



Transport  
Canada

Transports  
Canada

Twentieth Floor  
Tower "C", Place De Ville  
330 Sparks Street  
Ottawa, Ontario K1A 0N5

SEPTEMBER 4, 2015

Subject: Request for Proposal T8080-150152  
Translation Services for Transport Canada

To whom it may concern:

The Department of Transport has a requirement to establish a contract for the services that are described in the Terms of Reference attached hereto as Appendix "B".

If you are interested in undertaking this project, you are invited to submit a proposal. Please indicate clearly on the envelope or package "**BID/PROPOSAL T8080-150152**", together with the title of the work, name and address of your firm, and address it to:

Transport Canada  
Tender Reception  
Business Centre, Ground Floor  
Tower "C", Place de Ville  
330 Sparks Street  
Ottawa, Ontario K1A 0N5

Proposals must be received at the above noted address **no later than 14:00 hours (2 p.m.) Ottawa local time on October 13, 2015. It is the bidder's responsibility to deliver their proposal prior to tender closing. Proposals received after 15:00 hours will not be accepted and will be returned to the sender unopened.**

Proposals submitted by **Fax, E-mail or Internet** will **not** be accepted.

Note: It is the practice for local couriers to deliver directly to the above noted address. However, we have noted that out-of-town couriers deliver to our main mailroom, which requires an internal mail delivery that can delay reception of the bid by Tender Reception. If your proposal is sent from outside the National Capital Region, please **ensure** that the courier company delivers it **directly** to the above noted Tender Address no later than the time and date specified herein.

Proposals will be evaluated in accordance with the pre-determined Selection Criteria and methodology specified in Appendix "C".

**PROPOSALS ARE TO BE SUBMITTED USING THE FOLLOWING TWO-ENVELOPE SYSTEM.**

**ENVELOPE 1 - TECHNICAL PROPOSAL**

Your proposal is required to form the basis of a contractual agreement and should respond to all requirements detailed in the Terms of Reference in sufficient detail to enable evaluation in accordance with the Evaluation Criteria including:

- an indication of an understanding of the requirements and responsibilities of the project;
- a summary of company experience directly related to the Terms of Reference;
- names of resource(s) proposed to be assigned to the work, together with a résumé of related experience and a contingency plan in the event the resource becomes unavailable;
- sub-contractors or associates proposed, their capabilities, experience and degree of involvement in the project;

FOUR copies of the Technical Proposal are required.

**NOTE: NO COST INFORMATION IS TO BE INCLUDED IN ENVELOPE 1.**

### **ENVELOPE 2 - COST PROPOSAL**

Bidders shall complete and return TWO copies of the “Offer of Services” (Appendix “A”) form in Envelope 2.

**Note:** Only cost information shall be provided in Envelope 2. 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 achieves at least the minimum score(s) indicated in the Evaluation Criteria.

***Proposals that do not meet all the MANDATORY requirements will not be considered, and the Cost envelope will be returned to the bidder unopened.***

The Offer of Services form is to be signed in accordance with the Requirements for Signature attached hereto as Appendix “D”.

Both Technical Proposal and Cost Proposal envelopes are to be sealed and submitted together in a third envelope addressed to the Tender Reception address shown on Page 1 of this letter.

In the event that you are the successful bidder, you will be expected to enter into an agreement that includes the General Conditions attached hereto as Appendix “E”.

Questions with respect to the meaning or intent of the Request for Proposal (RFP) documents, or requests for correction of any apparent ambiguity, inconsistency or error in the documents, **must be submitted in writing** to Osman Zakir, Transport Canada (AFTC), FAX: (613) 991-0854, e-mail: [osman.zakir@tc.gc.ca](mailto:osman.zakir@tc.gc.ca) and must be received **before 12:00 hours (noon) October 1, 2015** All answers will be in the form of written Addenda to the RFP and will be sent to all prospective tenderers.

**The lowest or any bid not necessarily accepted. Canada reserves the right to:**

- Reject any or all bids received in response to the bid solicitation;**
- Cancel the bid solicitation at any time;**

c. Reissue the bid solicitation; and

d. Negotiate with the sole responsive bidder to ensure best value to Canada.

**By submitting a bid, the Bidder acknowledges Canada's rights under this section and waives any claim, or cause of action, against Canada by reason of Canada's exercise of its rights under this section, whether such claim or cause of action arises in contract, negligence, or otherwise.**

Yours truly,

Osman Zakir  
Senior Contracting Officer  
Materiel and Contracting Services  
Tel: 613-998-7816  
Fax: 613-991-0854  
E-mail: osman.zakir@tc.gc.ca

**Canada**



**APPENDIX A**  
***OFFER OF SERVICES***

|   |
|---|
| <p><b>TRANSPORT CANADA</b></p> <p><b>APPENDIX A</b></p> <p><b>OFFER OF SERVICES</b></p> |
|---|

**TENDER FOR: TRANSLATION SERVICES FOR THE THE CIVIL AVIATION  
DIRECTORATE, TRANSPORT CANADA**

**TENDER SUBMITTED BY**

\_\_\_\_\_  
**(Company Name)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(complete address)

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

Fax # : \_\_\_\_\_

Contact name: \_\_\_\_\_

Email : \_\_\_\_\_

GST Number: \_\_\_\_\_ **OR**

Procurement Business Number (PBN): \_\_\_\_\_

1. The Undersigned (hereinafter referred to as “the Contractor”) hereby offer(s) to Her Majesty the Queen (hereinafter referred to as “Her Majesty”) in Right of Canada as represented by the Minister of Transport (hereinafter referred to as “the Minister”) to furnish all necessary expertise, supervision, material and equipment and all other things necessary to complete to the entire satisfaction of the Minister or his authorized representative, the work described in the Terms of Reference which are attached hereto as Appendix B.

2. The Contractor hereby undertakes to perform and complete the work at the place and in the manner set out in accordance with the following documents:
  - (i) This Offer Form marked Appendix A entitled "Offer of Services";
  - (ii) Document marked Appendix B, attached hereto and entitled "Terms of Reference";
  - (iii) Document marked Appendix E, attached hereto and entitled "General Conditions".
3. The Contractor hereby undertakes to perform the work commencing on Contract award, subject to the acceptance of this Offer by the Department.

**4. Cost Proposal**

4.1 The Cost Proposal quoted will be exclusive of travel expenses and GST/HST. All rates are in Canadian Funds. The **Fixed Unit Price** includes all expenses that may be incurred in providing the services, such as profit, overhead, administrative costs, equipment and materials.

**4.2 Professional Services and Associated Costs**

Bidders are not to make changes to the format or quantities on these tables, as that may render their costing information inadmissible.

**4.2.1 Contract Period**

| Type of Request         | Turn Around Time | Rate per Word (Fixed Unit Price) | x | Number of words* | =        | \$             |
|-------------------------|------------------|----------------------------------|---|------------------|----------|----------------|
| 1A. Regular translation | Standard         | \$_____                          | x | 60,000           | =        | \$_____        |
| 1B. Regular translation | Short notice     | \$_____                          | x | 60,000           | =        | \$_____        |
| 1C. Regular translation | Urgent           | \$_____                          | x | 60,000           | =        | \$_____        |
|                         |                  |                                  |   | <b>TOTAL</b>     | <b>=</b> | <b>\$_____</b> |

**4.2.2 Year 2 (Option 1)**

| Type of Request         | Turn Around Time | Rate per Word (Fixed Unit Price) | x | Number of words* | =        | \$             |
|-------------------------|------------------|----------------------------------|---|------------------|----------|----------------|
| 1A. Regular translation | Standard         | \$_____                          | x | 60,000           | =        | \$_____        |
| 1B. Regular translation | Short notice     | \$_____                          | x | 60,000           | =        | \$_____        |
| 1C. Regular translation | Urgent           | \$_____                          | x | 60,000           | =        | \$_____        |
|                         |                  |                                  |   | <b>TOTAL</b>     | <b>=</b> | <b>\$_____</b> |

**4.3 Option**

There will be the option of 1 (one) 1-year extension. The option will be exercised at the sole discretion of the Minister, by way of formal contract amendments. It is understood and agreed that the Contractor shall not commence any optional work until receipt of formal notification from the Departmental Contractor Authority.

