



**APPENDIX "L"
INSTRUCTIONS TO TENDERERS**

1. DEFINITIONS

In the Request for Standing Offer:

- 1.1. "Minister" refers to a person acting for, or, if the office is vacant, in place of the Minister of Transport or the persons succeeding the Minister, as well as the deputies or representatives appointed for the purposes of the Contract,
- 1.2. "Tender Closing Time" refers to the precise date and time, in the Tendering Office's local time, after which no further tenders will be accepted.

2. TENDER CLOSING

- 2.1. The Tendering Office will receive tenders until the Tender Closing Time stipulated in the Request for Standing Offer. Tenders received after Tender Closing Time will not be considered and will be returned unopened.
- 2.2. Notwithstanding the foregoing, the Minister reserves the right to postpone tender closing, at which time all tenderers will be notified in due form of the new date and time.

Tender closing date and time:

May 29, 2015 at 11:00 a.m., Dorval local time

Location for submitting tenders:

Transport Canada
Contracting and Materiel Services
C/O Mail Room, room 2036
700, Leigh-Capreol Place
Dorval, Quebec
H4Y 1G7

Office hours:

Monday to Friday from 8:00 to 12:00 (noon) and between 13:00 and 15:00.

Please take note that Transport Canada's offices will be closed on Monday, May 18, 2015 for Victoria Day. No tenders can be received on that day.

It is the tenderers' responsibility to deliver their tender prior to tender closing. Tenders will not be accepted after the date and time of tender closure and will be returned to the sender unopened.



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Tenders submitted by fax, e-mail or Internet will not be accepted.

Tenders that do not meet all of the MANDATORY requirements will not be considered and the Financial Proposal will be returned to the tenderer.

3. SUBMITTAL OF FORMAL TENDERS

Tenders must respect the format indicated and be properly filled out and presented as per the instructions.

4. QUESTIONS DURING THE INVITATION TO TENDER PERIOD:

Questions with respect to the meaning or intent of the Request for Standing Offer documents, or requests for correction of any apparent ambiguity, inconsistency or error in the documents, **must be submitted in writing before noon (12:00 p.m.) on May 15, 2015** by e-mail or fax to:

Sonia Lemire
Senior Materiel and Contracting Officer
Transport Canada
E-mail: sonia.lemire@tc.gc.ca
Fax: 514-633-2925

All questions and answers will be presented as an addendum to the Request for Standing Offer and will be published on the Government Electronic Tendering Service (GETS) website.

5. REVISION OF TENDERS

Tenders can be revised and sent by e-mail or fax as long as the revisions are received **before** Tender Closing Time.

6. TENDER SECURITY

There is no requirement for tender security for this Request for Standing Offer.

7. CONTRACT SECURITY

There is no requirement for contract security for this Request for Standing Offer.

8. INSURANCE

Suppliers must have insurance, but do not need to provide Transport Canada with proof in the framework of the Request for Standing Offer. See Appendix “F”, Supplementary Conditions Regarding Insurance.

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9. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY

The Federal Contractors Program for Employment Equity applies to contracts for the provision of all goods and services, but not to the purchase or lease of real property or to construction contracts. Where a tender for the provision of goods or services receives an initial federal government goods and services contract, a standing offer, or a supply arrangement valued at \$1 million or more (including applicable taxes) and has a combined workforce in Canada of 100 or more permanent full-time, permanent part-time and/or temporary employees having worked 12 weeks or more, it is mandatory that the conditions listed in the attached documentation on the Federal Contractors Program for Employment Equity are met or the tender will not be considered.

10. SIGNING OF THE TENDER DOCUMENTS

See attached form, Appendix “K”, Requirements for Signature.

