



National Defence Défense nationale

National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Bid Receiving – PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11 rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5

Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

**Solicitation Closes –
L’invitation prend fin**

At – à : 1400hrs Eastern Standard Time

On - le : 7 November 2016

Title/Titre Veterinary Supplies and Services	Solicitation No – N° de l’invitation W6399-17JA18FD/ Amendment 1
Date of Solicitation – Date de l’invitation 27 September 2016	
Address Enquiries to – Adresser toutes questions à Stephanie Way, DLP 6-2-1-1 Stephanie.Way@forces.gc.ca	
Telephone No. – N° de téléphone 613-945-2788	FAX No – N° de fax 613-990-5005
Destination Ottawa and Petawawa Ontario Canada	

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions: Les taxes municipales ne s’appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d’accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
31 December 2016	
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____

RFP Amendment 1 is raised to answer bidder's questions and incorporate changes to Annex B Evaluation Criteria & Selection Methodology.

- Q1 Is there a particular individual to whom the bid should be directed to?
- A1 Please send your bid to the address stated on the cover page with the solicitation number
- Q2 6.4.1 - what are the correct dates for the period of the contract?
- A2 The dates will be completed by the DND Contracting Authority after bid evaluation and prior to contract award.
- Q3 6.5.1 & 6.5.2 - Who fills in the contracting and project authority section?
- A3 This information is populated by the DND Contracting Authority prior to contract award.
- Q4 6.7.2 - Who fills in the limitation of expenditure?
- A4 This information is populated by the DND Contracting Authority prior to contract award.
- Q5 M2 - the OVMA is not a regulatory body. Veterinarians are regulated by the CVO. What would be considered appropriate documentation for this requirement?
- A5 REMOVED
- Q6 B4 Rated criteria – Who enters the scores?
- A6 The scoring is completed by the DND Bid evaluation team based on information provided within bid.

NOTE: The following amendment to Annex "B": Remove Mandatory Requirement M2 in its entirety.

ANNEX "B" Evaluation Criteria & Selection Methodology

B1 Acceptance of Request For Proposal Terms and Conditions

- 1.1 In submitting a proposal in reference to this Request for Proposal, it is considered that the Bidder has read, understood and accepted all of the terms and conditions of the Request for Standing Offer, including the Statement of Work, Evaluation Criteria and Selection Methodology and any appendices and attachments.

B2 Evaluation of Proposals

- 2.1 Proposals submitted for this requirement shall clearly demonstrate that the Bidder meets all of the mandatory criteria to be deemed compliant. Failure to demonstrate this will result in the proposal being declared NON-COMPLIANT and given no further consideration.

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- 2.2 The Bidder must clearly demonstrate the relevant experience and qualifications of the proposed resource. Bidders are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute "demonstrated" for the purpose of the evaluation. Supporting data may include resumes and any necessary documentation to demonstrate the experience and knowledge attained. Simply repeating the statements contained in the Statement of Work is not sufficient.
- 2.3 In order to evaluate the number of years of experience attained, the proposal shall, as a minimum, identify the **month and year** when the experience commenced and the **month and year** when the experience was completed. Failure to provide this information will be to the disadvantage of the Bidder. Failure to provide this information in response to a Mandatory Criteria whereby number of years of experience is evaluated will result in the proposal being declared NON-COMPLIANT.
- 2.4 In the case where the timelines of experience gained in two or more projects overlap, the duration of time common to each project/experience will not be counted more than once. Experience and knowledge shall be relevant to the requirement.
- 2.5 The Proposal will be evaluated solely on its content and the documentation provided as part of the Bidder's proposal, except as otherwise specifically provided in this solicitation. Any information or personnel proposed as options or additions to the work will NOT be evaluated.
- 2.6 **It is recommended that Bidders include a grid in their proposals**, cross-referring the items of the Statement of Work and Evaluation Criteria to statements of compliance with reference to supporting data and/or resume evidence contained in their proposals. Any misrepresentation discovered during the assessment will disqualify the entire proposal from further evaluation.
- Information to Bidders: The compliance grid and templates, by and of itself, DOES NOT constitute demonstrated evidence. As stated in the paragraphs above, the resumes and/or any supporting documentation will be accepted as evidence.
- 2.7 An evaluation team composed of government officials from the DND TA client department will evaluate the Technical Proposals on behalf of Canada. In addition, Canada reserves the right to include as evaluation members, non-government employees that are not in conflict of interest by performing this task.

B3 Mandatory Criteria

- 3.1 Responses that clearly demonstrate that all of the mandatory criteria have been met will be evaluated further. It is the Bidder's responsibility to clearly demonstrate that all of the mandatory criteria are met. Responses failing to do so will be ruled non-compliant and will not be considered further.
- 3.2 Bidders are encouraged to supply as much information as necessary to demonstrate clearly that the mandatory requirements are met and to ensure evaluated criteria can be properly assessed.
- 3.3 As a mandatory part of the bid submission, the Bidder must clearly demonstrate that each of the following mandatory criteria are met:

	Mandatory Requirements	Instructions to Bidder	Proposal Reference
M1	<p>Bidders must identify a minimum of 2 Veterinarians who would be capable of providing services on-site through the Contractor's all-inclusive licensed mobile service.</p> <p>Bidders must also clearly demonstrate that these Veterinarians are in possession of a valid license issued by the College of Veterinarians of Ontario (CVO). The proposed Veterinarians must maintain their licence for the duration of the contract.</p>	<p>Provide the names of a minimum of two (2) Veterinarians who would be capable of providing services on-site; and</p> <p>Provide copies of the valid Veterinarian licenses issued by the CVO.</p>	
M2	REMOVED	REMOVED	
M3	<p>Experience in providing a licensed mobile clinic for routine, urgent and emergency care. All facilities used to provide veterinary medicine, including mobile facilities, must meet accreditation standards established by the CVO.</p>	<p>Provide a summary of experience in the provision of routine, urgent and emergency care in a mobile environment; and</p> <p>Provide a copy of the valid licences and/or certificates issued by CVO on the clinic and mobile facilities.</p>	
M4	<p>The Contractor shall ensure that each proposed Veterinarian and support resource(s) assigned to the mobile clinic have a criminal records check and do not have a criminal record.</p>	<p>Provide proof of criminal records checks for all proposed Veterinarian and support resources to be submitted with proposal.</p>	
M5	<p>Bidders must demonstrate that they are capable of providing access to and are employed/partnered with a 24-hour animal hospital offering medical support within the NCR.</p>	<p>Provide written confirmation from the facility clearly defining the affiliation.</p>	