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Annex "A" – Statement of Requirement

Annex "B" – Mandatory Criteria and Evaluation Plan

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Requirement and the Mandatory Criteria and Evaluation Plan.

### **1.2 Summary**

1.2.1 The Canadian Coast Guard (CCG) Quebec Region would like to set up supply arrangements for temporary and punctual specific marine navigation services in accordance with the Statement of Requirement (SoR) - Annex "A". The targeted services are:

- (a) Icebreaking and Ice Navigation
- (b) Removing ice from buoys
- (c) Icebreaking and vessel assistance
- (d) Stabilizing vessels in distress
- (e) Towing
- (f) Assistance in the event of fire aboard a vessel

1.2.2 This RFSA will establish a list of qualified Suppliers having one or all of the required capacities and competencies.

1.2.3 The Supply Arrangements will have no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use them.

1.2.4 The requirement is subject to the provisions of the Canadian Free-Trade Agreement (CFTA).

1.2.5 The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian goods and/or services or may be limited to Canadian goods and/or services.

1.2.6 The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users in the following intervention regions in the Province of Ontario. No activities will be completed in areas subject to Comprehensive Land Claims Agreements (CLCAs).

- a) Thunder Bay – Superior Lake
- b) Sault Ste. Marie
- c) Sarnia – Huron Lake
- d) Windsor – Saint Clair Lake
- e) Port Colborne – Erie Lake
- f) Burlington – Ontario Lake

### **1.3 Canadian Content**

The services covered by the Supply Arrangement may be limited to Canadian services as defined in clause A3050T.

*SACC Manual* clause A3050T, 2014-11-27 - Canadian Content Definition

### **1.4 Debriefings**

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - SUPPLIER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The **2008**, 2017-04-27, Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

### **2.2 Submission of Arrangements**

Arrangements 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 Request for Supply Arrangements.

### **2.3 Federal Contractors Program for Employment Equity - Notification**

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

## 2.4 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than seven (7) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

## 2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

## PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

Canada requests that Suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement – One hard or soft copy on USB key

Section II: Certifications and additional information – One hard or soft copy on USB key

*Note: Sections can be on same USB key.*

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that Suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

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, Suppliers 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 Arrangement**

Suppliers must submit their technical arrangement in accordance with the Part 4, **4.1.1 Technical Evaluation – Mandatory Criteria**.

**Section II: Certifications and Additional Information**

Suppliers must submit the certifications and additional information required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

**4.1.1 Technical Evaluation - Mandatory Criteria**

Suppliers must demonstrate they can provide the services in the sector where he intends to intervene (see Annex "A" – Service Level). Suppliers must complete and provide all documentation and information requested in the Annex "B" – Mandatory Criteria and Evaluation Plan.

**4.2 Basis of Selection**

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive. The technical criteria will be evaluated to issue Supply Arrangements (SA). Financial criteria will be evaluated during the Request for Proposals process and before contract award.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority will render the arrangement non-responsive, or constitute a default under the Contract.

### **5.1 Certifications Required with the Arrangement**

Suppliers must submit the following duly completed certifications as part of their arrangement.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to the Issuance of a Supply Arrangement**

The certifications listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to provide the listed certifications within the time frame provided will render the arrangement non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 Status and Availability of Resources**

*SACC Manual* clause S3005T, 2008-12-12, Status and Availability of Resources.

#### **5.2.3 Education and Experience**

*SACC Manual* clause S1010T, 2008-12-12, Education and Experience

#### **5.2.4 Health and safety Certificate (Certificate of commitment CNESST)**

Suppliers certify they are in compliance with all federal, provincial/territorial legislations relevant to health and safety in the workplace. Suppliers must execute all prescribed activities and put in place measures in order to ensure the health and safety of their employees at all time. Suppliers must submit their certificate of commitment.

#### **5.3 Additional Information Required Precedent to the Issuance of a Supply Arrangement**

The additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of the additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to provide the additional information listed below within the time frame provided will render the arrangement non-responsive.

