

APPENDIX “A” - OFFER OF SERVICES

OFFER SUBMITTED BY: _____
(Name of Company)

(Complete Address)

GST Number _____ **BIN Number** _____

Telephone Number: _____
Fax Number: _____
Contact Person: _____
Email Address: _____

1.0 The Undersigned (hereinafter referred to as “the Contractor”) hereby offers to Her Majesty the Queen in Right of Canada (hereinafter referred to as “Her Majesty”) as represented by the Minister of Transport (hereinafter referred to as “the Minister”) to furnish all necessary expertise, supervision, materials, 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”.

2.0 The Contractor hereby offers 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”, attached hereto and entitled “Offer of Services”;
- (ii) Document marked Appendix “B”, attached hereto and entitled “Terms of Reference”;
- (iii) Document marked Appendix “C”, attached hereto and entitled “General Conditions”.

3.0 Cost Proposal

3.1 Professional Services and Associated Costs

The Contractor shall tender an all-inclusive per diem rates for the conduct of all work as described in the Terms of Reference. All rates are in Canadian Funds.

For evaluation purposes use the following table:

The firm per diem rate will apply to all report types mentioned in the Terms of Reference.

Contract Year 1

Resource Category	Estimated level of effort	Per Diem	Total
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Senior Consultant	4.5 days	\$	\$
Intermediate Consultant	16 days	\$	\$
	20.5 days	Total Evaluated Price	\$

Contract Year 2

Resource Category	Estimated level of effort	Per Diem	Total
Senior Consultant	4.5 days	\$	\$
Intermediate Consultant	16 days	\$	\$
	20.5 days	Total Evaluated Price	\$

Contract Year 3

Resource Category	Estimated level of effort	Per Diem	Total
Senior Consultant	4.5 days	\$	\$
Intermediate Consultant	16 days	\$	\$
	20.5 days	Total Evaluated Price	\$

Contract Year 4

Resource Category	Estimated level of effort	Per Diem	Total
Senior Consultant	4.5 days	\$	\$
Intermediate Consultant	16 days	\$	\$
	20.5 days	Total Evaluated Price	\$

Contract Year 5

Resource Category	Estimated level of effort	Per Diem	Total
Senior Consultant	4.5 days	\$	\$
Intermediate Consultant	16 days	\$	\$
	20.5 days	Total Evaluated Price	\$

Contract Year 6

Resource Category	Estimated level of effort	Per Diem	Total
Senior Consultant	4.5 days	\$	\$
Intermediate Consultant	16 days	\$	\$
	20.5 days	Total Evaluated Price	\$

Contract Year 7

Resource Category	Estimated level of effort	Per Diem	Total
Senior Consultant	4.5 days	\$	\$

Intermediate Consultant	16 days	\$	\$
	20.5 days	Total Evaluated Price	\$

Option Year 1

Resource Category	Estimated level of effort	Per Diem	Total
Senior Consultant	4.5 days	\$	\$
Intermediate Consultant	16 days	\$	\$
	20.5 days	Total Evaluated Price	\$

Option Year 2

Resource Category	Estimated level of effort	Per Diem	Total
Senior Consultant	4.5 days	\$	\$
Intermediate Consultant	16 days	\$	\$
	20.5 days	Total Evaluated Price	\$

Total evaluated Price: _____

The maximum points the price component can receive is 30 points, and the points will be awarded as follows:

$$\text{FINANCIAL SCORE} = \frac{\text{Lowest TOTAL ESTIMATED COST (\$)}}{\text{Bidder's TOTAL ESTIMATED COST (\$)}} \times 30$$

3.2 Federal Goods and Services Tax (GST) and Harmonized Sales Tax (HST)

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

4.0 Appropriate Law

Any Standing Offer and call-up 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/Territory of Ontario, Canada.

5.0 Tender Validity

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

6.0 Proposal Documents

The Contractor herewith submits the following:

- (a) A proposal in **four (4)** copies to undertake to undertake the work in accordance with the

requirements detailed in the Request for Proposal documents.

(b) Two (2) copies of this Offer of Services, duly completed and signed.

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

7.0 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 _____, 2017
In the presence of

Per _____
NAME OF COMPANY

Per _____
(Signing Officer and Position)

(Signature of Witness)

Per _____
(Signing Officer and Position)

(Signature of Witness)