized signing person, appropriate addresses, telephone and facsimile numbers and business contact) prior to submitting their proposal. As



the signature indicates a clear acceptance of the terms and conditions set out in the RFP, it is the Bidder's responsibility to ensure that the signatory has the authority within its organization to commit the Bidder by making such a contractual offer.

As per article 1 of Part 2, the Bidder hereby agrees, by submitting his/her proposal in response to this RFP, to all the instructions, terms, conditions and clauses detailed herein.

3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "C"- Financial Proposal. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing will be applied as the initial conversion factor for the specified currency.

Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada.

4. Section III: Certifications

Bidders must submit the certifications as per Annex "D".



PART 3: EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be evaluated in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria and in conjunction with Annex "A" - Statement of Work;
- (b) If the Bidder is deemed non-responsive as a result of evaluation, the bid will be set aside and not considered for contract award.
- (c) The proposed successful bidder will be determined in accordance with the contractor selection method stated in this Part.
- (d) All proposals shall be treated as CONFIDENTIAL and will be made available only to those individuals authorized to participate in the evaluation process. All bidders will be subject to the terms of the *Access to Information Act* and to other applicable law or orders of courts or other tribunals having jurisdiction.
- (e) An evaluation team will evaluate the proposals on behalf of NRCan. While the evaluation team will normally be comprised of representatives of NRCan, it *may* also include representatives from other Government Departments and Agencies or third party participants as selected by NRCan.

2. Rights of NRCan

NRCan reserves the right to:

- seek clarification or obtain verification of statements made in a proposal;
- reject any or all proposals received in response to the bid solicitation;
- enter into negotiations with bidders on any or all aspects of their proposal;
- accept any proposal in whole or in part without prior negotiation;
- cancel the bid solicitation at any time;
- reissue the bid solicitation;
- verify any or all information provided by the Bidder with respect to the solicitation including references;
- retain all proposals submitted in response to the solicitation;
- declare a proposal non-responsive if NRCan determines during the evaluation phase that the Bidder does not have the legal status, the facilities or the technical, financial and/or managerial capabilities to fulfill the requirements stated herein;
- discontinue the evaluation of any proposal which is determined, at any stage of the evaluation process, to be non-responsive.

3. Basis of Selection

Only those bids that are deemed to be responsive (compliant) will be evaluated under the basis of selection:

Highest Combined Rating of Technical Merit and Price

The responsive (compliant) Bidder with the highest combined rating of technical merit **(60%)** and price **(40%)** will be recommended for award of a contract. See the following example table below.



Example of 60% Technical Merit and 40% Price Determination			
	Bidder 1	Bidder 2	Bidder 3
Technical Points Achieved by Bidder	88	82	76
Price Quoted by Bidder	\$85,000	\$80,000	\$75,000
CALCULATIONS			
	Technical Points Achieved	Rated Price Points Achieved	Total Points Achieved
Bidder 1	$\frac{88}{*88} \times 60 = 60.00$	$\frac{**75}{85} \times 40 = 31.14$	91.14
Bidder 2	$\frac{82}{*88} \times 60 = 55.91$	$\frac{**75}{80} \times 40 = 37.50$	93.41
Bidder 3	$\frac{76}{*88} \times 60 = 51.82$	$\frac{**75}{75} \times 40 = 40.00$	91.82
* Represents the highest technical score			
** Represents the lowest priced proposal			

Assumption: Three responsive (compliant) bids have been received. The maximum technical score that can be obtained is 100 points. The highest technical score and lowest bid price receive full rated percentage and other proposals are pro-rated accordingly.

The winner is the Bidder scoring the highest Total Points as a result of applying the Best Value Calculations to the technical bid and the bid price respectively. Based on the above calculations a contract would be awarded to Bidder 2.

4. Sole Bid - Price Support

In the event that the Bidder’s proposal is the sole bid received and is deemed responsive, NRCan may request one or more of the following as acceptable price support:

- a) Current published price list indicating the percentage discount available to the federal government; and/or
- b) Paid invoices for like services sold to other customers; and/or
- c) A price certification statement; and/or
- d) Any other supporting documentation as requested.

