

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
Réception des soumissions - TPSGC / Bid  
Receiving - PWGSC  
1550, Avenue d'Estimauville  
1550, D'Estimauville Avenue  
Québec  
Québec  
G1J 0C7

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services 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, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> BUREAU MODULAIRE PRÉFABRIQUÉ	
<b>Solicitation No. - N° de l'invitation</b> 5P203-150142/A	<b>Date</b> 2015-07-29
<b>Client Reference No. - N° de référence du client</b> 5P203-150142	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCN-016-16506	
<b>File No. - N° de dossier</b> QCN-5-38103 (016)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-09-08</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Carrier, Bertrand	<b>Buyer Id - Id de l'acheteur</b> qcn016
<b>Telephone No. - N° de téléphone</b> (418) 649-2774 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PARCS CANADA PARC NATIONAL DU CANADA FORILLON 1501, BOUL FORILLON GASPE Québec G4X6L1 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

<b>Delivery Required - Livraison exigée</b> VOIR DOC	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Issuing Office - Bureau de distribution**

TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

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qcn016

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

The requirement is detailed at article 6.2 of the Resulting Contract Clauses section.

### **1.2 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.3 Trade Agreements**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 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* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

#### 2.1.1 SACC Manual Clauses

The following terms and conditions are incorporated herein

SACC Reference	Section	Date
B1000T	Condition of Material - Bid	2014-06-26

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### 2.4 Applicable Laws

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

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.

## **2.5 Best Delivery Date - Bid**

While delivery is requested by 15 October 2015, the best delivery that could be offered is \_\_\_\_\_.

## **2.6 Improvement of Requirement during Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority identified in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid ( 2 hard copies)

Section II: Financial Bid ( 1 hard copies)

Section III: Certifications (1 hard copies)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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.

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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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.

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment – Annex B. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

##### **3.1.2 SACC Manual Clauses**

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

- a) The Bidder should provide documentation with their bid showing how they meet the technical requirements detailed in Annex "A"
- b) The bidder should submit with their bid the completed Annex "A" Modular Office - Specifications and Compliance Matrix

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest Total Bid Price (TBP) (Annex B) will be recommended for award of a contract.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

### 6.2 Requirement

The Contractor must provide a Prefabricated Mobile Modular Office in accordance with the Requirement at Annex "A" and the Contractor's technical bid, dated \_\_\_\_\_.

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

2010A (2015-07-03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The contract period is from the date of contract award until the date of acceptance of the deliverables.

#### 6.4.2 Delivery Date

The contractor must have completed the delivery within \_\_\_\_\_ calendar days from the effective date of the contract.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Bertrand Carrier  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1550 D'Estimauville Ave.,  
Quebec, Qc.  
G1J 0C7  
  
Telephone: 418-649-2774  
Facsimile: 418-648-2209  
E-mail address: Bertrand.carrier@pwgsc.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.

### 6.5.2 Project Authority

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.

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm price*, as specified in Annex B for a cost of \$ \_\_\_\_\_ *insert the amount at contract award*). Customs duties are *included* and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.6.2 Terms of payment

SACC Manual Clause H1000C (2008-05-12) Single payment

## 6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.8 Certifications

### 6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if 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.

## 6.9 Applicable Laws

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

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear 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 2010A (2015-07-03) Goods (Medium Complexity);
- (c) Annex A, Modular Office - Specifications and Compliance matrix;
- (d) Annex B, Basis of payment;
- (e) Annex C, Pictures;
- (f) Annex D, Plan;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## 6.11 SACC Manual Clauses

A1009C	2008-05-12	Work Site Access
G1005C	2008-05-12	Insurance
B1501C	2006-06-16	Electrical Equipment
A9068C	2010-01-11	Government Site Regulations

## 6.12 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment

## 6.13 Shipping Instructions - Delivery at Destination

- a) Goods must be consigned to the destination specified in the Contract and delivered DDP Delivered Duty Paid to Parc National du Canada Forillon, 1501, Boul. Forillon, Gaspé, Qc., Incoterms 2000 for shipments from commercial contractor.
- b) The Contractor is responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and applicable taxes.
- c) The supplier shall also notify the Project Authority at least 72 hours prior to delivery

## ANNEX A - MODULAR OFFICE- -Specifications & Compliance Matrix

### BACKGROUND

The Parks Canada Agency, Gaspésie Field Unit, would like to purchase a new modular office that can be occupied in four (4) seasons and accommodate 5 desks.