##### **5.3.1 Vessel Certificates**

Suppliers must provide the certificates of the vessels that will be used for the service they intend to provide under their arrangement. The certificates are identified in the Annex "B", Criteria O.2 Certification and the Table 2, Criteria O.4 Vessel Master's Qualifications and the Table 4, d).

## **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

### **A. SUPPLY ARRANGEMENT**

#### **6.1 Arrangement**

The Supply Arrangement covers the Work described in the Statement of Requirement (SoR).

#### **6.2 Security Requirements**

**6.2.1** There is no security requirement applicable to the Supply Arrangement.

#### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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**

2020, 2017-09-21, General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

##### **6.3.2 Supply Arrangement Reporting**

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements that will be provided at a later date. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than **15 calendar days** after the end of the reporting period.

#### **6.4 Term of Supply Arrangement**

##### **6.4.1 Period of the Supply Arrangement**

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins immediately after issuance of Supply Arrangements.

#### **6.4.2 Comprehensive Land Claims Agreements (CLCAs)**

The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users in the following intervention regions in the Province of Ontario. No activities will be completed in areas subject to Comprehensive Land Claims Agreements (CLCAs).

- a) Thunder Bay – Superior Lake
- b) Sault Ste. Marie
- c) Sarnia – Huron Lake
- d) Windsor – Saint Clair Lake
- e) Port Colborne – Erie Lake
- f) Burlington – Ontario Lake

#### **6.5 Authorities**

##### **6.5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

Chantal Pilon  
Supply Team Leader  
Public Services and Procurement Canada  
Acquisitions Branch  
Marine Emergency Response Division  
Promenade du Portage  
11 Laurier Street, 6C2  
Gatineau, Quebec K1A 0S5

Telephone: 819-420-2914  
E-mail address: chantal.pilon@pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

##### **6.5.2 Supplier's Representative** *(will be provided at the issuance of arrangements)*

Name:  
Title:

Phone:  
Email:

#### **6.6 Identified Users**

The Identified User is the Department of Fisheries and Oceans for the Canadian Coast Guard - Québec Region.

## **6.7 On-going Opportunity for Qualification**

A Notice will be posted two (2) times a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

## **6.8 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 the Supply Arrangement;
- (b) the general conditions **2020**, 2017-09-21, General Conditions - Supply Arrangement - Goods or Services;
- (c) Annex "A" - Statement of Requirement (SoR);
- (d) Annex "B" - Mandatory Criteria and Evaluation Plan;
- (e) the Supplier's arrangement dated \_\_\_\_\_.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

### **6.9.2 Updates and renewal**

The Supplier must provide to the Supply Arrangement Authority all updates and/or renewal of the certifications during the period of the SA and all contracts resulting from the SA that extend over the period of the SA.

## **6.10 Applicable Laws**

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

## **B. BID SOLICITATION**

### **6.1 Bid Solicitation Documents**

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) 2003, Standard Instructions - Goods or Services - Competitive Requirements; or 2004, Standard Instructions - Goods or Services - Non-competitive Requirements;

" Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 or 2004) incorporated by reference above is deleted in its entirety and replaced with the following:

at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."

- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) financial capability;
- (g) certifications;
  - *Federal Contractors Program (FCP) for Employment Equity – Notification;*
  - *Price/Rate Certification;*
  - *Integrity Provisions - Declaration of Convicted Offences, and*
  - *Others, as applicable.*
- (h) conditions of the resulting contract.

## **6.2 Bid Solicitation Process**

Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

The bid solicitation will be sent directly to the pre-qualified Suppliers within the category of service required.

Bids will be submitted to the representative of Canada identified in the solicitation by the date, time and place indicated on page 1 of the Bid Solicitation.

The identified user is responsible for bid solicitation process and contract award up for services up to **\$10,000.00** taxes included, and PWGSC for requirements over the specified amount.