5. Contract Award Notice/Bidder Proposal Evaluation Debriefing

A Contract Award Notice (CAN) will be prepared and published on the Government Electronic Tendering Service (GETS) hosted by Public Works and Government Services Canada’s website <https://buyandsell.gc.ca/> within seventy-two (72) days after award of any contract. Bidders may request and receive a de-briefing provided that a written request is received by e-mail at valerie.holmes@NRCan-RNCan.gc.ca no later than thirty (30) calendar days from the published date of the CAN.

Bidders are requested to direct any additional questions they may have respecting this competitive bid process to the Contracting Authority detailed herein.



The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 4: RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid dated _____. *(To be completed at contract award)*

2. Priority of Documents

If there is a discrepancy between the wording of any document that appears on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) The Articles of Agreement;
- b) The General Conditions - Higher Complexity - Services 2035 (2013-04-25);
- c) The supplemental general conditions identified herein;
- d) Annex "A", Statement of Work;
- e) Annex "B", Basis of Payment; *(to be included at contract award)*
- f) The Contractor's bid dated _____ *(insert date of bid)*

3. Term of Contract

3.1 Period of Contract

The period of the Contract is from date of Contract award to **March 31, 2014** inclusive.

4. Standard Clauses and Conditions

Notwithstanding that they have not been expressly articulated, all clauses and conditions identified in the Contract by number, date and title are applicable and are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>) issued by Public Works and Government Services Canada.

4.1 General Conditions

General Conditions - Higher Complexity - Services 2035 (2013-06-27) apply to and form part of the Contract. As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

4.2 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

4.3 Intellectual Property

The contract will not result in the development of any intellectual property.



4.4 Supplemental General Conditions

The following clauses apply to this contract:

4.4.1 Dispute Resolution

Mediation

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

Arbitration

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

Meaning of "Dispute"

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

Organizations are encouraged to select from one of the following two options:

Option 1:

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

Option 2:

Each party hereby:

- a) consents to fully participate in and bear the cost of any dispute resolution process proposed by the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act to resolve a dispute between the parties respecting the interpretation or application of a term or condition this contract; and
- b) agrees that this provision shall, for purposes of section 23 of the Procurement Ombudsman Regulations, constitute such party's agreement to participate in and bear the cost of such process.



The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

4.4.2 Withholding Tax of 15 Percent

The Contractor agrees that, pursuant to the provisions of the Income Tax Act, Canada is empowered to withhold an amount of 15% of the price to be paid to the Contractor, if the Contractor is a non-resident Contractor as defined in said Act. This amount will be held on account with respect to any liability for taxes which may be owed to Canada.

4.4.3 Foreign Nationals (Canadian Contractor) *(To be completed at contract award)*

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

4.4.3 Foreign Nationals (Foreign Contractor) *(To be completed at contract award)*

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

4.4.4 Values and Ethics Code

In carrying out the Work under the terms and conditions of this Contract, the Contractor shall adhere to the provisions and practices of the Values and Ethics Code for the Public service (2003), namely, but not restricted to, the provisions pertaining to Respect for Diversity, Human Dignity and People Values. The following link provides the policy reference. http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tb_851/vec-cve-eng.asp

4.4.5 Closure of Government Offices

Contractor employees are personnel of the Contractor and are paid by the Contractor on the basis of services rendered. Where Contractor's employees are providing services on government premises pursuant to this contract and the said premises become non-accessible due to evacuation or closure of government offices and consequently no work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of the closure.

5. Security Requirement

There is no security requirement associated with this request.

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Valerie Holmes**
Title: Senior Procurement Officer
Organization: Natural Resources Canada
Address: 615 Booth Street, Ottawa, Ontario, K1A 0E9

Telephone: (613) 943-3580
Facsimile: (613) 996-1024
E-mail address: valerie.holmes@nrcan.gc.ca



The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.2 Project Authority (to be completed at time of contract award)

The Project Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____

 Telephone: ___-___-_____
 Facsimile: ___-___-_____
 E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7. Payment

7.1 Basis of Payment

Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*inserted at time of contract award*), Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



7.2 Method of Payment

Against invoices (including receipts for travel and living, if applicable) submitted monthly for charges incurred and in accordance with the Basis of Payment and certification by the Project Authority that work performance was satisfactory and acceptable.

Payment by Her Majesty, to the contractor, for the work shall be made within thirty (30) days following the delivery and acceptance of all deliverables specified in the contract or the date of receipt of a duly completed invoice, whichever date is the later.

