

# **REQUEST FOR QUOTATION**

**FOR**

**LARGE ROUND WHEAT OR BARLEY STRAW BALES**

**Research & Development Centre  
LACOMBE, AB**

**Solicitation # 01R11-18-C022**

Contracting Authority:  
Agriculture and Agri-Food Canada

*(Back of Cover Page)*

## 1. Introduction & Scope

Agriculture & Agri-Food Canada's (AAFC) Research & Development Centre located in Lacombe, AB, requires the supply and delivery of up to **850 Large Round (6ft x 5ft) Wheat or Barley Straw Bales**.

## 2. Requests for Explanations

Direct requests for explanations to:

Natalie O'Neill, Senior Contracting Officer  
Agriculture & Agri-Food Canada

Phone: (306) 523-6561  
Facsimile: (306) 523-6560  
Email: [natalie.oneill@agr.gc.ca](mailto:natalie.oneill@agr.gc.ca)

Any request for explanations regarding this Request for Quotation (RFQ), must be submitted, in writing, to the above on or before 12:00 p.m. CST (local Regina time), **September 14, 2017**. Oral explanations or instructions given will not be binding.

## 3. Modifications

Canada reserves the right to revise or amend this RFQ prior to the submission deadline. Such revisions or amendments, if any, will be announced by addendum or addenda.

## 4. R F Q Submission Deadline

Submissions **MUST** be delivered to and received by the Contracting Authority no later than 2:00 p.m. CST (local Regina time) **September 28, 2017**, at the following location. The envelope containing the Proposal must be addressed / labelled as follows:

Natalie O'Neill, Senior Contracting Officer  
Agriculture & Agri-Food Canada  
Western Service Centre  
300 - 2010 12<sup>th</sup> Avenue  
REGINA SK S4P 0M3

### **RFQ 01R11-18-C022 - ROUND STRAW BALES – Lacombe, AB**

Late submissions will not be considered and will be returned unopened. It is the responsibility of any company or individual submitting a bid to ensure submissions are received by the submission deadline.

**5. Electronic Submissions**

Facsimile or electronic mail submissions will be accepted.

**6. Payment for Submissions**

No payment will be made for a submission in response to this Request for Quotation.

**7. Taxes**

The Goods and Services Tax (GST) and Provincial Sales Tax (PST) are not to be considered an applicable tax for the purposes of this Request for Proposal.

**8. Rejection of Submissions**

Canada reserves the right to reject any and all submissions when such rejection is in the interest of Canada.

**9. Reference Documents**

The following Appendix is enclosed:

- A - General Terms and Conditions
- B – Submission Format
- C – Evaluation Method
- D - Certification Requirements

The following Annexes are enclosed:

- A - Requirement
- B - Bid Document

## GENERAL TERMS AND CONDITIONS

## APPENDIX A

1. This order, including these general terms and conditions, forms the entire contract between the Government of Canada and the contractor and no variation thereof, irrespective of the wording or terms of the contractor's acceptance, will be effective unless specifically agreed to in writing by the Government of Canada. No local, general or trade customs shall be deemed to vary the terms thereof. Where the context requires, the word "goods" is to be read as including services.
2. Goods will be received by the Government of Canada subject to final inspection and acceptance by the consignee specified in this order or if not so specified, by any person authorized by the Government of Canada. Goods found to be defective or not in compliance with the specifications may be returned to the contractor at the contractor's expense.
3. In supplement of and not by way of substitution for the terms of the specifications or any warranty stipulated or implied by law and notwithstanding prior acceptance by the Government of Canada, the contractor shall at any time within its standard warranty period, at its own expense replace any goods which are or become defective as a result of faulty or inefficient manufacture, materials or workmanship. The contractor shall state its standard warranty period and related terms and conditions at time of delivery.
4. The contractor warrants that it has the right to use and sell any patented devices or parts used in the goods purchased and agrees to indemnify the Government of Canada against any claims for royalties, license fees or other claims or demands by reason of the use or sale thereof, whether or not any such devices or parts are specified by the Government of Canada or used by the contractor in the goods purchased without such specifications.
5. The goods shall be at the risk of the contractor who shall bear all loss or damage, from whatsoever cause arising, which may occur to the goods, or any part thereof, until delivered to the Government of Canada. The Government of Canada reserves the right to change the place of delivery at any time prior to actual shipment provided that the contractor shall be entitled to be reimbursed for any actual increased cost, or shall reduce the prices to the extent of any decreased cost, arising out of such change.
6. Goods must be new and unused unless specified otherwise herein and delivered strictly in accordance with the quantities, specifications and terms and conditions of this order. Time shall be of the essence of this order.
7. The prices are F.O.B. destination and include all charges for packing, loading, unloading and transportation unless otherwise specified herein. Should the contractor prepay transportation charges which are payable by the Government of Canada under the terms of this contract these charges are to be shown as a separate item on the invoice.