- 4.4** Proposals will be evaluated on the Total Estimated Cost. The Contract awarded as a result of this Request For Proposal will be awarded for Year One, only.

**5. Travel Expenses**

The location of work is the National Capital Region (NCR), Ontario. Travel will not be required outside of said Region.

**6. Provincial Sales Tax (PST)**

Federal Government Departments are exempt from Provincial Sales Tax under authority of licences or certificates which will be indicated in any resulting contract.

The Contractor is not relieved of any obligation to pay provincial sales taxes on goods or taxable services used or consumed in the performance of the work.

**7. Federal Goods and Services Tax (GST) and Harmonised Sales Tax (HST)**

The prices and rates quoted herein are not to include any provision for the Goods and Services Tax or Harmonised Sales Tax.

**8. Method of Payment**

Payment will be made in one lump sum upon completion of all services to the satisfaction of the Departmental Representative, and upon receipt of an invoice submitted in accordance with the instructions provided in any contract concluded as a result of the acceptance of this offer.



**9. Appropriate Law**

Any contract awarded as a result of this request for proposal shall be governed by and construed in accordance with the laws in force in the Province of Ontario, Canada.

**10. Tender Validity**

The undersigned agree(s) that this Offer of Services will remain firm for a period of 90 calendar days after the proposal closing date.

**11. Proposal Documents**

The undersigned herewith submits the following:

- a proposal in **four (4)** copies to undertake the work in accordance with the requirements detailed in the RFP documents.
- duly completed Offer of Services, **two (2)** copies, in the format provided.

**OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE COSTING FORMAT MAY BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE.**

**12. Bidder's Declaration**

- (a) The bidder declares that the bidder has not, directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay, a contingency fee to any individual for the solicitation, negotiation or obtaining of the contract if the payment of the fee would require the individual to file a return under section 5 of the Lobbying Act; and
- (b) The bidder declares that the bidder has not been convicted of an offence under section 121, 124 or 418 of the Criminal Code, other than an offence for which a pardon has been granted.

**13. Signatures**

The Contractor herewith submits this proposal in accordance with the requirements specified in the Request for Proposal documents.

SIGNED, SEALED AND DELIVERED this \_\_\_\_\_ day of \_\_\_\_\_, year **2015**

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
(signing officer and position)

**APPENDIX B**

***TERMS OF REFERENCE***

## **TERMS OF REFERENCE**

### **TITLE : Translation Services for Civil Aviation Directorate, Transport Canada (TC)**

#### **1. BACKGROUND**

For a long time, TC Civil Aviation has been using the services of the Translation Bureau, Public Works and Government Services Canada (PWGSC), as the only translation service provider. TC Civil Aviation seeks to pursue other solutions for their translation requirements. TC will award one contract for the translation services within the time lines required by TC.

#### **2. OBJECTIVE**

The objective of this Request for Proposal is to award one contract for the translation services from English to French on as and when required basis for a period of one year with the option to extend for one additional year.

#### **3. SCOPE OF WORK**

The work will be initiated by TC's Technical Authority via an email to the successful Bidder. The bidder will need a proposal for the translation based on their proposed rates. The bidder will have 24 hours upon the reception of the translation documents to provide the proposal to TC project authority. The translation can only start upon the written approval of the TC's project authority.

The documents for translation may consist but not limited to the following items:

Articles for the quarterly publication, Aviation Safety Letter;

Updates to the Aeronautical Information Manual;

Staff instructions;

Agendas and Decision records;

Speeches;

And a variety of administrative documents below and above 10,000 words

The work will consist of the following:

Translating from English into French

Ensuring that the French version of the translated material is compatible with the original text

Ensuring that the terminology used in the French version is accurate

Ensuring a quality control of the translated text

#### **4. DELIVERABLES**

4.1 The successful Bidder will provide translations services from English to French within the time line indicated in the request sent by TC's project authority.

4.2 All translation documents must meet the following quality standards:

- a. no spelling mistakes,
- b. no grammar mistakes,
- c. no meaning errors,
- d. all elements from the original text are in the translation,
- e. and the presentation is identical in both documents.

4.3 Documents can be submitted in Word, Excel, PowerPoint and sometimes in PDF or Visio format. The contractor will return translated document in the same format of the English version provided by TC.

## **5. TECHNICAL REQUIREMENTS**

The standards used are those presented in the evaluation greed in Annex 2. For additional reference please refer to definitions by Daniel Gouadec provided in *Annex 1*.

The firm must be able to receive and send documents electronically using an e-mail software compatible with that of Transport Canada's (Microsoft Outlook is the current standard).

## **6. CONSTRAINTS**

The contractor will not need to access the department building. Transactions will be done by email.

## **7. RESPONSIBILITIES**

The contractor will deliver quality English to French translation services within the requested timelines and in the electronic format provided.

## **8. DEFINITION OF TYPES OF REQUIREMENTS**

- Translation will be required on the following basis upon written approval of project authority:

Standard turn around time: 5 days

Short notice with turn around time: 2 days

Urgent turn around time:, 24 hour or less depending on document size

- Deadlines for completion of work may be negotiated between the contractor and the TC's project authority.

## **9. CONTINUITY AND REPLACEMENT OF CONTRACTOR RESOURCES**

The Contractor will be responsible to ensure that all proposed personnel are assigned for the duration of the agreement and are not replaced without due cause. In the event that a resource is to be replaced, it will be the Contractor's responsibility to ensure that there is no negative effect on any work in progress.

Should, for any reason, the designated resource(s) are not available, then the Contractor shall immediately make available a fully qualified replacement resource at the same level or higher. It should be noted that the replacement personnel would be evaluated in accordance with the criteria set in this proposal call for the resource category being replaced. The Project Authority retains the right to refuse the proposed backup resources in which case, and within a negotiated period of time to be determined by the Project Authority, alternate resource (s) would be proposed.

Under no circumstances shall the Contractor allow performance of the services by the replacement resources that have not been authorized by the Transport Canada Project Authority.

## **10. QUALITY CONTROL**

The standards that must be met are those stipulated under Deliverables and Technical Requirements.

Contractor understands and agrees that TC may, at TC's discretion, edit and/or proofread Contractor's work as part of TC's quality-assurance efforts. If in TC's substantiated opinion, Contractor has delivered substandard Services in relation to the project specifications, TC will inform the contractor in writing, will return the document to the Contractor and will give Contractor reasonable time to bring the work up to the required standard; if this procedure is unsuccessful or if, for lack of time or otherwise, TC incurs extra expense in bringing the work up to the required standard, TC may be entitled to reduce the fee payable to Contractor by the amount of such extra expense.

## **11. PROJECT AUTHORITY**

Will be provided at a contract award

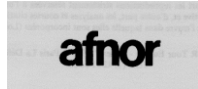
## **12. CONTRACTOR EXPERIENCE**

The Successful Contractor and proposed resources will have the following experience

- Experience in translating technical texts into French (Technical texts defined as texts treating a subject, in its scientific, technological, legal and administrative aspects. It includes manuals, pamphlets, guidance documents, newsletters, etc)
- Experience in terminological research

## Annex 1

**Daniel Gouadec**  
**Le traducteur, la traduction et l'entreprise**



, Paris, 1990.

### 3. LA QUALITÉ

La préoccupation majeure et bien légitime du donneur d'ouvrage concerne la qualité de la traduction.

En principe, tout traducteur sérieux souscrit implicitement à un code imposant, au moins :

- Le respect de toute prescription du donneur d'ouvrage (après négociation si la prescription initiale semble aberrante).
- Le respect du principe de cohérence terminologique imposant toujours une même désignation pour un même objet ou un même concept dans l'intégralité du document traduit.
- L'obligation absolue de compréhension totale de tout segment du texte avant sa traduction.
- Le respect des « règles de l'art ».

Les critères standard de qualité de la traduction sont donc connus. Cependant, le donneur d'ouvrage peut avoir des exigences particulières concernant le type de traduction à produire, ou le traitement de la terminologie, ou le style, ou le traitement des contenus du document, ou la mise en page et la présentation, etc.

