

## Appendix A

### Bid Evaluation Criteria

Reference Number K4E21-13-0816 MUST appear on all submissions. Bidders must separate their Technical and Financial proposals into two envelopes/files.

### Contractor Selection

Selection of the contractor(s) will be made on the basis of the best overall value to the Crown in terms of technical merit and cost; the lowest overall priced compliant proposal will be awarded a contract. It is Environment Canada's intention to award one contract.

Should two or more compliant bidders submit identical financial bids, then the bidder with the greater number of previous contracts and/or projects where they provided similar services will be awarded the contract.

*This requirement is set aside for Aboriginal Suppliers in accordance with the Procurement Strategy for Aboriginal Business.*

*The bidder must certify in its bid that it is an Aboriginal business or an eligible joint venture as defined within the Procurement Strategy for Aboriginal Business. Further information may be obtained at the following Aboriginal Affairs and Northern Development Canada website:*

<http://www.aadnc-aandc.gc.ca/eng/1100100032802/1100100032803>

*This procurement is subject to the Nunavut Land Claims Agreement. A copy of the Nunavut Land Claims Agreement (NLCA) may be obtained at the following Aboriginal Affairs and Northern Development Canada website:*

<http://www.aainc-inac.gc.ca/eng/1100100030601> .

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### Mandatory Requirements

All proposals must clearly demonstrate that they meet **all** of the mandatory requirements described below. This will be evaluated as either “**Yes**” or “**No**”. Proposals receiving “**No**” for any mandatory requirement will **not** be considered further.

Please ensure that sufficient information is provided in order to demonstrate the following criteria. Simply stating that a bidder meets the criteria would be considered insufficient evidence.

	Criteria:	Yes	No
M1	Bidders <u>must</u> be able to demonstrate that they are a registered Inuit firm as per Nunavut Tunngavik Inc.'s Inuit Firm Registry Database ( <a href="http://inuitfirm.tunngavik.com">http://inuitfirm.tunngavik.com</a> ).		

M2	Bidders <u>must</u> be able to demonstrate previous experience in providing logistical support for meetings and/or gatherings. Please list each contract and/or project and give a brief description of the responsibilities/tasks performed by the Bidder.		
M3	Bidders <u>must</u> be able to demonstrate they have the capacity and financial fluidity to perform this contract. No funding will be provided upfront. A copy of a financial statement would suffice.		
M4	Bidders <u>must</u> be proficient in both written and oral English		