8. If carload shipment, shipping notices must be sent immediately to the Government of Canada showing car number, initial and routing. Car service will be deducted for all cars that reach the Government of Canada without shipping notice.
9. The Government of Canada reserves the right to cancel or purchase elsewhere, any portion of this order that is not delivered by the date required for this order.
10. Unless otherwise specified in this order, payment will only be made in Canadian funds within thirty (30) days following presentation of invoices or progress claim forms PWGSC 1111, or within thirty (30) days following delivery of the goods, whichever is later, payment will only be calculated from the date when both the goods and acceptable invoices or progress claims forms are received by the Government of Canada. The Government of Canada hereby undertakes to pay interest on overdue accounts, calculated in accordance with section 12.2.6 concerning Payments under the Treasury Board Contracting Policy.
11. The prices shown on this order are final.
12. No Member of the House of Commons of Canada shall be admitted to any share or part of this contract or any benefits to arise therefrom.
13. This agreement shall enure to the benefit of, and shall be binding upon the successors and assigns of the Government of Canada and the contractor respectively provided that the contractor shall not assign this agreement or any part of the development without the prior written consent of the Government of Canada, and any assignment made without such consent shall be of no effect.
14. All specifications, drawings, samples, patterns and dies furnished to the contractor by the Government of Canada for use in respect of the order shall be deemed to be owned by the Government of Canada and shall be returned to the Government of Canada at the expense of the contractor when requested.
15. Integrity Provision  
The Ineligibility and Suspension Policy (the "Policy") and all related Directives incorporated by reference into the bid solicitation on its closing date are incorporated into, and form a binding part of the Contract. The Contractor must comply with the provisions of the Policy and Directives, which can be found on Public Works and Government Services Canada's website at *Ineligibility and Suspension Policy*.

## SUBMISSION FORMAT

## APPENDIX B

THE FOLLOWING SUBMISSION FORMAT IS PREFERRED:

The Submission must be in two (2) separate sealed Envelopes, or Email Attachments, as follows:

- 1.0** The first envelope / email attachment labelled **RFQ 01R11-18-C022 – ROUND STRAW BALES – Lacombe, AB** MUST INCLUDE one (1) Original of each of the following:
  - A. Annex A - REQUIREMENT
  - B. Appendix D - CERTIFICATION REQUIREMENTS
  
- 2.0** The second envelope / email attachment labelled **BID DOCUMENT - RFQ 01R11-18-C022 – ROUND STRAW BALES – Lacombe, AB** MUST INCLUDE one (1) Original of:
  - A. Annex B - BID DOCUMENT
    - The cost shall be in Canadian funds and exclusive of any applicable Taxes.

## EVALUATION METHOD

## APPENDIX C

Bids received will be assessed in accordance with the entire requirements of the Bid Solicitation including the Evaluation criteria specified below:

### Mandatory Evaluation

It is understood by the parties submitting proposals that, to be considered compliant, a proposal must meet all the MANDATORY specifications as outlined in Annex A of this document.

Accordingly, only the compliant proposals will be given further consideration.

### Financial Evaluation

Your price proposal must be submitted using Bid Document – Annex B

Price Proposals will be assessed as follows:

Step 1 - For each line item - Quantity x Unit price = Extended Cost (Total)

Step 2 - Aggregate of Extended Totals - Evaluated Offer

Evaluation Procedure - All bidders will be assessed and accepted on a low aggregate basis. Low aggregate will be determined by extending and totaling the unit prices. The lowest responsive bidder will be recommended for Contract award. In the event that two or more price proposals are received with the same “lowest price”, then the earliest available date for delivery will be considered.

Multiple Contracts may be awarded depending on availability.