Étant donné qu'il serait pour le moins aberrant de juger le traducteur selon des critères qui ne lui seraient pas communiqués à l'avance et dont certains seraient propres au donneur d'ouvrage, il faut que toute exigence de qualité particulière soit clairement stipulée.

Il est donc recommandé, pour prévenir tout défaut, de contrôler la qualité d'échantillons avant de donner le feu vert pour chaque traduction et/ou de rédiger un cahier des charges.

La référence à un cahier des charges stipulant l'ensemble des directives de traduction et des critères de contrôle de qualité est pratique courante pour les sociétés sous-traitant des volumes importants de traduction. Elle constitue un exemple dont peut s'inspirer tout donneur d'ouvrage.

#### 3.1 Évaluation et contrôle de qualité

Afin de clarifier les idées, il faut sans doute poser le problème du contrôle de la qualité des traductions en affirmant trois grands principes :

- Toute erreur de traduction se juge uniquement en fonction des dégâts qu'elle est susceptible de provoquer (y compris en écornant l'image de marque du donneur d'ouvrage).
- Toutes les traductions ne sont pas tenues de satisfaire à des critères absolus invariants : le contrôle de qualité est corrélé à des critères de qualité clairement posés pour chaque traduction.
- La technique d'échantillonnage dépend du niveau de qualité requis.

Ces trois points doivent conditionner la réflexion et la pratique en matière de contrôle de qualité des traductions.

Soit, d'abord, les niveaux de qualité. Trois niveaux devraient être envisagés ou pris en compte : la qualité révisable, la qualité livrable de consommation courante, la qualité diffusable.

#### 3.2 Niveau 1 – Qualité révisable

La traduction de qualité révisable est celle que le traducteur doit remettre au réviseur après s'être assuré, par ses propres relectures ou par diverses formes de coopération dont le réviseur n'a pas à connaître, qu'elle :

- comporte effectivement tout segment à traduire;

- respecte toutes les conventions de présentation (police de caractères, mise en page, alinéas, interlignes, numérotation, sous-titrage, enrichissement de caractères, etc.) imposées ;
- ne comporte plus de fautes de frappe ;
- ne comporte plus de fautes d'orthographe ;
- ne comporte plus de fautes d'accord ou de ponctuation ;
- ne comporte pas de phrases incompréhensibles ;
- ne comporte pas d'éléments parasites ;
- respecte la terminologie imposée par la norme ou par le donneur d'ouvrage ;
- respecte le critère de la cohérence terminologique ,
- respecte le critère d'homogénéité des blocs récurrents ;
- comporte une signalisation efficace des points non élucidés (« papillons » signalant au réviseur les difficultés non résolues et décrivant les démarches effectuées).

*Justification:* le réviseur ne doit en principe traiter que les problèmes de transfert-traduction et les problèmes techniques. Sa compétence ne doit pas être « gaspillée » à des rectifications que tout un chacun peut effectuer.

### **3.3 Niveau 2 – Qualité livrable**

La traduction de qualité livrable, dite de consommation courante, est une traduction dont la fonction est de permettre l'acquisition accélérée de l'information contenue dans un document. Elle peut recouvrir toutes les formes de traduction aménagée (y compris la traduction dictée) et doit respecter, indépendamment des critères ci-dessus énumérés pour la traduction révisable, des critères de transparence totale.

*Petit guide à l'intention du donneur d'ouvrage 55*

La traduction de qualité livrable ne doit comporter aucune incongruité technique.

### **3.4 Niveau 3 – Qualité diffusable**

La traduction de qualité diffusable est la traduction zéro défaut correspondant au bon à tirer. Elle ajoute aux paramètres de la traduction révisable l'absolue exactitude technique et, bien entendu, la convergence totale entre le projet de traduction et le produit livré. Entendons par là que la traduction de qualité diffusable peut ne pas être une traduction absolue mais doit impérativement, quel que soit son type, être d'une qualité irréprochable tant sur le plan des contenus que sur celui de la forme.

Il peut y avoir, par accord local au sein d'une entreprise ou entre un traducteur et un donneur d'ouvrage, définition de niveaux ou paliers de qualité minimale acceptable. Il faut cependant savoir que les compromis portent toujours sur la forme et jamais sur le contenu.

Il ne faut pas non plus perdre de vue que si l'on désire rentabiliser l'activité du traducteur, il vaut toujours mieux penser en termes de quantité minimale acceptable et non de qualité minimale acceptable : l'assouplissement des critères de qualité ne contribue guère à réduire le temps d'exécution et la productivité n'augmente que par réduction des quantités ou par mise en oeuvre d'outils ayant fonction d'accélérateurs de processus (*exemple* : dictaphone ou enregistreur à cassettes, dictionnaires en ligne, systèmes d'aide à la traduction).

Les trois niveaux de qualité standard ayant été définis, il suffira d'ajouter que toute traduction ne respectant pas les critères du niveau défini dans le cahier des charges ou par accord avec le donneur d'ouvrage est en principe renvoyée à son auteur pour reprise ou confiée à un autre traducteur ou réviseur pour retraduction.

## EVALUATION

Type of request: TR  ED  PDATE  OOF

Request processed by:

Type of text:

Number of words:

File name/request number:

Request date:

Deadline:

Date of internal revision:

Revised by:

Date of delivery to client:


Date of evaluation:

Evaluator:

Comments:



| <b>TRANSFERT</b>         |   |               |                       |
|--------------------------|---|---------------|-----------------------|
| <b>Type</b>              | <b>Definition</b><br><i>(Terminologie de la traduction / Translation Terminology, Jean Delisle, 1999)</i>   | <b>Errors</b> | <b>Serious Errors</b> |
| Nonsense                 | A translation error where the translator misinterprets the sense of a word or statement in the source text or commits a methodological error, which leads to an illogical formulation in the target text.                                 |               |                       |
| Misinterpretation        | A translation error where the translator misunderstands the text or lacks general cultural knowledge, with the result that a word or segment from the source text is given an entirely erroneous sense from that intended by its author.  |               |                       |
| Incorrect meaning        | A translation error where a sense is attributed to a word or a segment from the source text that it does not have in the context in which it appears.   |               |                       |
| Addition                 | A translation error where the translator introduces into the target text superfluous information or stylistic effects not in the source text.   |               |                       |
| Omission                 | A translation error where the translator fails to render a necessary element of information from the source text in the target text.  |               |                       |
| Interference             | A translation error that results from ignorance or a methodological error and that introduces a characteristic peculiar to the source language into the target language (gallicism, calque, <i>faux ami</i> ).                            |               |                       |
| Hypertranslation         | A methodological error where the translator systematically chooses to use wording that is formally quite different from the original expression in the source text even if a literal translation is possible and quite acceptable.        |               |                       |
| Over-translation         | A translation error where the translator explicitates elements of the source text that ought to be implicated in the target text.   |               |                       |
| Under-translation        | A translation error where the translator omits in the target text any compensations, amplifications or explicitations required in order to obtain an idiomatic translation that conforms to the presumed sense of the source text.        |               |                       |
| Inappropriate paraphrase | A translation error that results from a methodological error and consists of translating a text segment from the source text using an inappropriately long target text.   |               |                       |
| Direct transfer          | A translation procedure where certain elements of information in the source text that do not require interpretive analysis are reproduced more or less unchanged in the target text, employing orthographic modification where necessary. |               |                       |
| Quotation/Reference      |   |               |                       |
|                          |   |               |                       |
|                          |   |               |                       |

| <b>LANGUAGE</b>    |  |   |                       |
|--------------------|--|---|-----------------------|
| <b>Type</b>        | <b>Definition</b>  | <b>Errors</b>   | <b>Serious Errors</b> |
| Spelling           | Word misspelled.   |  |                       |
| Grammar/<br>Syntax | The pattern of formation of sentences or phrases in a language, word order, agreement, etc. (Solecism: |   |                       |

