



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**Room 1650, 635 8th Ave. S.W.**  
**Calgary**  
**Alberta**  
**T2P 3M3**  
**Bid Fax: (403) 292-5786**

## 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**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

<b>Title - Sujet</b> Bundled Firewood	
<b>Solicitation No. - N° de l'invitation</b> 5P404-173001/A	<b>Date</b> 2017-02-23
<b>Client Reference No. - N° de référence du client</b> 5P404-173001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-143-6562	
<b>File No. - N° de dossier</b> CAL-6-39095 (143)	<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 2017-04-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<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> Tan, Adam	<b>Buyer Id - Id de l'acheteur</b> cal143
<b>Telephone No. - N° de téléphone</b> (403) 629-0308 ( )	<b>FAX No. - N° de FAX</b> (403) 292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Riding Mountain National Park Wasagaming Campground Woodlot	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## PART 1 - GENERAL INFORMATION

### 1.1

#### Statement of Requirement

For the supply and delivery of 9600 bundles of kiln-dried firewood to Riding Mountain National Park (RMNP) of Canada, Wasagaming, Manitoba in accordance to Annex "A."

### 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 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 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 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 (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.

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## 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 Alberta.

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.

## 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 (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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. The total amount of Applicable Taxes must be shown separately.

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### 3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### 3.1.2 Exchange Rate Fluctuation

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

## Section III: Certifications

Bidders must submit the certifications and additional information 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

Bidders must meet all mandatory evaluation criteria included in Annex “A”, Statement of Requirement. The Mandatory Technical Evaluation Criteria in Annex “C” must be completed by the bidders.

#### 4.1.2 Financial Evaluation

The financial evaluation will be conducted by multiplying the quantity (Column A) by the unit price (Column B) to arrive at the total extended bid price (Column C). Annex “B”, Basis of Payment, must be completed by the bidders.

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price  
*SACC Manual* Clause [A0222T](#) (2014-06-26), Evaluation of Price - Canadian / Foreign Bidders

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection- Mandatory Technical Criteria

*SACC Manual* Clause [A0031T](#) (2010-08-16), Basis of Selection- Mandatory Technical Criteria

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## 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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Integrity and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation

In accordance with the [Integrity and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 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 available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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.

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## 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 the Contract.

### 6.2 Statement of Requirement

The Contractor must provide the items detailed under the "Statement of Requirement" at Annex "A".

### 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](#) (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Delivery Date

All the deliverables must be received as per the delivery schedule specified at Annex "A"

#### 6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Adam Tan  
Title: Student Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1650-635 8<sup>th</sup> Ave SW, Calgary, AB

Telephone: (403)-629-0308  
Facsimile: (403)292-5786  
E-mail address: Adam.Tan@pwgsc-tpsgc.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: (To be inserted at contract award)

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.

## 6.6 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 unit price as specified in Annex B for a cost of \$\_\_\_\_\_ (to be determined 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 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price.

### 6.6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments.

### 6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- Visa Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);



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## 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.

## 6.8 Certifications and Additional Information

### 6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.9 Applicable Laws

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

## 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 (2016-04-04), General Conditions – Goods (Medium Complexity);
- (c) Annex A, Statement of Requirement;
- (d) Annex C, Mandatory Technical Evaluation Criteria;
- (e) Annex B, Basis of Payment;
- (f) The Contractor's bid dated \_\_\_\_\_ (To be inserted at Contract award)

## 6.11 SACC Manual Clauses

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

## 6.12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance – No specific Requirement

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## **ANNEX "A"**

### **STATEMENT OF REQUIREMENT**

Parks Canada requires the supply and delivery of 9600 bundles of kiln-dried firewood to Riding Mountain National Park (RMNP) of Canada, Wasagaming, MB.

#### **Firewood Specifications**

All wood must be kiln-dried and certified "pest free"

Wood must be "natural" Poplar, Pine, White Spruce, Maple, Beech or Birch

Wood must be split log (not slabs) cut into lengths not exceeding 15" (38cm)

Wood must all be sawed (not sheared), without splinters

All wood exceeding 18cm / 7" in diameter must be split

All wood must be suitable for use

Wood pieces must be in shrink wrapped or individually bagged bundles and not exceed the following dimensions: 12" X 12" X 15" (30cmx30cmx38cm). Weight: Min: 21lbs (9.5kg) – 1 cu.ft (.03 cu metre) Max: 26lbs (11.8kg) – 2 cu.ft (.06 cu metre)

Elm wood is not permitted. Any load containing Elm wood will be rejected by the Parks Canada Project Authority.