11. TENDER VALIDITY PERIOD

- 11.1. Unless otherwise specified in the Request for Standing Offer, tenders shall remain firm and valid for a period of ninety (90) days following Tender Closing Time.
- 11.2. Notwithstanding Section 11.1, if the Minister deems it necessary to extend the 90-day period for acceptance of tenders, the Minister shall notify the tenderer in a written notice to that effect prior to the expiration of such period, whereupon the tenderer shall have 15 days from the date of receipt of the notice to, in writing, either accept the requested extension or withdraw the tender.
- 11.3. In the event that tender security was provided and the tender was withdrawn as stated above, the tender security shall be reimbursed or returned without penalty or interest. If the tenderer accepts the requested extension, the tender acceptance period shall be extended as indicated in the Minister’s notice. If the tenderer does not reply to the Minister’s notice, the tenderer shall be deemed to have accepted the extension indicated in the notice.

12. INCOMPLETE TENDERS

- 13.1. Incomplete or conditional tenders **will be rejected**.
- 13.2. Tenders that omit mandatory elements specified in the Request for Standing Offer **will be rejected**.
- 13.3. In the event that tender security is required and is not provided with the tender, the tender **will be rejected**.

13. REFERENCES

The Minister reserves the right, before awarding the contract, to require the tenderer to submit proof of certain qualifications the Minister may deem necessary. The Minister will consider the tenderer’s financial, technical and other qualifications and skills.



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14. CONDITION OF CONTRACT AWARD

The lowest or any other tender will not necessarily be accepted.

Canada reserves the right to:

- a. reject any or all tenders received in response to the Request for Standing Offer;
- b. cancel the Request for Standing Offer at any time;
- c. reissue the Request for Standing Offer; and
- d. negotiate with the sole tenderer who submitted an eligible tender to ensure that Canada receives the best quality for price.

By submitting a tender, the tenderer acknowledges Canada’s rights under this clause and waives any claim or cause of action against Canada by reason of Canada’s exercise of its rights under this clause, whether such claim or cause of action is contractual, arises out of negligence or is of any other nature.

15. TENDER PRESENTATION

Tenders are to be submitted using the following two-envelope system:

ENVELOPE 1 – TECHNICAL PROPOSAL

Your proposal must form the basis of a contractual agreement and meet all the requirements set out in the Terms of Reference (Appendix “B”), in sufficient detail to enable evaluation based on the Evaluation Criteria specified in Appendix “J”.

FOUR (4) copies of the Technical Proposal are required.

Note: No financial information is to be included in envelope 1 – Technical Proposal

ENVELOPE 2 – FINANCIAL PROPOSAL

Tenderers must complete and return TWO copies of the “Tender” (Appendix “A”) form in Envelope 2.

The following documents must be included in envelope 2 (financial proposal) :

- Supplementary Conditions Regarding Confidentiality (Appendix “E”)
- Contractor’s Declaration (Appendix “G”)
- Federal Contractors Program for Employment Equity (Appendix “I”)
- Documentation concerning the Requirements for Signature (Appendix “K”)

The documents must be duly completed and signed.



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Note: Envelope 2 must only contain financial information. All technical information supporting the proposal must be in Envelope 1, as Envelope 2 will only be opened after the technical evaluation is complete, and only if the technical proposal meets the requirements of the Evaluation Procedures and Basis of Selection (Appendix “J”).

See the last page on how to address the delivery envelope.

Tenders that do not meet all the MANDATORY requirements will not be considered, and the financial envelope will be returned unopened.

The Tender (Appendix “A”) form is to be signed in accordance with the Requirements for Signature specified in Appendix “K”.

Both the technical proposal and financial proposal envelopes are to be sealed and sent together in a third envelope addressed to the Tender Reception address.

FROM – EXPÉDITEUR
ADDRESS – ADRESSE
TENDER FOR – SOUMISSION POUR Title: Standing Offer for the environmental audit of airport and port sites in the Quebec Region.
NUMBER – NUMÉRO T3003-151001
DATE DUE – DÉLAI May 29, 2015 – 11:00 a.m., Dorval local time

TENDER - SOUMISSION

TENDER RECEPTION/
RÉCEPTION DES SOUMISSIONS

Transport Canada
Contracting and Materiel Services
C/O Mail Room, room 2036
700, Leigh Capreol Place
Dorval, Quebec
H4Y 1G7