|                                   |  |  |  |
|-----------------------------------|--|--|--|
|                                   | <i>**between you and I; **there's many reasons why; Zeugma **with weeping eyes and hearts =&gt; with weeping eyes and grieving hearts)</i>   |  |  |
| Word order                        | The arrangement of words in a phrase, clause, or sentence.   |  |  |
| Barbarism                         | Use of a word that was inappropriately coined ( <i>**nucular =&gt; nuclear</i> ) or unintentionally corrupted ( <i>**bronical =&gt; bronchial,</i> ). A morphological error.   |  |  |
| Gibberish                         | Unintelligible or meaningless language ( <i>**Garde contre noyaux for Beware of pits</i> ).  |  |  |
| Inappropriate expression          | A language error that consists of attributing an imprecise meaning to a word, or one that is contrary to usage ( <i>**he was implied in a scandal =&gt; He was implicated in a scandal</i> ). A semantic error.  |  |  |
| Aspect                            | The manner in which an action expressed by a verb or a noun is situated in time (durative, instantaneous, inchoative, iterative or repetitive, perfective or terminative, imperfective or non-completion, progressive or continuity).  |  |  |
| Ambiguity                         | The property of a text or a text segment that allows for more than one semantic interpretation.  |  |  |
| Connotation                       | The set of subjective, emotional, and variable elements, which together with the denotation comprise the meaning of a word.  |  |  |
| Pleonasm                          | The use of more words than are required to express an idea; redundancy.  |  |  |
| <i>Mot juste</i>                  | A word that ensures lexical precision in the formulation of an idea and that renders the nuance of the sense better than any other word.   |  |  |
| Collocation / co-occurrence       | Two or more frequently used words that can be consecutive or non-consecutive, that form a unit of meaning, and that are accepted by common usage. / The relatively frequent, mutual incident of two or more not necessarily consecutive words or terms, especially within specialized discourse. (Co-occurrence: not as set as a collocation.) |  |  |
| Register/ <i>Niveau de langue</i> | A property of discourse that takes into account the nature of relationships among speakers, their socio-cultural level, the subjects treated, and the degree of formality and familiarity selected for a given utterance or text.  |  |  |
|                                   |  |  |  |
|                                   |  |  |  |
|                                   |  |  |  |

| <b>TERMINOLOGY</b>                |                   |               |                       |
|-----------------------------------|-------------------|---------------|-----------------------|
| <b>Type</b>                       | <b>Definition</b> | <b>Errors</b> | <b>Serious Errors</b> |
| Exactitude                        |                   |               |                       |
| Uniformity                        |                   |               |                       |
| Sources provided                  |                   |               |                       |
| Reliability and choice of sources |                   |               |                       |
|                                   |                   |               |                       |
|                                   |                   |               |                       |
|                                   |                   |               |                       |

**CONVENTIONS/PRESENTATION**

| Type                               | Definition   | Errors | Serious Errors |
|------------------------------------|--|--------|----------------|
| Writing                            | Punctuation, capital letters, numbers, typography, etc.                                    |        |                |
| Presentation                       | Bold, headings, page layout, tables, etc.  |        |                |
| Hyperlinks                         | Links work and take you to the Web site in the target language, if applicable.             |        |                |
| ASL and TC AIM writing conventions | Conventions described in the applicable documents.   |        |                |
| Expansion factor                   | An increase in the amount of text used in the target language compared to the source text. |        |                |
|                                    |  |        |                |
|                                    |  |        |                |
|                                    |  |        |                |

| <b>READABILITY</b>        |   |        |                |
|---------------------------|---|--------|----------------|
| Type                      | Definition  | Errors | Serious Errors |
| Concision (general)       | Absence of circumlocution, clumsy expressions, repetition, etc.   |        |                |
| Language usage (Démarche) | The way of saying things that is typical to a language ( <i>she changed her dress, **elle a changé sa robe; elle a changé de robe</i> ). This includes idiomatic phrases. |        |                |
| Cohesion                  | A linguistic property of a text or an utterance created by means of grammatical and linking words used to connect words within a sentence or sentences with each other.   |        |                |
|                           |   |        |                |
|                           |   |        |                |
|                           |   |        |                |

| <b>BONUS</b> |  |
|--------------|--|
|              |  |
|              |  |
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|              |  |
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|              |  |

## **APPENDIX C**

|                                 |
|---------------------------------|
| <b><i>SELECTION CRITERA</i></b> |
|---------------------------------|

## **Part A - Mandatory Requirements**

Only those proposals which satisfy all MANDATORY requirements detailed herein will be further evaluated. Bids not meeting ALL mandatory requirements will be eliminated from further consideration and the cost envelop will be returned unopened.

| <b>RFP Reference</b> | <b>Requirements</b>   | <b>References Section / Page in Bidder's Proposal</b> | <b>Met/Not Met</b> |
|----------------------|---|---|--------------------|
| <b>M1</b>            | The Bidders must demonstrate a minimum of five (5) years experience in technical translation within the last ten (10) years. (Technical translation is translation of texts treating a subject, in its scientific, technological, legal and administrative aspects. It includes manuals, pamphlets, guidance documents, newsletters, etc) |   |                    |
| <b>M2</b>            | The Bidders must demonstrate that they have a minimum of three (3) translators to provide the services as detailed in the Statement of Work. To demonstrate compliance, Bidders must include within their proposal a detailed Curriculum Vitae (CV) of each proposed resource.  |   |                    |
| <b>M3</b>            | The Bidders must provide a copy of the proposed resource's valid translation certification (photocopy of the certificate).  |   |                    |
| <b>M4</b>            | The bidder must provide two (2) paper samples of English to French translation between 500 and 1,000 words with the original English version. If more than two (2) samples are provided only the first two (2) will be considered.  |   |                    |

**Part B - Rated and Technical Requirements**

Proposals must be compliant on all mandatory requirements and must achieve a minimum overall rating of 70% or 67 points on Phase I of evaluation in order to move to Phase II of evaluation where the proposals will have to obtain a minimum score of 90% or 180 points in order to be considered for the cost evaluation stage.

**Phase I**

The Bidder must demonstrate the extent to which the proposed Resource meets the following:

|           | <b>Rated Criteria</b>  | <b>Points</b> | <b>Proposal Cross Reference</b> |
|-----------|--|---------------|---------------------------------|
| <b>R1</b> | <p><b>Contractor Profile</b></p> <p>The Bidders should demonstrate Their corporate experience by providing over <b>five (5)</b> technical English to French translation projects within the last five (5) years with a minimum of 10,000 words each.</p> <p><b>Information to be submitted:</b> The response to be provided here should consist of existing material (brochures, corporate profiles, reference letters, etc.). To facilitate evaluation, information on specific projects should include:</p> <ul style="list-style-type: none"> <li>• title of project(s), location (city, country);</li> <li>• brief description of project scope, cost and schedule;</li> <li>• dates (month and year) of participation in the project; and corporate role in the project.</li> <li>• Name and position of the technical authority for the project</li> <li>• E-Mail and telephone of the project technical authority</li> </ul> <p>References may be contacted for validation of the submitted projects</p> <p><b>5 projects – 5 points</b><br/> <b>6 projects – 10 points</b><br/> <b>7 projects – 15 points</b><br/> <b>8 projects – 20 points</b></p> | <b>20</b>     |                                 |
| <b>R2</b> | <p><b>Experience of Personnel</b></p> <p>Bider should demonstrate that each of the three (3) proposed translators has five (5) years of</p>  | <b>45</b>     |                                 |