#### **Delivery Requirements**

Firewood must be delivered in four separate deliveries to the RMNP Wasagaming Campground Wood Yard over the course of the camping season (May 8, 2017 – 2400 bundles, June 26, 2017 – 2400 bundles, July 24, 2017 – 2400 bundles and August 21, 2017 – 2400 bundles). The wood must be delivered shrink wrapped on pallets in accordance with the Statement of Requirements. The park (Riding Mountain) will provide an operator (fork lift) to remove the pallets from the back of the delivery vehicle during each specified delivery date. The wood provider is responsible to ensure that the delivery driver arranges and places the pallets in such a way for the park operator to remove them from the back of the vehicle (driver will be required to supply pallet jack). The park operator will ensure the pallets are removed from the delivery vehicle and placed in the wood yard. Delivery will be coordinated by the Contractor and Project Authority to confirm exact dates. Proposed delivery schedule may be adjusted by the Project Authority due to unpredicted usage.

Delivery dates of May 8, 2017, June 26, 2017, July 24, 2017 and August 7, 2017 are estimated with exact dates determined by communication between the Project Authority.

Vehicles must enter and exit the Park via the south entrance (South Gate) on Highway#10 and must take a direct route to the Wood Yard

Triple axle trucks and less permitted on this route only.

No through- access on Highway#10 north of the Maintenance Compound Road is permitted

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All delivered wood must be clean and free of grass, sawdust, snow, dirt, gravel or other foreign matter.  
Contaminated loads will be rejected

Wood must be delivered during normal business hours (8:00 AM - 4:30 PM Monday to Friday) only.  
Contractors must notify the Project Authority at least 24 hours prior to each delivery

It is the responsibility of the Contractor to pile loads where and when requested by the Project Authority

The Project Authority must inspect the quantity and quality of all loads being delivered

**Note:** If a load is rejected by the Project Authority, the Contractor must remove the rejected load from the Park within three hours.

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## ANNEX "B"

### BASIS OF PAYMENT

Firm unit prices, FOB Destination, with delivery and custom duties included, GST/HST excluded, if applicable and will be shown as a separate item on the invoice (if applicable)

Line Item	Description	Quantity (Column A)	Unit of Issue	Unit Price (Column B)	Extended Total (Column C)
01	All inclusive cost for kiln-dried, certified pest-free firewood in accordance with Annex A.	9600	Bundle	\$ _____	\$ _____
Subtotal					\$ _____
Applicable Taxes					\$ _____
Total					\$ _____

## ANNEX "C"

### MANDATORY TECHNICAL EVALUATION CRITERIA

<b><u>Completion and submission of this Mandatory Specification Table is required to be considered responsive and for your bid to be given further consideration.</u></b>			
<b>1. Bidders must record whether they meet (YES) or not meet (NO) each of the specifications.</b>			
<b>Item</b>	<b>Scope of Requirement – the following requirements are mandatory for all Bidders.</b>		
		<b>Bidder Acceptance and Response:</b>	<b>Compliant: (Yes/No)</b>
1.	<p>All kiln dried firewood must be provided in accordance with the following Annex A Firewood specifications:</p> <ol style="list-style-type: none"> <li>All wood must be kiln-dried, suitable for use and certified "pest free"</li> <li>Wood must be "natural" Poplar, Pine, White Spruce, Maple, Beech or Birch.</li> <li>Wood must be split log (not slabs) cut into lengths not exceeding 15" (38cm)</li> <li>Wood must all be sawed (not sheared), without splinters</li> <li>All wood exceeding 18cm / 7" in diameter must be split</li> <li>Wood pieces must be in shrink wrapped or individually bagged bundles and not exceed the following dimensions: 12" X 12" X 15" (30cmx30cmx38cm). Weight: Min: 21lbs (9.5kg) – 1 cu.ft (.03 cu metre) Max: 26lbs (11.8kg) – 2 cu.ft (.06 cu metre)</li> <li>Elm wood is not permitted. Any load containing Elm wood will be rejected by the Parks Canada Project Authority.</li> </ol>	The bidder must demonstrate compliance by providing documentation to demonstrate 1-7 <b>or</b> recording YES or NO in the following Compliant column to support this requirement.	
2.	<p>All kiln dried firewood must be provided in accordance with the delivery requirements defined in Annex A Firewood specifications:</p>	The bidder must demonstrate compliance by recording YES or NO in the following Compliant column to support this requirement.	

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**ANNEX "D" to PART 6.6.4 and 3.1.1 OF THE BID SOLICITATION**  
**ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);