## **C. RESULTING CONTRACT CLAUSES**

### **6.1 General**

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions **2029** will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions **2010C** will apply to the resulting contract;
- (c) **HC** (for high complexity requirements), general conditions **2035** will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

**Statement of Requirement**

*Suppliers must contact the SA Authority to receive a copy of the Statement of Requirement.*

## Annex “B”

### Mandatory Criteria and Evaluation Plan

To be issued a Supply Arrangement, Suppliers must meet all the mandatory requirements identified below.

| Criteria                           | Description   |
|------------------------------------|---|
| <b>O.1<br/>Supplier Experience</b> | <p>The Supplier must demonstrate that it has performed at least two similar projects (or contracts) in the area of service in the past five (5) years, to the satisfaction of the client. By definition, a similar project is a completed project which is part of the following list:</p> <ul style="list-style-type: none"><li>a) Towing a vessel of 20,000 gross tonnage or more, and/or</li><li>b) Icebreaking: harbour or river operation, and/or</li><li>c) Stabilization of vessels in difficulty, and/or</li><li>d) Response in a marine disaster, and/or</li><li>e) Assistance in the event of a fire on board a vessel, and/or</li><li>f) Firefighting response exercise with a government authority.</li></ul> <p>The Supplier must complete and provide the Table 1. One table per project.<br/>The Government of Canada reserves the right to verify the information provided with the client. If the client gives a negative reference, the project will not be considered.</p> |
| <b>O.2<br/>Certification</b>       | <p>The vessels proposed by the Supplier must be compliant with the ISM Code, hold a Transport Canada certification or hold a certification from an organization recognized by Transport Canada, as well as the necessary certifications required for the services offered.</p> <p>The Supplier must complete and provide the Table 2 and provide a copy of each applicable certificate. One table per vessel.</p>   |

| Criteria  | Description   |
|---|---|
| <p align="center"><b>O.3</b></p> <p><b>Response capacity:</b></p>             | <p>The Supplier must demonstrate that it can provide the services in the area in which it intends to respond.</p> <p>To demonstrate this, the vessels must have the following minimum characteristics:</p> <ul style="list-style-type: none"> <li>a) a minimum power of 2,500 kW for icebreaking work;</li> <li>b) a tow boat certificate and a valid towing certificate (20 tonnes and more) from Transport Canada, or an agency recognized by Transport Canada, for towing work;</li> <li>c) a certified Class ½ FiFi system and more (certificate issued by Transport Canada or a recognized agency) for firefighting operations.</li> </ul> <p>The Supplier must complete and provide the Table 3. One table per vessel.</p>  |
| <p align="center"><b>O.4</b></p> <p><b>Vessel master's qualifications</b></p> | <p>The Supplier must provide the curriculum vitae of vessel masters demonstrating that they meet the following criteria:</p> <ul style="list-style-type: none"> <li>a) For navigation in ice: the vessel master must have three months of experience (consecutive or not) or more as a vessel master or as the second officer navigating in ice in the last three years.</li> <li>b) For towing: the vessel master must have 12 months of experience (consecutive or not) or more as vessel master of a tug in the last three years.</li> <li>c) For firefighting tasks: the vessel master must have 12 months of experience (consecutive or not) as a vessel master on a ship with a FiFi system in the last 10 years.</li> <li>d) For stabilization tasks or a response to a vessel in difficulty: the vessel master must have responded to an emergency situation in the last 10 years or must hold at least a Certificate of Competency; Master 500 gross tonnage, Domestic with STCW endorsement. Provide a description of the events.</li> </ul> <p>The Supplier must complete and provide the Table 4.</p> |

## Criteria O.1 Supplier Experience – Table 1

|  |                  |                |
|--|------------------|----------------|
| Project No.1 - Title of project              |                  |                |
| Nature of service (According to list in O.1) |                  |                |
| Project duration                             | Start of project | End of project |
|  |                  |                |
| Project value                                |                  |                |
| Towed vessel (if applicable)                 |                  |                |
| Project description                          |                  |                |
|  |                  |                |
| Client information                           |                  |                |
| Name   |                  |                |
| Telephone number                             |                  |                |
| Email address                                |                  |                |