|           |  |           |  |
|-----------|--|-----------|--|
|           | <p>experience within the last ten (10) years in providing translation that is similar in size and scope to the one detailed in the Terms of Reference.</p> <p><b>Information to be submitted:</b><br/>The Bidders are to provide the following:</p> <ul style="list-style-type: none"> <li>• individuals' years of experience;</li> <li>• responsibilities held, by the individuals being proposed, for projects they have completed</li> </ul> <p><b>Fifteen (15) points per Resource up to a maximum total of 45 points:</b></p> <p><b>5 years – 10 points</b><br/> <b>6 years – 11 points</b><br/> <b>7 years – 12 points</b><br/> <b>8 years – 13 points</b><br/> <b>9 years – 14 points</b><br/> <b>10 years – 15 points</b></p>  |           |  |
| <b>R3</b> | <p>The bidder should demonstrate that the proposed resources (all three (3)) have completed three (3) technical translation projects within the last three (3) years with a minimum of 5,000 words each. (Technical translation is translation of texts treating a subject, in its scientific, technological, legal and administrative aspects. It includes manuals, pamphlets, guidance documents, newsletters, etc)</p> <p><b>Information to be submitted:</b><br/>The Bidders are to provide existing material (resumes, brochures, corporate profiles, reference letters, etc.). To facilitate evaluation, information on the individual must include:</p> <ul style="list-style-type: none"> <li>• title of project(s), location (city, country);</li> <li>• brief description of project scope, cost and schedule;</li> <li>• dates (month and year) of participation in the project; and corporate role in the project.</li> <li>• Name and position of the technical authority for the project</li> <li>• E-Mail and telephone of the project technical authority</li> </ul> <p>Points per Resource up to a maximum of 30 points:<br/> <b>3 projects – 5 point</b></p> | <b>30</b> |  |

|                           |   |              |  |
|---------------------------|---|--------------|--|
|                           | <b>4 projects – 6 points</b><br><b>5 projects – 7 points</b><br><b>6 projects – 8 points</b><br><b>7 projects – 9 points</b><br><b>8 projects – 10 points</b> |              |  |
| Total Technical pass mark |   | <b>67/95</b> |  |

**Phase II**

| <b>Technical Criteria</b>  | <b>Pages</b> | <b>Rating</b>    |
|--|--------------|------------------|
| <b>Samples Provided (Rating 200)</b><br><br>Two (2) samples submitted under M4 will be rated on the basis of quality of presentation, accuracy, clarity and style, consistency of meaning between texts, spelling and grammar, and tone relative to context and target audience. The attached evaluation grid in Annex 2 of Statement of Work will be used for the evaluation.<br><br>For every Fault One (1) point will be deducted from 100 points available per sample and two (2) points will be deducted for a Major Fault.<br><br>Sample #1 – max. 100 points<br>Sample #2 – max. 100 points |              | /200             |
| Total Technical Pass park  |              | 90/100<br>90/100 |

**Part C - Cost**

The lowest proposal will get the maximum number of points and all others will be prorated as per the following formula

$$\frac{\text{Lowest Successful Proposal} \times 40}{\text{Bidder' Proposal}} =$$

The contract will be awarded to the proposal that obtains the highest combined rating of technical and financial proposals.

**APPENDIX E**

***GENERAL CONDITIONS***



## **GENERAL CONDITIONS PROFESSIONAL SERVICES**

### **1. INTERPRETATION**

In the Purchase Order,

- 1.1. "Amendment" means "Revision";
- 1.2. "Contract" means "Purchase Order" and all the documents referred to and identified in the Contract, including these General Conditions;
- 1.3. "Departmental Contracting Authority" means the officer or employee of Her Majesty who is identified in the Contract and who executes the Contract;
- 1.4. "Departmental Representative" means the officer or employee of Her Majesty who is identified in the Contract and includes a person authorized by the Departmental Representative to perform any of the Departmental Representative's functions under the Contract;
- 1.5. "Her Majesty" includes Her Majesty the Queen in right of Canada or any agent of Her Majesty the Queen in right of Canada, and includes a Crown corporation and a departmental corporation.
- 1.6. "invention" means any new and useful art, process, machine, manufacture or composition of matter, or any new and useful improvement thereof;
- 1.7. "Minister" includes a person acting for, or if the office is vacant, in place of the Minister of Transport and the Minister's successors in the office, and the Minister's or their lawful deputy and any of the Minister's or their representatives appointed for the purpose of the Contract;
- 1.8. "per diem" means a period of 7.5 hours of actual work per day. Where actual hours worked are less than 7.5 hours per day, the amount to be paid will be prorated accordingly;
- 1.9. "prototypes" includes models, patterns and samples;
- 1.10. "technical documentation" means designs, reports, photographs, drawings, plans, specifications, computer software, surveys, calculations and other data, information and material collected, computed, drawn or produced, including computer print-outs;
- 1.11. "work", unless otherwise expressed in the Contract, means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contractor's obligations under the Contract.

### **2. PRIORITY OF DOCUMENTS**

In the event of discrepancies or conflicts between these General Conditions and anything in the other documents making up the Contract, the General Conditions govern.

### **3. SUCCESSORS AND ASSIGNS**

The Contract shall enure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and permitted assigns.

### **4. ASSIGNMENT, SUBCONTRACTING AND NOVATION**

- 4.1. The Contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the Minister and any assignment made without that consent is void and of no effect.
- 4.2. No assignment of the Contract shall relieve the Contractor from any obligation under the Contract or impose any liability upon Her Majesty or the Minister.
- 4.3. Any assignment by the Minister of Her Majesty's interest in the Contract shall include the novation of the Minister's assignee as a party to the Contract. The Contractor shall be obligated to accept the novation of any such assignee and shall have no right to approve or disapprove the novation of such assignee on any basis whatsoever. The parties agree to promptly execute and deliver all such agreements and other instruments as may be reasonably required to give effect to any novation contemplated by this Article.
- 4.4. Neither the whole nor any part of the work may be subcontracted by the Contractor without the prior written consent of the Minister. Every subcontract shall incorporate all the terms and conditions of the Contract which can reasonably be applied thereto.

### **5. TIME OF THE ESSENCE**

- 5.1. Time is of the essence of the Contract.
- 5.2. Any delay by the Contractor in performing the Contractor's obligations under the Contract which is caused by an event beyond the control of the Contractor, and which could not have been avoided by the Contractor without incurring unreasonable cost through the use of work-around plans including alternative sources or other means, constitutes an excusable delay. Such event may include, but is not restricted to, acts of God, acts of Her Majesty, acts of local or provincial governments, fires, floods, epidemics, quarantine restrictions, strikes or labour unrest, freight embargoes and unusually severe weather.
- 5.3. The Contractor shall give notice to the Departmental Representative immediately after the occurrence of the event that causes the excusable delay. The notice shall state the cause and circumstances of the delay and indicate the portion of the work affected by the delay. When requested to do so by the Departmental Representative, the Contractor shall deliver a description, in a form satisfactory to the Departmental Representative, of work-around plans, including alternative sources and any other means that the Contractor will utilize to overcome the delay and endeavour to prevent any further delay. Upon approval in writing by the Departmental Representative of the work-around plans, the Contractor shall

implement the work-around plans and use all reasonable means to recover any time lost as a result of the excusable delay.

5.4. Unless the Contractor complies with the notice requirements set forth in the Contract, any delay that would otherwise constitute an excusable delay shall be deemed not to be an excusable delay.

5.5. Notwithstanding that the Contractor has complied with the requirements of Article 5.3, the Minister may exercise any right of termination referred to in Article 8.

## **6. INDEMNIFICATION**

6.1. The Contractor shall indemnify and save harmless Her Majesty and the Minister from and against all claims, demands, losses, damages, costs, expenses, actions, suits and other proceedings, by whomever made, sustained, brought, prosecuted, or threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any wilful or negligent act, omission or delay on the part of the Contractor or the Contractor's employees or agents in performing the work.

6.2. The Contractor shall indemnify Her Majesty and the Minister from all costs, charges and expenses whatsoever that Her Majesty sustains or incurs in or about all claims, actions, suits and other proceedings, by whomever made, for the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design or any copyright resulting from the performance of the Contractor's obligations under the Contract, and in respect of the use of or disposal by Her Majesty of anything furnished pursuant to the Contract.

6.3. The Contractor's liability to indemnify Her Majesty and the Minister under the Contract shall not affect or prejudice Her Majesty and the Minister from exercising any other rights under law.

## **7. NOTICES**

Where in the Contract any notice, request, direction, or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered by hand, or by courier, or if sent by registered mail, or facsimile or other electronic means that provides paper records of the text of the notice, addressed to the party for whom it is intended at the address mentioned in the Contract, and any notice, request, direction or other communication shall be deemed to have been given if by registered mail, when the postal receipt is acknowledged by the other party; if by facsimile or other electronic means, when transmitted. The address of either party may be changed by notice in the manner set out in this provision.