**At a minimum, the modular office must include the following mandatory requirements:**

	REQUIREMENT	COMPLIANCE	
		Yes	No
1	<ul style="list-style-type: none"> <li>Design and construct in accordance to the most recent version of the National Building Code of Canada, as per the following specifications and the attached plan.</li> <li>Provide, before construction, engineered drawings for review, comment and approval by the Project manager.</li> <li>Exact location of all doors and windows to be coordinated with NRC as part of the engineering process.</li> <li>An area that can accommodate 5 desks and of approximate dimensions of 12' x 40';</li> <li>Minimum thermal resistance of R-20 for walls, and R-28 for the roof and floor</li> <li>All hardware shall be of commercial grade.</li> </ul>		
2	<ul style="list-style-type: none"> <li>120/240 v electricity, single phase, 60 cycles;</li> <li>One (1) electrical panel (appropriate voltage, amperage, phase and circuits), with meter socket and service mast, clip-on circuit breakers;</li> <li>Two (2) exterior lights, 150 watts, with photoelectric cells;</li> <li>Interior fluorescent lighting fixtures with two (2) tubes, type T8 and sufficient quantity to meet standards (minimum 10) <b>(Fig. #5)</b>;</li> <li>Electric baseboard heaters (OFM series) by Ouellet Canada, 240 v, or equivalent, of appropriate power and in sufficient quantity to meet standards, with two (2) basic digital thermostats;</li> <li>Five (5) dedicated 15/125 electrical outlets (minimum) for each desk.</li> <li>Six (6) standard 15/125 electrical outlets;</li> <li>Six (6) telephone outlets (minimum);</li> <li>Six (6) Internet outlets (minimum);</li> <li>One (1) smoke/heat detector;</li> <li>One (1) exterior 15-amp. GFI outlet, 120 v and FS box and weatherproof lid;</li> </ul>		
3	<ul style="list-style-type: none"> <li>Roof and exterior sheathing of steel plate (standard colour: Brown and Beige) <b>(Fig. #2)</b></li> <li>Siding and interior facing (composite Beige Materials)</li> </ul>		
4	<ul style="list-style-type: none"> <li>Mondo flooring " (colour: Gray); <b>(Fig. #1)</b></li> </ul>		

	REQUIREMENT	COMPLIANCE	
		Yes	No
5	<ul style="list-style-type: none"><li>Two (2) exterior steel doors of standard construction (general use), with dimensions of 36" x 80", with stationary glass, on each side of the trailer.</li><li>Aluminum exterior thresholds, with aluminum weatherstripping, stainless steel hinges and fiberglass weather boarding;</li><li>Six (6) thermal windows with minimum dimensions of 30" x 40"</li></ul>		
6	<ul style="list-style-type: none"><li>Wall-mounted air conditioning unit, of appropriate tonnage, installed in a single room on the exterior wall, including a ventilation duct with manual-calibration diffusers and two (2) basic digital thermostats.(Fig. #2- #3)</li></ul>		
7	<ul style="list-style-type: none"><li>Metal staircase for each door.</li></ul>		
8	<ul style="list-style-type: none"><li>Installed on preserved wood or concrete block foundations. (Fig. #4)</li></ul>		

#### DELIVERABLES

- A movable modular office prefabricated, according to the contract requirements.
- Installation, with the exception of the crawl space closure and the electrical hookup, shall be included in the price.
- A shop drawing (plan and details) (2 copies).
- Delivery included at :
  - Canadian National Park Forillon
  - 1501, boulevard Forillon
  - Gaspé, Québec, G4X 6L1

## ANNEX B – BASIS OF PAYMENT

ITEM	DESCRIPTION	TOTAL FIRM PRICE (CAD)
1	<b>New modular office that can be occupied in four (4) seasons and accommodate 5 desks.</b> As per specifications of Annex A and requirement of the contract, including: <ul style="list-style-type: none"><li>• Delivery</li><li>• Installation</li><li>• Air Conditionning</li><li>• A shop drawing (plan and details)</li></ul>	\$
TOTAL BID PRICE (TBP) =		\$

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**ANNEX C – PICTURES**  
**PICTURE #1 – FLOORING MONDO**