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work, and upon presentation of invoices and any other substantiating documentation as Canada requires.

7.3 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.4 Firm Per Diem Rate(s) (also known as Daily Rate)

The Firm Per Diem Rate(s) is based on 7.5 hours (seven hours and 30 minutes) exclusive of meal breaks with no provision for annual leave, statutory holidays and sick leave. For work performed for a duration of more or less than one (1) day, the daily rate will be prorated accordingly to cover actual time worked.

The Per Diem Rate(s) is 'all inclusive' except for travel expenses on project business outside the National Capital Region (that is pre-approved by the NRCan Project Authority), and GST. Charges for expenses which are normally incurred in the provision of services, such as labour for conducting negotiations and providing estimates, resolving contract disputes, tracking time sheets, monthly invoicing, facsimile, copying/printing charges, office supplies, computer hardware and software charges, courier, long distance telephone charges, travel from a personal residence to the NRCan site in the National Capital Region, local travel and the like, must be included in the rates and will not be permitted as additional charges to the contract.

7.5 Pre-Authorized Travel and Living Expenses

The Contractor will be paid for pre-authorized reasonable and proper travel and living expenses incurred by personnel directly engaged in the performance of the work, supported by appropriate receipts and calculated in accordance with the then current National Joint Council Directive on Travel and Living Expenses, (website: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) without allowance thereon for overhead or profit. All payments are subject to government audit. **All travel must have prior authorization of the Project Authority.**

8. Invoicing Instructions

Invoices shall be submitted using one of the following methods:

E-mail:

Invoicing-Facturation@NRCan-RNCan.gc.ca

Note:

Attach "PDF" file. No other formats will be accepted

OR Fax:

Local NCR region: **613-947-0987**

Toll-free: **1-877-947-0987**

Note:

Use highest quality settings available.



Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers:

Contract number: <provided at time of contract award>

9. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by [the supplier or the contractor or the name of the entity awarded this contract] respecting administration of this contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

ANNEX "A" - STATEMENT OF WORK

SW1 Title

Downhole Seismic Acquisition at Lalor Lake, Manitoba

SW2 Background

The Geological Survey of Canada (GSC) is seeking proposals to acquire multi-component (3-C) downhole seismic data near Snow Lake, Manitoba. More specifically, NRCan is requesting proposals for a 3-C zero-offset vertical seismic profiling (VSP), three (3) offset 3-C VSP, and the recording of 3-C passive seismic data (ambient noise). The downhole survey will be done in one (1) exploration borehole close to the Lalor Lake Copper-Zinc mineral deposit discovered by the HudBay Mining and Smelting Co (HBMS) in 2007, and located approximately 10 km west of the Town of Snow Lake. The proposed location of the survey is on mining claims and/or mineral leases issued to HBMS. The Contractor shall provide state-of-the-art equipment and an experienced acquisition crew to ensure highest data quality possible for this research-oriented project.

SW3 Objectives

The objectives of the downhole seismic acquisition are:

1. **Zero-offset VSP:** To provide seismic-well ties over the zone of interest and accurate time-to-depth conversion function.
2. **Off-set VSP:** To test downhole seismic imaging of ore zones and main lithological contacts located near the exploration borehole.
3. **Passive downhole seismic monitoring:** To develop and test downhole seismic interferometry for mineral exploration.

The downhole seismic data will be used jointly with recent 3D-3C surface seismic data (including passive monitoring) conducted over the Lalor deposit in February-March 2013.

Natural Resources Canada (NRCan) reserves the right to determine which of the three (3) tasks (one task, two tasks, or all) will be completed based on final financial evaluation.

SW4 Scope

The exploration borehole for the downhole seismic survey was drilled in 2011 and intersects hard crystalline rocks. The borehole is open (un-cased) except over a thin layer of unconsolidated material (about 5 m) located close to the surface. The borehole was dummy-probed in October 2013. The diameter of the borehole is of NQ size (75.7 mm or 2.98 inches) and reaches a depth of 1500 m. The borehole is steep (85°) near the surface and has a dip of about 75° at 1500 m. The main zone of interest is a discontinuity located at about 1000 m. The borehole is located close to HBMS Lalor mine site and is accessible through a drill road. The borehole is approximately 750 m north of the main mine road, a wide and well-maintained gravel road.