## **8. TERMINATION OR SUSPENSION**

- 8.1. The Minister may, by giving notice to the Contractor, terminate or suspend the work with respect to all or any part or parts of the work not completed.
- 8.2. All work completed by the Contractor to the satisfaction of the Minister before the giving of such notice shall be paid for by the Minister in accordance with the provisions of the Contract and, for all work not completed before the giving of such notice, the Minister shall pay the Contractor's costs as determined under the provisions of the Contract and, in addition, an amount representing a fair and reasonable fee in respect of such work.
- 8.3. In addition to the amount which the Contractor shall be paid under Article 8.2, the Contractor shall be reimbursed for the Contractor's cost of and incidental to the cancellation of obligations incurred by the Contractor pursuant to such notice and obligations incurred by the Contractor or to which the Contractor is subject with respect to the work.
- 8.4. Payment and reimbursement under the provisions of Article 8 shall be made only to the extent that it is established to the satisfaction of the Minister that the costs and expenses were actually incurred by the Contractor and that they are fair and reasonable and are properly attributable to the termination or suspension of the work or the part thereof so terminated or suspended.
- 8.5. The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the Contract, exceeds the Contract price applicable to the work or the particular part thereof.
- 8.6. The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of or directly or indirectly arising out of any action taken or notice given by the Minister under the provisions of Article 8 except as expressly provided therein.

## **9. TERMINATION DUE TO DEFAULT OF CONTRACTOR**

- 9.1. The Minister may, by notice to the Contractor, terminate the whole or any part of the work if:
  - 9.1.1. the Contractor becomes bankrupt or insolvent, or a receiving order is made against the Contractor, or an assignment is made for the benefit of creditors, or if an order is made or resolution passed for the winding-up of the Contractor, or if the Contractor takes the benefit of any statute for the time being in force relating to bankrupt or insolvent debtors, or**
  - 9.1.2. the Contractor fails to perform any of the Contractor's obligations under the Contract, or in the Minister's view fails to make progress so as to endanger performance of the Contract in accordance with its terms.**
- 9.2. In the event that the Minister terminates the work in whole or in part under Article 9.1, the Minister may arrange, upon such terms and conditions and in such manner as the Minister deems appropriate, for the work to be completed that was so

terminated, and the Contractor shall be liable to the Minister for any excess costs relating to the completion of the work.

- 9.3. Upon termination of the work under Article 9.1, the Minister may require the Contractor to deliver and transfer title to Her Majesty, in the manner and to the extent directed by the Minister, in any finished work which has not been delivered and accepted prior to such termination and in any materials or work-in-process which the Contractor has specifically acquired or produced for the fulfillment of the Contract. The Minister shall pay the Contractor for all such finished work delivered pursuant to such direction and accepted by the Minister, the cost to the Contractor of such finished work plus the proportionate part of any fee fixed by the Contract and shall pay or reimburse the Contractor the fair and reasonable cost to the Contractor of all materials or work-in-process delivered to the Minister pursuant to such direction. The Minister may withhold from the amounts due to the Contractor such sums as the Minister determines to be necessary to protect Her Majesty against excess costs for the completion of the work.
- 9.4. The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the Contract, exceeds the contract price applicable to the work or the particular part thereof.
- 9.5. If, after the Minister issues a notice of termination under Article 9.1, it is determined by the Minister that the default of the Contractor is due to causes beyond the control of the Contractor, such notice of termination shall be deemed to have been issued pursuant to Article 8.1 and the rights and obligations of the parties hereto shall be governed by Article 8.

## **10. RECORDS TO BE KEPT BY CONTRACTOR**

- 10.1. The Contractor shall keep proper accounts and records of the cost of the work and of all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers which shall at reasonable times be open to audit and inspection by the authorized representative(s) of the Minister who may make copies thereof and take extracts therefrom.
- 10.2. The Contractor shall afford facilities for audit and inspection and shall furnish the authorized representative(s) of the Minister with such information as the Minister or they may from time to time require with reference to such invoices, receipts and vouchers.
- 10.3. The Contractor shall not dispose of such invoices, receipts and vouchers without the written consent of the Minister, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the Contract or, in the absence of such specification, for a period of two years following completion of the work.

## **11. OWNERSHIP OF INTELLECTUAL AND OTHER PROPERTY INCLUDING COPYRIGHT**

11.1. Technical documentation and prototypes produced by the Contractor in the performance of the work under the Contract shall vest in and remain the property of Her Majesty, and the Contractor shall account fully to the Minister in respect of the foregoing in such manner as the Minister shall direct.

11.2. Technical documentation shall contain the following copyright notice:

**HER MAJESTY THE QUEEN IN RIGHT OF CANADA  
AS REPRESENTED BY THE MINISTER OF TRANSPORT**

11.3. Technical information and inventions conceived or developed or first actually reduced to practice in performing the work under the Contract shall be the property of Her Majesty. The Contractor shall have no rights in and to such technical information and inventions. The Contractor shall not divulge or use such technical information and inventions, other than in performing the work under the Contract, and shall not sell other than to Her Majesty any articles or things embodying such technical information and inventions.

## **12. CONFLICT OF INTEREST AND POST-EMPLOYMENT MEASURES**

12.1. It is a term of the Contract that no individual for whom the post-employment provisions of the Conflict of Interest and Post-Employment Code for Public Office Holders (1994) or the Values and Ethics Code for the Public Service apply, shall derive a direct benefit from the Contract unless that individual is in compliance with the applicable post-employment provisions.

12.2. It is a term of the Contract that during the term of the Contract any persons engaged in the course of carrying out the Contract shall conduct themselves in compliance with the principles in the Conflict of Interest and Post-Employment Code for Public Office Holders (1994) or the Values and Ethics Code for the Public Service. Should an interest be acquired during the life of the Contract that would cause a conflict of interest or seem to cause a departure from such principles, the Contractor shall declare it immediately to the Departmental Representative.

12.3. It is a term of the Contract that any persons engaged in the course of the Contract and subsequent to it shall conduct themselves in a manner such that there is not and will not be any conflict arising from competing or opposing interests of other clients of the Contractor. Should an interest be acquired during the life of the Contract that would cause a conflict of interest, the Contractor shall declare it immediately to the Departmental Representative.

12.4. It is a term of the Contract that no individual, for whom the provisions of the *Conflict of Interest Act* apply, shall derive a direct benefit from the Contract unless that individual is in compliance with the applicable provisions of the *Act*.

## **13. CONTRACTOR STATUS**

This is a contract for the performance of a service and the Contractor is engaged under the Contract as an independent contractor for the sole purpose of providing a service. Neither the Contractor nor any of the Contractor's personnel is engaged by the Contract as an employee, servant or agent of Her Majesty. The Contractor agrees to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Employment Insurance, Workers' Compensation, or Income Tax.

14. WARRANTY BY CONTRACTOR

14.1. The Contractor warrants that the Contractor is competent to perform the work required under the Contract in that the Contractor has the necessary qualifications including the knowledge, skill and ability to perform the work.

14.2. The Contractor warrants that the Contractor shall provide a quality of service at least equal to that which would generally be expected of a competent contractor in a like situation.

15. MEMBER OF HOUSE OF COMMONS

No member of the House of Commons shall be admitted to any share or part of the Contract or to any benefit to arise therefrom.

16. AMENDMENTS

16.1. No amendment of the Contract nor waiver of any of the terms and provisions shall be deemed valid unless effected by a written amendment signed by the Departmental Contracting Authority.

16.2. No increase in the total liability of Her Majesty or in the price of the work resulting from any change, modification or interpretation of the documents will be authorized or paid to the Contractor unless such change, modification or interpretation has received the prior approval in writing of the Departmental Contracting Authority.

17. ENTIRE AGREEMENT

The Contract constitutes the entire agreement between the parties with respect to the subject matter of the Contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the Contract.