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**PICTURE #2 – EXTERIOR OFFICE**

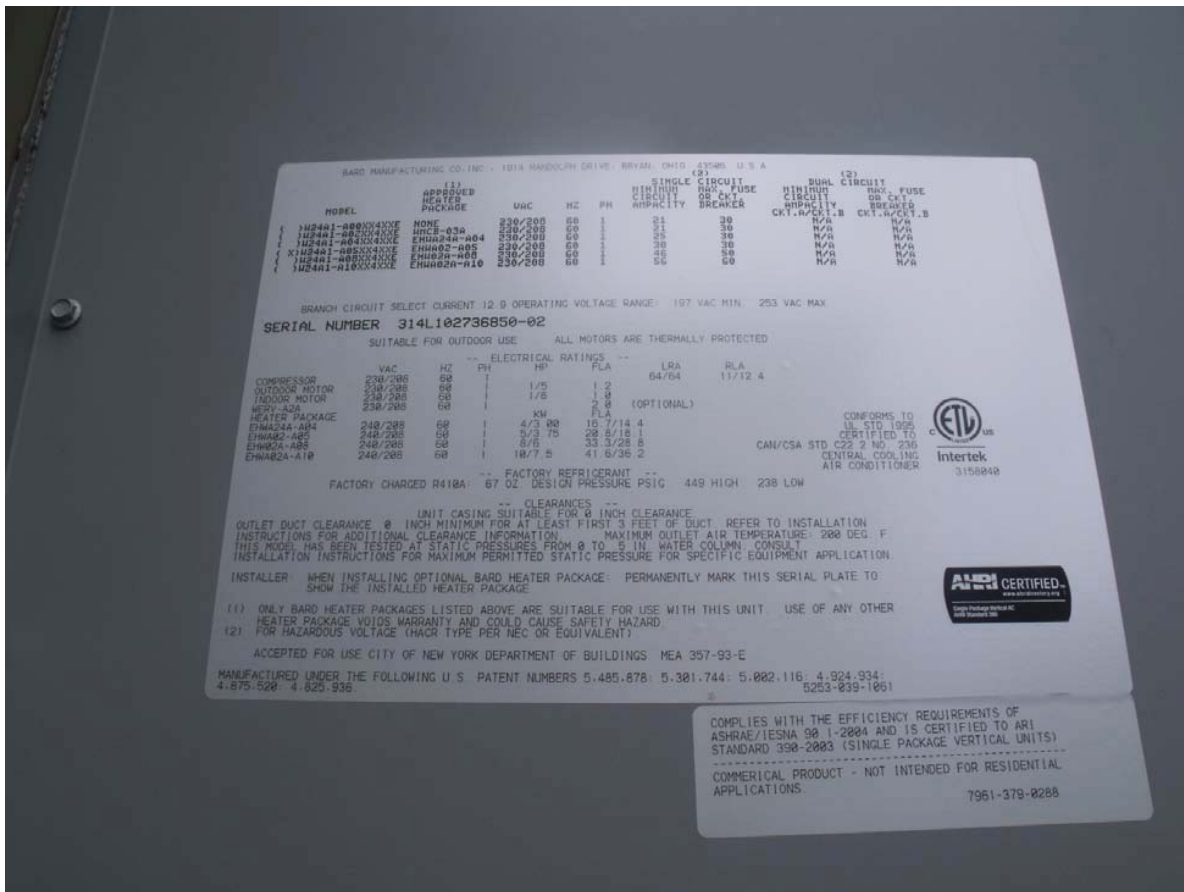


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QCN-5-38103

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qcn016  
CCC No./N° CCC - FMS No./N° VME

### PICTURE #3 - AIR CONDITIONING



Solicitation No. - N° de l'invitation  
5P203-150142/A  
Client Ref. No. - N° de réf. du client  
5P203-150142

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-5-38103

Buyer ID - Id de l'acheteur  
qcn016  
CCC No./N° CCC - FMS No./N° VME

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#### PICTURE # 4 - INSTALLATION



Solicitation No. - N° de l'invitation  
5P203-150142/A  
Client Ref. No. - N° de réf. du client  
5P203-150142

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-5-38103

Buyer ID - Id de l'acheteur  
qcn016  
CCC No./N° CCC - FMS No./N° VME

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**PICTURE # 5 – LIGHT INTERIOR**