The Contractor shall provide all of the necessary facilities, equipment, materials, competent and experienced crew to collect and deliver high quality multichannel borehole seismic data using vibroseis source. Other source type (excluding dynamite) could be considered with a clear demonstration that the proposed source can generate strong signal to a depth of 1500 m (i.e. with an example of VSP data acquired with the proposed source in a similar crystalline rock environment).



SW5 Detailed Technical Specifications

SW5.1 Task 1: Zero-offset VSP:

Depth interval: 500 - 1500 m
Receiver Spacing: 5 m (total of 200 levels)
Receiver Type: 3-C clamping
Sampling Rate: 0.5 ms

SW5.2 Task2: Offset VSP surveys:

Depth interval: 500 - 1500 m
Receiver Spacing: 5 m (total of 200 levels)
Receiver Type: 3-C clamping
Number of Source pts: 3 source points along the access road
Sampling Rate: 0.5 ms

To allow for proper horizontal component orientation, 3-C geophones must remain clamped and fixed until all shot points a surface are vibrated (receivers will be moved to next level after all shot points at surface are vibrated).

SW5.3 Task 3: Passive seismic monitoring:

Recording Depth interval: 750 - 1070 m
Receiver Spacing: 10 m (total of 32 levels)
Receiver Type: 3-C clamping
Continuous Recording Time: 2 blocks of 6 hours at each receiver level
Sampling Rate: 0.25 ms

The signal from a group of six (6) 3-C geophones (total of 3 channels) with same orientation and placed at a fixed location at surface must be recorded for all blocks of continuous recording.

SW5.4 Source Specifications for Tasks 1 and 2:

Sweeps per shot point: 4
Sweep Length: 14 s
Listen Time: 2 s
Frequency Bandwidth: 10 to 170 Hz

SW6 Task List and "In Field" Deliverables:

Required tasks to be executed by the Contractor are:

SW6.1 Permits:

Obtaining all the necessary permits and clearances to do the work from the Federal, Provincial, Municipal and other agencies. A work permit application has been filed to Manitoba Conservation for this work. It is expected that a work permit will be delivered to the Geological Survey of Canada (GSC) before the beginning of the work. All other permits shall be obtained by the Contractor.

SW6.2 Equipment Tests:

Running the complete manufacturer recommended equipment tests before going into the field. All equipment, including geophones, shall be checked according to manufacturer's specifications.



SW6.3 Topographic Survey:

Completing topographic surveys of the source positions before the start of seismic data acquisition. Conducting a GPS survey to provide an absolute horizontal accuracy of 5 m and an absolute vertical accuracy of 3 m at all source locations along the line. Relative accuracy will be 0.5 m horizontally and 0.6 m vertically between any two (2) source points.

SW6.4 Production System Tests:

Prior to the start of the survey, a regular schedule of system tests, system monitor records and data monitor records will be agreed upon by the Project Authority and the Contractor. These will include:

- Standard and comprehensive tests as recommended by the manufacturers of the recording and source systems;
- System noise on all recording channels;
- Pulse tests on all recording channels with the field filters in; and
- Background noise on all recording channels.

SW6.5 Data Quality Assurance:

Shutting down the operation to ensure data quality, high quality control of both the acquisition system and recorded data, during significant equipment malfunction or during a significant decrease in signal-to-noise ratio due to high wind conditions, temporary mine noise etc. The Contractor's Observer is responsible for shutting down the operation under these circumstances, and resuming operation when conditions improve.

SW6.7 Daily Field Survey Logs:

Creating and storing a daily, detailed log of borehole depth range surveyed. These logs will be given to the Project Authority in electronic form at the end of each day. Results, including plots, printouts, etc., of daily and other system tests, are deliverable items and may be inspected at any time during the survey. Surveyor's notes and Observer's logs are delivered items, to be presented in digital format.

SW6.8 Field Survey Report:

Creating a detailed log of the following:

- The name and location of the reflection survey;
- The name and address of the Contractor, the phone and fax numbers of the company;
- The date of the survey;
- A list of contents; a description of the survey's progress;
- Copies of licenses and government approval documents; and
- A map showing the location of all shot points and the location of the recording borehole at a reasonable scale on a base showing pertinent cultural elements.