18. PAYMENT BY THE MINISTER

18.1. Applicable when the Terms of Payment specify PROGRESS payments.

18.1.1. Payment by the Minister to the Contractor for the work will be made:

18.1.1.1. in the case of a progress payment other than the final payment, within 30 days following the date of receipt of a duly completed progress claim or invoice, or

18.1.1.2. in the case of a final payment, within 30 days following the date of receipt of a duly completed final claim or invoice, or within 30 days following the date on which the work is completed, whichever is the later.

18.1.2. If the Minister has any objection to the form of the claim or invoice, the Minister shall notify the Contractor of the nature of the objection within 15 days of receipt of the claim or invoice. "Form of the claim or invoice" means a claim or invoice which contains or is accompanied by such substantiating documentation as the Minister requires. Failure by the Minister to act within 15 days will only result in the dates specified in Article 18.1.1 to apply for the sole purpose of calculating interest on overdue accounts.

18.2. Applicable when the Terms of Payment specify payment on COMPLETION.

18.2.1. Payment by the Minister to the Contractor for the work will be made within:

18.2.1.1. 30 days following the date on which all of the work has been delivered at the location(s) specified in and pursuant to the Contract and all other work required to be performed by the Contractor under the terms of the Contract has been completed, or

18.2.1.2. 30 days following the date on which an invoice and substantiating documentation are received according to the terms of the Contract,

whichever is later.

18.2.2. If the Minister has any objection to the form of the invoice or substantiating documentation, the Minister shall notify the Contractor of the nature of the objection within 15 days of receipt of the invoice. "Form of the invoice" means an invoice which contains or is accompanied by such substantiating documentation as the Minister requires. Failure by the Minister to act within 15 days will only result in the dates specified in Article 18.2.1 to apply for the sole purpose of calculating interest on overdue accounts.

19. PAYMENT OF INTEREST ON OVERDUE ACCOUNTS

19.1. For the purposes of this Article:

19.1.1. "Average Rate" means the simple arithmetic mean of the Bank Rates in effect at 4:00 p.m. Eastern Standard Time each day during the calendar month which immediately precedes the calendar month in which payment is made, where the "Bank Rate" means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short-term advances to members of the Canadian Payments Association,

19.1.2. "date of payment" means the date of the negotiable instrument drawn by the Receiver General or Canada and given for payment of an amount due and payable,

19.1.3. an amount is "due and payable" when it is due and payable by the Minister to the Contractor in accordance with the terms of the Contract, and

19.1.4. an amount becomes "overdue" when it is unpaid on the first day following the day upon which it is due and payable.

19.2. The Minister shall be liable to pay to the Contractor simple interest at the Average Rate plus three (3) per cent per annum on any amount that is overdue, from the date such amount becomes overdue until the day prior to the date of payment, inclusive. Interest shall be paid without notice from the Contractor except in respect of payment which is less than 15 days



overdue. No interest will be payable or paid in respect of payment made within such 15 days unless the Contractor so requests after payment has become due.

19.3. The Minister shall not be liable to pay interest in accordance with Article 19.2 if the Minister is not responsible for the delay in paying the Contractor.

19.4. The Minister shall not be liable to pay interest on overdue advance payments.

## 20. SCHEDULE AND LOCATION OF WORK

20.1. Where the work is to be performed in the offices of the Department of Transport, the Contractor shall, for better coordination, follow the same time schedule as applicable to employees of the Department of Transport.

20.2. Where work is to be performed at locations other than those described in Article 20.1, the schedule and location of work will be set forth in the Statement of Work.

## 21. NO OTHER BENEFITS

21.1. It is understood and agreed that the Contractor will act as an independent contractor and that the Contractor is entitled to no other benefits or payments whatsoever other than those specified in the Terms of Payment.

21.2. It is further understood and agreed that entry into the Contract will not result in the appointment or employment of the Contractor as an employee, servant or agent of Her Majesty.

## 22. APPLICATIONS, REPORTS, PAYMENTS BY CONTRACTOR AND APPLICABLE LEGISLATION

22.1. It shall be the sole responsibility of the Contractor to submit any applications, reports, payments or contributions with respect to Canada or Quebec Pension Plans, Employment Insurance, Workers' Compensation, Income Tax or any other similar matter which may be required by law to be made by the Contractor as a self-employed person in connection with the services to be performed under the Contract.

22.2. It shall be the sole responsibility of the Contractor to comply with all federal, provincial and municipal legislation which may have application to the services being performed under the Contract.

22.3. It is understood and agreed that the cost to the Contractor of doing those things required under Articles 22.1 and 22.2 is not to be charged to or reimbursed by the Minister in any way; such costs having been taken into consideration and included in the rates of payments indicated in the Terms of Payment.

22.4. The Contractor shall comply with all provincial and federal legislation affecting conditions of work and wage rates.

## 23. MINISTER'S RESPONSIBILITIES

The Minister shall provide such support, guidance, direction, instruction, acceptances, decisions and information as deemed necessary or appropriate under the Contract.

24. CERTIFICATION - CONTINGENCY FEES, CRIMINAL CODE, PUBLIC DISCLOSURE

- 24.1. The contractor declares that the contractor has not, directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay a contingency fee to any individual for the solicitation, negotiation or obtaining of the contract if the payment of the fee would require the individual to file a return under section 5 of the Lobbying Act;
- 24.2. All accounts and records relating to any payment by the contractor of fees or other compensation for the solicitation, negotiation or obtaining of the contract shall be subject to any accounting and auditing provisions of the contract;
- 24.3. The contractor declares that the contractor has not been convicted of an offence, other than an offence for which a pardon has been granted, under section 121, 124 or 418 of the Criminal Code;
- 24.4. The contractor consents, in the case of a contract that has a value in excess of \$10,000, to the public disclosure of basic information — other than information described in any of paragraphs 20(1)(a) to (d) of the Access to Information Act — relating to the contract; and
- 24.5. If the contractor makes a false declaration under paragraph (a) or (c) or fails to comply with the terms set out in paragraph (b) or (d), it is an act of default under the contract and the contractor agrees, in addition to any other remedies that may be available against the contractor, to immediately return any advance payments and agrees that the contracting authority may terminate the contract.
- 24.6. In this Article:
  - 24.6.1. "contingency fee" means any payment or other compensation that is contingent upon or is calculated upon the basis of a degree of success in soliciting or obtaining a Government Contract or negotiating the whole or any part of its terms.

# **APPENDIX F**

## ***INSTRUCTIONS TO TENDERERS***

## INSTRUCTIONS TO TENDERERS

### 1. DEFINITIONS

In the Invitation to Tender

- 1.1. "Minister" includes a person acting for, or if the office is vacant, in place of the Minister of Transport and the Minister's successors in the office, and the Minister's or their lawful deputy and any of the Minister's or their representatives appointed for the purpose of the Contract,
- 1.2. "Tender Closing Time" refers to the date, hour and minute expressed in the local time of the Tendering Office, after which no further tenders will be accepted.

### 2. TENDER CLOSING

- 2.1. Sealed tenders will be received at the Tendering Office until the Tender Closing Time stipulated in the Invitation to Tender. 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 advised formally of the new date, hour and minute.

### 3. TENDER OPENING

In the case of a Public Tender Opening

- 3.1. Tenders are opened in public at a location specified in the Invitation to Tender as soon as possible after Tender Closing Time unless specific instructions to the contrary regarding tender opening are included in the Invitation to Tender.
- 3.2. Where only one tender is received, the Minister reserves the right not to disclose the amount of the tender at the public opening. The amount of the tender will be made public if a contract is awarded.

### 4. OFFICIAL TENDER FORMAT

Tenders must be submitted in the format provided and must be properly executed and submitted as instructed.

### 5. QUESTIONS DURING TENDER PERIOD

**Questions during the tender period must be submitted in writing.**

## **6. REVISION OF TENDERS**

Tenders may be revised by letter or printed telecommunication provided that revisions are received before the Tender Closing Time. Any change resulting in an increase in the tender price must be supported by a suitable increase in the tender security, if applicable.

## **7. TENDER SECURITY**

- 7.1. If specified in the Invitation to Tender, the tenderer will provide tender security, at the tenderer's own cost, in accordance with the document entitled "Tender Security Requirements".
- 7.2. All tender security will be returned except that of the successful tenderer, which will be retained until the successful tenderer has provided contract security in accordance with Article 8.