**Table 1 (continued)**

|   |                  |                |
|---|------------------|----------------|
| Project No.2 - Title of project                 |                  |                |
| Nature of service<br>(According to list in O.1) |                  |                |
| Project duration                                | Start of project | End of project |
|   |                  |                |
| Project value                                   |                  |                |
| Towed vessel (if applicable)                    |                  |                |
| Project description                             |                  |                |
|   |                  |                |
| Client information                              |                  |                |
| Name  |                  |                |
| Telephone number                                |                  |                |
| Email address                                   |                  |                |

## O.2 Certification - Table 2

| Vessel certification  |  |
|---|--|
| <b>Vessel name</b>  |  |
|   |  |
| <b>Certifications</b>   |  |
| International Safety Management (ISM) Code Compliance Certificate   |  |
| Inspection certificate issued by Transport Canada or the Classification Society for vessels used in this contract |  |
| Tow boat certificate issued by Transport Canada   |  |
| Certification of proficiency for sailing in the waters covered by this contract                                   |  |
| Hoisting equipment certification  |  |
| Radio operator's certificate/licence  |  |
| FiFi certificate  |  |

### O.3 Response capacity - Table 3

|   |     |                           |                        |                    |  |
|---|-----|---------------------------|------------------------|--------------------|--|
| Vessel Name   |     |                           |                        |                    |  |
| Vessel's registration number  |     |                           |                        |                    |  |
| Area of operation   |     |                           |                        |                    |  |
|   |     |                           |                        |                    |  |
|   |     |                           |                        |                    |  |
| Towing strength   |     |                           | Capacity in tonnes     |                    |  |
| FiFi system or equivalent class #:  |     | Pump (m <sup>3</sup> /hr) |                        | Number of monitors |  |
| Hoisting devices - If more than one device is on the vessel, indicate the smallest capacity         |     |                           | Capacity in kg         |                    |  |
| Vessel's speed in open water  |     |                           | Vessel's power in kW   |                    |  |
| <b>The tasks that the Supplier wishes to perform with this vessel (Please confirm in the boxes)</b> |     |                           |                        |                    |  |
|   | YES | NO                        | Additional information |                    |  |
| For icebreaking and navigation in ice, see 7.2.3, 7.2.3.1, 7.2.3.2 and 7.2.3.3                      |     |                           |                        |                    |  |
| For buoy de-icing, see 7.2.2 and 7.2.2.1  |     |                           |                        |                    |  |
| For stabilizing vessels in distress (tug boat), see 7.2.4   |     |                           |                        |                    |  |
| For towing, see 7.2.5   |     |                           |                        |                    |  |
| For firefighting assistance, see 7.2.6 and 7.2.6.1  |     |                           |                        |                    |  |

## O.4 Vessel Master's Qualifications - Table 4

|  |  |                           |                         |
|--|--|---------------------------|-------------------------|
| Vessel master's name   |  |                           |                         |
| Certificate of Competency  |  |                           |                         |
| Area of operation  |  |                           |                         |
|  |  |                           |                         |
|  |  |                           | <b>Number of months</b> |
| a)   | Number of months of experience as vessel master of a tow boat  |                           |                         |
| b)   | Number of months of experience in ice navigation as a vessel master  |                           |                         |
| c)   | Number of months of experience as master of a vessel with a FiFi system  |                           |                         |
|  |  |                           |                         |
| d)   | Master 500 Gross Tonnage, domestic with STCW endorsement   |                           |                         |
|  | Stabilization of a vessel or response to a vessel in difficulty –<br><b>To be completed if certificate is not provided</b> |                           |                         |
| <b>Title of project</b>  |  |                           |                         |
| Date of project  |  | Name of stabilized vessel |                         |
| Description of an event or project. Provide a description (emergency situation). |  |                           |                         |
|  |  |                           |                         |
| Contact information for the vessel master's employer                             |  | Name                      |                         |
|  |  | Telephone number          |                         |
|  |  | Email address             |                         |