The text will include discussion of:

- The problems encountered during the survey and how they were dealt with (e.g. bad weather days, shut downs for instrumental problems, etc.);
- Details of subcontracting companies (e.g. surveyors, etc.);
- Details of the recording equipment used;
- Details of the response functions of the field recording system, its filters, etc.;
- Details of the geophones used, response functions, etc.; and
- Plots of the actual source and receiver array(s) used for the acquisition.



An annex will contain:

- Complete lists of testing equipment available (if any);
- Personnel list showing who was in charge for the survey over what time interval, Party Manager, Observer(s), etc.; and
- Complete equipment list.

SW6.9 Safety and Environment:

Providing and enforcing a safe work environment to all members of the field crew, including sub-contractors. The Contractor shall ensure that crew members have valid licenses or permits required to perform their specific tasks, have an Emergency Response Plan and use acquisition procedures and equipment minimizing the environmental impact of the survey. All health, safety, and environmental incidents shall be reported immediately to the Project Authority. Daily logs shall include all health, safety and environmental incidents and concerns (including near-miss) related to the downhole seismic survey.

SW7 Travel

The Contractor is responsible for the mobilization and subsequent demobilization of all equipment, materials and field crew required for the survey to the seismic acquisition site in the Lalor Lake, Manitoba area. The Contractor is responsible for room and board for its crew during travel and during the survey in Snow Lake.

SW8 Special Constraints

The downhole seismic survey is within the operational area of HBMS. As such, the borehole seismic acquisition will have to be coordinated with HBMS who will provide safety orientation meeting and access to their private roads. Safety orientation (mandatory to every crew member) will include approximately 3 hours in Flin Flon, Manitoba and approximately 1 ½ hours in Snow Lake. In addition, the Contractor will be required to release HBMS from any liabilities related to the borehole seismic acquisition.

SW9 Deliverables

The key deliverable of this work must include seismic records with clear and identifiable first breaks, demonstrating proper seismic data acquisition. Detailed deliverables include:

- Observer's reports;
- Survey files (UTM zone 14 NAD 83);
- Uncorrelated raw data;
- Correlated data with proper information (ffid, component, wireline depth, etc.) in the headers; and
- Acquisition Report.

Digital seismic data will be in a standard SEG (Society of Exploration Geophysicists) format. Acceptable media include USB3 portable hard drives. All media must be new and unused.

SW10 Schedule

The downhole seismic data acquisition shall be conducted during the time period of **January 2014 to March 21, 2014**. All final deliverable items shall be received by **March 28, 2014**.