**CERTIFICATION REQUIREMENTS**

**APPENDIX D**

**1) ACCEPTANCE OF AGRICULTURE & AGRI-FOOD CANADA'S TERMS AND CONDITIONS**

The Proposer will accept Agriculture & Agri-Food Canada's terms and conditions. See 'Appendix A' - General Terms and Conditions' to form part of the Resulting Contract

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2) VALIDITY OF PROPOSAL**

It is requested that proposals submitted in response to this RFQ be:

- (a) valid in all aspects, including price, for not less than 60 Days from the closing date of this RFQ; and,
- (b) signed by an authorized representative of the Bidder in the space provided below and,
- (c) provide the name, telephone number, etc of the representative who may be contacted for clarification or other matters relating to the Bidder's proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NAME (Print): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(including Postal code) \_\_\_\_\_

PHONE #: \_\_\_\_\_

FAX #: \_\_\_\_\_

GST / Business #: \_\_\_\_\_

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

### 3) INTEGRITY PROVISIONS

1. Ineligibility and Suspension Policy (the “Policy”), and all related Directives (2016-04-04), are incorporated by reference into, and form a binding part of the procurement process. The Supplier must comply with the Policy and Directives, which can be found at Ineligibility and Suspension Policy.
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the procurement process, the Supplier must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
  - b. with its bid / quote / proposal, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at Declaration form for procurement.
4. Subject to subsection 5, by submitting a bid / quote / proposal in response a request by AAFC, the Supplier certifies that:
  - a. it has read and understands the Ineligibility and Suspension Policy;
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Supplier or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its bid / quote / proposal a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.

5. Where a Supplier is unable to provide any of the certifications required by subsection 4, it must submit with its bid/ quote / proposal a completed Integrity Declaration Form, which can be found at Declaration form for procurement.
6. Canada will declare non-responsive any bid / quote / proposal in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Supplier provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Supplier to be ineligible for award of a contract for providing a false or misleading certification or declaration.

**LIST OF NAMES:**

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

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

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


**CERTIFICATION:**

I \_\_\_\_\_ (Suppliers name) understand that any information I submit in order for the department to confirm my eligibility to receive a contract may be shared and used by AAFC and /or PSPC as part of the validation process, and the results of verification may be publicly disseminated. Moreover, I am aware that any erroneous or missing information could result in the cancellation of my bid as well as a determination of ineligibility/suspension.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REQUIREMENT**

**ANNEX A**

**ROUND STRAW BALES – Lacombe, AB**

For the supply and delivery of UP TO 850 LARGE ROUND WHEAT OR BARLEY STRAW BALES in accordance with the specifications detailed herein to Agriculture & Agri-Food Canada’s Lacombe Research and Development Centre as outlined in Annex B, Bid Document.

Bidders may submit an offer on some or all 850 bales.

Moisture content must be low enough to permit storage without heating or mold development. The successful Bidder's bales may be tested to verify moisture.

Bidders must show compliance by checking opposite each of the line specifications, whether or not the straw bales offered meet the requirements. Where weight, dimensions or other characteristics are shown as approximate or not less than, the bidder shall indicate the manufacturer’s figures. Any deviations, deletions or variations from the following specifications are to be noted by the bidder.

**AAFC Responsibility:**

AAFC will supply equipment and labour for off-loading bales.

**MANDATORY SPECIFICATIONS**

	<b>Compliance</b>	
	<b><u>Met</u></b>	<b><u>Not Met</u></b>
A. Bales Must be made of straw grown and baled in the 2017 year	_____	_____
B. Bales Must be wrapped sufficiently to allow handling	_____	_____
C. Bales Must be as close to 5’ wide and 6’ high as possible	_____	_____
D. Bales Must have a solid core	_____	_____
E. Bales Must be either Barley or Wheat Straw	_____	_____
F. Bales must be dry enough to prevent mold (under 20% moisture)	_____	_____

**BID DOCUMENT**

**ANNEX B**

**Solicitation # 01R11-18-C022 – ROUND STRAW BALES – Lacombe, AB**

Firm unit price (GST not applicable), FOB Destination, including all delivery charges. Farm Operations Manager will require 48 hours' notice prior to delivery.

**To supply and deliver to:**

Lacombe Research & Development Centre  
40222 Range Road 27-1  
Lacombe County, AB

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total</u>
001	<b>Large Round Straw Bales</b>	Each	_____	\$ _____	\$ _____

Delivery is desirable on or before December 1, 2017.

Bidders are asked to indicate earliest available date for delivery: \_\_\_\_\_