## **8. CONTRACT SECURITY**

8.1. If specified in the Invitation to Tender, the successful tenderer will provide contract security, at the tenderer's own cost, within 14 days of contract award in accordance with the document entitled "Contract Security Requirements".

8.2. Where contract security is a requirement, all tenders must be accompanied by evidence from a bank, financial institution or surety company that the required contract security will be provided upon notification of contract award to the successful tenderer.

## **9. INSURANCE**

9.1. If specified in the Invitation to Tender, the successful tenderer will be required to provide contract insurance, at the tenderer's own cost, within 14 days of contract award in accordance with the document entitled "Insurance Conditions".

9.2. Where insurance is a requirement, all tenders must be accompanied by confirmation from the tenderer's insurance company that the required insurance will be available upon contract award.

## **10. 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 is valued at \$200,000 or more and the tenderer's organization employs 100 or more permanent full-time or permanent part-time employees, it is mandatory that the requirements contained in the attached documentation on the Federal Contractors Program for Employment Equity be met or the tender will not be considered.

## **11. SIGNING OF DOCUMENTS**

See attached form entitled "Requirements for Signature and Description of Parties Other Than Her Majesty".

## **12. TENDER VALIDITY PERIOD**

- 12.1. Unless otherwise specified in the Invitation to Tender, tenders shall remain firm and in effect for a period of 60 days following Tender Closing Time.
- 12.2. Notwithstanding Article 12.1, in the event the Minister deems it necessary to extend the 60-day period for acceptance of tenders for a further 60-day period, the Minister shall, prior to the expiration of such period, notify the tenderer by written notice to that effect, whereupon the tenderer shall have 15 days from the date of receipt of such written notice to, in writing, either accept the requested extension as referred to in the ministerial notice or withdraw the tender.
- 12.3. In the event tender security was provided and in the event of withdrawal of tender as herein provided, the tender security shall be reimbursed or returned without penalty or interest. In the event the tenderer accepts the requested extension, the acceptance period shall be extended as referred to in the ministerial notice. In the event the tenderer does not respond to the ministerial notice, the tenderer shall be conclusively deemed to have accepted the extension referred to in the ministerial notice.

### **13. INCOMPLETE TENDERS**

- 13.1. Incomplete or conditional tenders will be rejected.
- 13.2. Tenders that omit any mandatory requirements specified in the Invitation to Tender 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.

### **14. REFERENCES**

The Minister reserves the right, before awarding the contract, to require the successful tenderer to submit such evidence of qualifications as the Minister may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the tenderer.

### **15. LOWEST TENDER NOT NECESSARILY ACCEPTED**

The lowest or any tender will not necessarily be accepted.

**APPENDIX D**

***REQUIREMENTS FOR SIGNATURE***

**CONTRACTS AND OTHER LEGAL DOCUMENTS  
(COMMON-LAW PROVINCES)**

**REQUIREMENTS FOR SIGNATURE AND DESCRIPTION OF PARTIES OTHER THAN HER MAJESTY**

| <u><b>PARTIES</b></u>  | <u><b>DESCRIPTION</b></u>   | <u><b>SIGNATURE</b></u>   |
|--|---|---|
| <b>INCORPORATED COMPANY</b>                                  | (exact name), a corporation duly incorporated under the laws of _____ and having a head office and principal place of business at _____.  | By the representative(s) duly authorized by a resolution of the board of directors.                                       |
| <b>PARTNERSHIP</b><br>(two or more partners)                 | (1) (name), (occupation), (address) of each acting partner carrying on the partnership business.<br><br>(2) If the partnership operates under a name other than the name of the partners, state the name and style under which it carries on business.  | By one or more partners duly authorized to sign on behalf of partnership.   |
| <b>SOLE PROPRIETORSHIP</b><br>(single individual enterprise) | (1) (name), (occupation), (address) of individual carrying on business under his/her personal name.<br><br>(2) If the business is carried out under a “trade name”, the trade name may be included after the name of the sole proprietor such as: “Mr. X carrying on business under the name and style of _____”. | By the sole proprietor.<br><br>By the sole proprietor under the trade name:<br>ex. X reg.<br>By: _____<br>(X’s signature) |
| <b>MUNICIPALITY</b>  | (name of municipality) incorporated under the laws of the Province of _____, herein acting through and represented by (name), one of its officers duly authorized under a resolution of its Council adopted on the ____ day of _____, 2____.  | By the municipal officer(s) authorized by a resolution of the Municipal Council.  |

**IMPORTANT:**

Certain provinces\* require that documents bear the seal of the tenant or the bidder in the case of:

- (a) leases in excess of three years or any other disposition of land or an interest therein; and
- (b) offers submitted in response to any invitation to tender which requires that the offer remain outstanding without revocation until the tender validity date has expired.

\* *Statute of Frauds*, R.S.O., 1990, c.S.19, ss 1, 2 and 3.



**CONTRACTS AND OTHER LEGAL DOCUMENTS  
(PROVINCE OF QUEBEC)**

**REQUIREMENTS FOR SIGNATURE AND DESCRIPTION OF PARTIES OTHER THAN HER MAJESTY**

| <u><b>PARTIES</b></u>  | <u><b>DESCRIPTION</b></u>   | <u><b>SIGNATURE</b></u>  |
|--|---|--|
| <b>INCORPORATED COMPANY</b>  | (exact name), a corporation whose head office is located at _____, which has been duly incorporated and is validly existing under the laws of Quebec.   | By the representative(s) authorized by a resolution of the board of directors.   |
| <b>PARTNERSHIP</b>   |   |  |
| (I) General Partnership<br>two partners or more<br>(persons or legal persons)      | Name and type of the partnership contained in the Declaration of Partnership, having its head office at _____, Province of Quebec.  | By one or more partner(s) duly authorized to sign on behalf of partnership.  |
| (II) Limited Partnership<br>two partners or more<br>(person or legal persons)      | Same as above.  | By one or more general partner(s).   |
| (III) Undeclared Partnership<br>two partners or more<br>(persons or legal persons) | (name) and (domicile) of each partner carrying on business in an Undeclared Partnership.  | By each of the partners.   |
| <b>SOLE PROPRIETORSHIP</b><br>(single individual enterprise)                       | (name), (occupation), (domicile) of sole proprietor carrying on business under his personal name.<br><br>If the business is carried out under a trade name, the trade name should be included after the name of the individual such as: "Mr. X carrying on business under the name and style of _____". | By the sole proprietor.<br><br>By the sole proprietor under the trade name<br>Ex. X reg'd<br>By: _____<br>(Signature of X) |
| <b>MUNICIPALITY</b>  | (name of municipality), incorporated under the laws of the Province of Quebec, herein acting through and represented by (name), one of its officer(s) duly authorized by a resolution of its Council adopted on the _____ day of _____, 2_____.   | By the municipal officer(s) authorized by resolution of the Municipal Council.   |

**COMMENTS:**

In Quebec, the seal is not required and adds nothing to the document. Any such requirement on a blank form can be ignored.

## **APPENDIX G**

### ***SAMPLE RETURN ENVELOPE FORMAT***

## ***RETURN ENVELOPES***

**ENVELOPE 1 - TECHNICAL  
ENVELOPE 2 - COST**

PLEASE ENSURE THE FOLLOWING INFORMATION IS  
PROVIDED ON THE FRONT OF **ENVELOPE 2 – COST**

- **CONTACT NAME**
- **TELEPHONE NUMBER**
- **FAX NUMBER**

|  |
|--|
| FROM - EXPÉDITEUR                                |
| <i>TRANSLATION SERVICES FOR TRANSPORT CANADA</i> |
| NUMBER - NUMÉRO<br><b>T8080-150152</b>           |
| DATE DUE - DÉLAI<br><b>OCTOBER 13, 2015</b>      |

## TENDER RECEPTION

Transport Canada  
**Business Centre** Ground Floor  
Place de Ville, Tower "C"  
330 Sparks Street  
Ottawa, Ontario (K1A 0N5)