ANNEX "A-1" - LOCATION OF BOREHOLE SEISMIC WORK AT LALOR

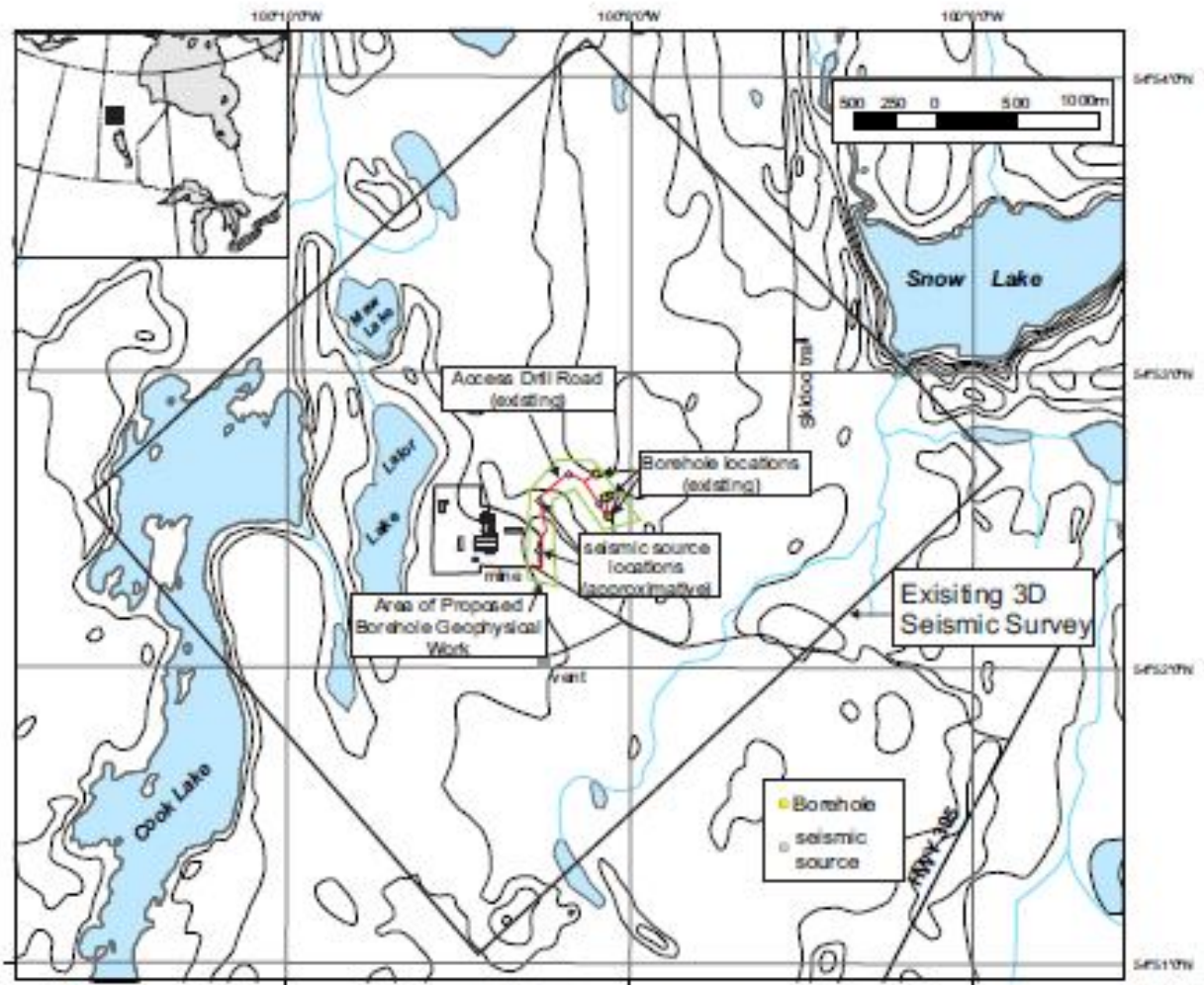


Figure 1. Location of the borehole seismic work at Lalor. Only one of the four boreholes shown will be used for the borehole seismic acquisition (to be determined). Shot locations (approximative) are shown with the grey circles.



ANNEX “B” - TECHNICAL EVALUATION CRITERIA

B1 Mandatory Technical Criteria

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Bidders are advised to address each criterion in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory criteria may be excluded from further considerations. The technical proposal should address each of the criteria in the order in which they appear.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder’s Proposal
M1	The Bidder’s proposed “ Seismic Acquisition Party Chief ” resource MUST have three (3) years of documented experience employed as a “ Seismic Acquisition Party Chief ” during the period of January 1, 2008 to the date of bid closing.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M2	The Bidder’s proposed “ Seismic Acquisition Senior Observer ” resource MUST have two (2) years of documented experience employed as a “ Seismic Acquisition Senior Observer ” during the period of January 1, 2008 to the date of bid closing.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M3	The Bidder’s proposed seismic data acquisition system MUST be a state-of-the-art VSP system with at least eight (8) multi-component (3-C) receiver levels.	<input type="checkbox"/> Yes <input type="checkbox"/> No	



B2 Point Rated Technical Criteria

Each Technical Bid which meets all of the Mandatory Requirements specified above will be evaluated and scored in accordance with the following evaluation criteria:

The Bidder is to clearly demonstrate within their proposal how they meet the requirements detailed below. A simple cut and paste will not be accepted.

