

## MANDATORY SUBMISSION REQUIREMENTS

To be considered compliant a submission must meet all of the mandatory evaluation criteria. A submission not meeting all of the mandatory requirements will be given no further consideration. The bidder must:

1. Submit the bid to the “Bid Receiving Unit” prior to the closing date and time indicated on the front page of the solicitation document.
2. Must complete and submit a signed Bid and Acceptance Form.
3. Must complete and submit QUALIFICATIONS FORM (MANDATORY REQUIREMENTS).

### Submission Requirements – Checklist

- \_\_\_ Front page of the ITT and all Amendments signed and acknowledged
- \_\_\_ QUALIFICATIONS FORM (MANDATORY REQUIREMENTS) [Envelope 1]
- \_\_\_ Include Bid Security, as per BA07 in ENVELOPE 1 - QUALIFICATIONS;
- \_\_\_ Bid Price form in a separate envelope completed and signed [Envelope 2]

## Appendix 2 – QUALIFICATIONS FORM (MANDATORY REQUIREMENTS)

### MANDATORY QUALIFICATIONS AND SUBMISSIONS

- 1(a) Each proponent must have satisfactorily completed construction of two (2) similar projects in the role of General Contractor in the last eight (8) years. A similar project is defined as a Laboratory, similar in size and scope as per the solicitation, where the area of the laboratory is 764 square meters or greater. Acceptable similar laboratories are food, hospital, university, or similar government laboratories. The projects shall be renovations of an existing, occupied, laboratory facility.
- 1(b) The Site Supervisor, specified to work on this solicitation, MUST demonstrate they have successfully completed two (2) laboratory type projects with the Proponent's firm, within the last eight (8) years. The projects must be similar in size and scope as per the solicitation where the area of the laboratory is 764 square meters or greater. Acceptable similar laboratories are food, hospital, university, or similar government laboratories. The projects shall be renovations of an existing, occupied, laboratory facility.
2. Each proponent must provide with their bid, information demonstrating that they meet the above criteria (1(a) & 1(b)). Bidders must complete the forms included herein or a facsimile, which includes all of the information contained therein. These forms must be included as part of the bid submission in "Envelope One – QUALIFICATIONS".

Form No. 1 – Contractor's Information

Form No. 2 – Previous Laboratory Project Experience

Form No. 3 – Site Supervisor's Experience

*Any Bid that fails to submit the required information or fails to meet any of the mandatory qualifications above shall be declared non-compliant and shall receive no further consideration "Envelope Two – PRICE", shall be returned unopened, for any bid declared non-compliant.*

APPENDIX 2 – QUALIFICATIONS FORM

FORM No. 1

CONTRACTORS INFORMATION

(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN ENVELOPE ONE - QUALIFICATIONS)

Company Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firms' Main Field of  
Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPENDIX 2 – QUALIFICATIONS FORM

FORM No. 2  
PREVIOUS LABORATORY PROJECT  
PROJECT ONE

(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN ENVELOPE ONE – QUALIFICATIONS)

Title of Project: \_\_\_\_\_

Name and Location of Work: \_\_\_\_\_

Municipality and Province: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Size of the Project (area of Lab): \_\_\_\_\_ Square Meters

Final Value of all Work: \_\_\_\_\_

Name of Project Architect or  
Engineer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

Telephone: \_\_\_\_\_

*This is to certify that we acted as the General Contractor for the project referenced above.*

\_\_\_\_\_  
*Signature*

## APPENDIX 2 – QUALIFICATIONS FORM

The following must be completed by the Project Client of PROJECT ONE.

Date: \_\_\_\_\_

This confirms that \_\_\_\_\_ (insert name of General Contractor) completed the project listed under Form No. 2: Project One on our location \_\_\_\_\_ (insert name and address). The work carried out on this project has been completed to our satisfaction within the contract terms and conditions, schedule and agreed to budget.

\_\_\_\_\_  
Signed by the Project Client's Responsible Authority

\_\_\_\_\_  
Name of the Project Client

\_\_\_\_\_  
Telephone Number

Please be advised PWGSC reserves the right to contact the person named above to verify the information contained herein.

APPENDIX 2 – QUALIFICATIONS FORM

FORM No. 2  
PREVIOUS LABORATORY PROJECT  
PROJECT TWO

(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN ENVELOPE ONE – QUALIFICATIONS)

Title of Project: \_\_\_\_\_

Name and Location of Work: \_\_\_\_\_

Municipality and Province: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Size of the Project (area of Lab): \_\_\_\_\_ Square Meters

Final Value of all Work: \_\_\_\_\_

Name of Project Architect or  
Engineer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

Telephone: \_\_\_\_\_

*This is to certify that we acted as the General Contractor for the project referenced above.*

\_\_\_\_\_  
*Signature*

## APPENDIX 2 – QUALIFICATIONS FORM

The following must be completed by the Project Client of PROJECT TWO.

Date: \_\_\_\_\_

This confirms that \_\_\_\_\_ (insert name of General Contractor) completed the project listed under Form No. 2: Project One on our location \_\_\_\_\_ (insert name and address). The work carried out on this project has been completed to our satisfaction within the contract terms and conditions, schedule and agreed to budget.

\_\_\_\_\_  
Signed by the Project Client's Responsible Authority

\_\_\_\_\_  
Name of the Project Client

\_\_\_\_\_  
Telephone Number

Please be advised PWGSC reserves the right to contact the person named above to verify the information contained herein.

APPENDIX 2 – QUALIFICATIONS FORM

FORM No. 3

SITE SUPERINTENDANT EXPERIENCE

Site Superintendant Name: \_\_\_\_\_

Years of Experience: \_\_\_\_\_

**PROJECT 1**

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Size of Project (area of Lab): \_\_\_\_\_ Square Meters

Project Client: \_\_\_\_\_

Client Contact Information: Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax. \_\_\_\_\_

E-mail address \_\_\_\_\_

Was this project a renovation of an existing

Laboratory completed within the last eight (8) years?

Yes (\_\_\_)

No (\_\_\_)

**PROJECT 2**

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_



Project Completion Date: \_\_\_\_\_

Size of Project (area of Lab): \_\_\_\_\_ Square Meters

Project Client: \_\_\_\_\_

Contact Information: Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax. \_\_\_\_\_

E-mail address \_\_\_\_\_

Was this project a renovation of an existing  
Laboratory completed within the last eight (8) years?      Yes (\_\_\_\_)      No (\_\_\_\_)

I, the undersigned, hereby certify that the information provided herein is accurate to the best of my knowledge.

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please be advised PWGSC reserves the right to contact the person named above to verify the information contained herein.***