Item	Rated Requirements	Points Breakdown	Max Points	Demonstrated Compliance, cross reference to Resume
R1	<p>Experience of the Firm:</p> <p>The Bidder should provide a description of four (4) VSP projects completed by the Bidder from January 1, 2008 to date of bid closing. To allow assessment of the Bidder's experience, each project description should include the following:</p> <ul style="list-style-type: none"> • Project description (i.e. Zero-offset, Offset, Walkaway, 3D VSP); • Client Name; • Industry Sector; • General survey specifications, including acquisition system used; • Start and end date; and • Location 	<p>Experience in VSP data acquisition: 1 project = 1 point (max 4 points)</p> <p>Experience with proposed acquisition system: 1 project = 1 point (max 4 points)</p> <p>Experience in "hard rock" environment: 1 project = 1 point (max 4 points)</p>	12	
R2	<p>Qualifications of the Proposed Resources:</p> <p>Seismic acquisition personnel:</p> <p>The Bidder should outline the experience of the "Seismic Acquisition Party Chief" showing work experience in borehole seismic acquisition projects as well as relevant training certifications.</p> <p>The Bidder should outline the experience of the "Seismic Acquisition Senior Observer" showing work experience as an Observer, specifically stating the Observer's experience with the borehole seismic acquisition system proposed for this project, and any relevant academic qualifications or technical certifications or training.</p>	<p>Seismic Acquisition Party Chief (max 6 points):</p> <p>1 point: Relevant training and education certifications: Post-secondary education diploma or degree 1 point for each industrial ticket or training certificate</p> <p>1 point for each additional year of experience greater than 2 years to a maximum of 4 points.</p> <p>Seismic Acquisition Senior Observer</p>	14	



Item	Rated Requirements	Points Breakdown	Max Points	Demonstrated Compliance, cross reference to Resume
		<p>(max 8 points): 1 point: Relevant training and education certifications: Post-secondary education diploma or degree 1 point for each industrial ticket or training certificate</p> <p>1 point for each additional year of experience greater than 2 years to a maximum of 4 points 1 point for each year of experience with proposed Acquisition system to a maximum of 2 points.</p>		
R3	<p>Project Management:</p> <p>The Bidder should provide a schedule of work with time estimates and describe how the project will be managed and executed. The required number of field personnel should be addressed as well as contingency plans for possible equipment failures.</p>	<p>Adequacy of proposed work plan: Poor: 0 Pass: 1 Superior: 1</p> <p>Adequacy of proposed time schedule: Poor: 0 Pass: 1 Superior: 1</p> <p>Adequacy of proposed resources: Poor: 0 Pass: 1 Superior: 1</p> <p>Adequacy of proposed contingency plan: Poor: 0 Pass: 1 Superior: 1</p> <p>Reporting Arrangements:</p>	10	



Item	Rated Requirements	Points Breakdown	Max Points	Demonstrated Compliance, cross reference to Resume
		Poor: 0 Pass: 1 Superior: 1		
Total Points Available:			36	
Total Points Needed to be Considered Compliant (60%):			21	

ANNEX "C" - FINANCIAL PROPOSAL

C1 Taxes as Related to Bids Received

For Canadian-based bidders, prices/rates, as applicable, are requested to be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable **included**, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable, **excluded**;

For foreign-based bidders, prices/rates, as applicable, are requested to be firm (in Canadian funds) and **exclude** Canadian customs duties, excise taxes and GST or HST, as applicable. Canadian customs duties and excise taxes payable by the consignee will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders. If the prices submitted in the financial proposal are not in Canadian Funds the exchange rate in effect on the date of bid closing will be applied for evaluation purposes only.

C2 Pricing Details to be Provided in Financial Proposal

The Bidder hereby offers to NRCan, as requested by the Minister, to furnish all necessary expertise, supervision, materials, equipment and other items necessary to performing the work as described in the statement of work of this Request for Proposal and in accordance with the terms and conditions of the Request for Proposal, to the satisfaction of the Minister, or his or her authorized representative, for the following price(s).

Bidders must provide financial details as requested in this Annex. Proposals which do not contain pricing details as requested below shall be considered incomplete and non-responsive.

C3.1 Professional Fees:

A	B	C
Requirement	Rate	Total Costs for Professional Fees
1. Task 1: Zero-offset VSP	\$	\$
2. Task 2: Offset VSP	\$	\$
3. Task 3: Passive seismic monitoring	\$	\$
Sub-Total 1:		\$

C3.2 Mob-demob of equipment and rental costs

Requirement	Total Cost for Mob-Demob	
Mob-demob	\$	
Rental Costs	\$	
Sub-Total 2:		\$

C3.3 Travel and Living Expenses

Destination	Accommodation	Meals & Incidentals	Transportation	Total Estimated Travel Costs
	\$	\$	\$	
	\$	\$	\$	
Sub-Total 3:				\$



C3.4 Bidder Total Tendered Price

Bidder total tendered price to perform the work from contract award to March 31, 2014 (C3.1 + C3.2):	\$
Bidder total tendered price for Travel and Living Expenses:	\$
Bidder total tendered price inclusive of professional fees and Travel and Living:	\$

Any estimated level of effort specified in the Pricing Details detailed above is provided for **financial proposal evaluation purposes only**. It is only an approximation of the requirements and is not to be considered as a contract guarantee. Travel, material and number of days (or level of effort) are provided as estimates only, and must not be construed as a commitment by NRCan to respect those estimated in any resulting contract.

Firm Per Diem Rate(s) (also known as daily rate) - The Firm Per Diem Rate(s) is based on 7.5 hours (seven hours and 30 minutes) exclusive of meal breaks with no provision for annual leave, statutory holidays and sick leave. For work performed for a duration of more or less than one (1) day, the daily rate will be prorated accordingly to cover actual time worked.

The Per Diem Rate(s) is 'all inclusive' except for travel expenses on project business outside the National Capital Region (that is pre-approved by the NRCan Project Authority), and GST. Charges for expenses which are normally incurred in the provision of services, such as labour for conducting negotiations and providing estimates, resolving contract disputes, tracking time sheets, monthly invoicing, facsimile, copying/printing charges, office supplies, computer hardware and software charges, courier, long distance telephone charges, travel from a personal residence to the NRCan site in the National Capital Region, local travel and the like, must be included in the rates and will not be permitted as additional charges to the contract.

Pre-Authorized Travel and Living Expenses - The Contractor will be paid for pre-authorized reasonable and proper travel and living expenses incurred by personnel directly engaged in the performance of the work, supported by appropriate receipts and calculated in accordance with the then current National Joint Council Directive on Travel and Living Expenses, (website: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) without allowance thereon for overhead or profit. All payments are subject to government audit. **All travel must have prior authorization of the Project Authority.**



ANNEX "D" - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

Certifications Precedent to Bid Closing:

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1. Federal Contractors Program - Certification

Federal Contractors Program for Employment Equity - \$200,000 or more

1. The Federal Contractors Program for Employment Equity (FCP-EE) requires that some suppliers bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP-EE, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form [LAB 1168](#), Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;



- (b) () is not subject to the FCP, being a regulated employer under the [Employment Equity Act](#), S.C. 1995, c. 44;
- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the [FCP](#) is available on the HRSDC Web site.

Signature of Authorized Company Official

Date

2. Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause,

"Former public servant" means a former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police and includes:

- (a) An individual;
- (b) An individual who has incorporated;
- (c) A partnership made up of former public servants; or
- (d) Sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"Lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the Public Service.

"Pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act (PSSA)*, R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant (FPS) in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()



If so, the Bidder must provide the following information:

- (a) Name of former public servant;
- (b) Date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?
YES () NO ()

If so, the Bidder must provide the following information:

- (a) Name of former public servant: _____
- (b) Conditions of the lump sum payment incentive: _____
- (c) Date of termination of employment: _____
- (d) Amount of lump sum payment: _____
- (e) Rate of pay on which lump sum payment is based: _____
- (f) Period of lump sum payment including:
 Start date: _____
 End date: _____
 Number of weeks: _____
- (g) Number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

Contract Number:

Contract Value:

3. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

 Signature of Authorized Company Official

 Date

4. Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



Signature of Authorized Company Official

Date

5. Contractual Capacity and Joint Venture Contractual Capacity

The Bidder shall have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder shall provide a statement indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business.

Joint Venture - a joint venture is an association of two or more parties who temporarily combine their money, property, knowledge, or other resources in a joint business enterprise. There are two types of joint ventures, the incorporated joint venture and the contractual joint venture, i.e., formed through a contractual agreement between the parties. The following information should be provided with the proposal: type of joint venture (incorporated or contractual), the names and addresses of the members of the joint venture.

If a Contract is awarded to a contractual joint venture all members of the joint venture shall be jointly and severally or solidarily liable for the performance of the contract.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature of Authorized Company Official

Date