



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
PART 2 - OFFEROR INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF OFFERS	5
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS	5
2.4 APPLICABLE LAWS.....	5
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	6
3.1 OFFER PREPARATION INSTRUCTIONS.....	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	8
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER	8
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	8
5.3 ADDITIONAL CERTIFICATIONS PRECEDENT TO ISSUANCE OF A STANDING OFFER.....	9
PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	10
A. STANDING OFFER	10
6.1 OFFER.....	10
6.2 SECURITY REQUIREMENTS	10
6.3 STANDARD CLAUSES AND CONDITIONS.....	10
6.4 TERM OF STANDING OFFER	10
6.5 AUTHORITIES	11
6.6 IDENTIFIED USERS.....	11
6.7 CALL-UP INSTRUMENT.....	11
6.8 CALL-UP PROCEDURES	11
6.9 LIMITATION OF CALL-UPS	12
6.10 FINANCIAL LIMITATION.....	12
6.11 PRIORITY OF DOCUMENTS	12
6.12 CERTIFICATIONS AND ADDITIONAL INFORMATION - COMPLIANCE	12
6.13 APPLICABLE LAWS.....	12
B. RESULTING CONTRACT CLAUSES	13
7.1 REQUIREMENT	13
7.2 STANDARD CLAUSES AND CONDITIONS.....	13
7.3 DELIVERY DATE	13
7.4 PAYMENT	13
7.5 INVOICING INSTRUCTIONS	13
7.6 SACC MANUAL CLAUSES	14

7.7	PREPARATION FOR DELIVERY - PACKAGING AND CRATING	14
7.8	DELIVERY POINTS.....	14
7.9	SHIPPING INSTRUCTIONS – DELIVERY AT DESTINATIONS	14
ANNEX A – REQUIREMENT		15
ANNEX B - BASIS OF PAYMENT		18
ANNEX C - QUARTELY REPORT TEMPLATE.....		19

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer 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 offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; and |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, the Basis of Payment and the Quarterly Report Template.

1.2 Summary

- 1.2.1 The requirement is for the provision of hard-sided shelters for Parks Canada. These shelters are intended to be used in parks for emergency shelter by visitors or staff when they are in remote and isolated location within the park.

Canada seeks to establish a three (3) years National Individual Standing Offer (NISO) with the possibility to extend the period up to two (2) additional one-year periods.

Parks Canada will required two sizes; the Small (125 to 200 square feet) and the Large (300 to 400 square feet).

The estimated quantities is 5 units of each size per year. The maximum quantity for the whole period is 50 units, which represent 25 small units and 25 large units. The estimated quantities must not be interpreted as actual quantities.

Upon request, the successful Offeror shall provide the pre-fabricated shelters in accordance with the requirement in Annex A. The Shelters must be capable of breaking down into modular components for transportation. Each unit will require packaging and crating to transport to various locations across Canada. Shelters must be simple and easy to assemble using basic tools and provide the option to be easily disassembled and moved to other locations.

Solicitation No. - N° de l'invitation
5P041-170401/A
Client Ref. No. - N° de réf. du client
5P041-170401

Amd. No. - N° de la modif.
File No. - N° du dossier
hl653.5P041-170401

Buyer ID - Id de l'acheteur
hl653
CCC No./N° CCC - FMS No./N° VME

1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

1.2.3 The Request for Standing Offers (RFSO) is to establish a National Individual Standing Offers for the delivery of the requirement detailed in the RFSO, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Offers

Offers 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 Standing Offers.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Québec.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1hard copy)
Section II: Financial Offer (1hard copy)
Section III: Certifications (1 hard copy)

Prices must appear in Annexe B – Basis of payment. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (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 Standing Offers.

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, offerors 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Offerors must clearly demonstrate, using plans, drawings, photos, detailed calculations and/or an engineer-approved report, that their proposals meet the requirements outlined in Annex A – Requirement. If unable to provide an engineer-approved report, Bidders must provide a description, full specifications, or technical data sheets of the main materials used, to show that they satisfy the requirements.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B - Basis of Payment.

3.1.1 Exchange Rate Fluctuation

C3011T (2013-11-16), Exchange Rate Fluctuation

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

All offers must be completed in full and provide all of the information requested in the Request for Standing Offers to enable full and complete evaluation.

4.1.1.1 Mandatory Technical Criteria

- a) The Offeror must provide documentation with their offer showing how they meet the specifications and requirements detailed in Annex "A"; and
- b) The Offeror must submit with its offer the technical drawings of the proposed shelters for both sizes, Small and Large.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

To be considered, the offeror must provide prices for both types of shelter, small and large.

- a) The Offeror must submit Firm Unit prices in Canadian funds for the first three (3) years for all items listed in Annex B - Basis of Payment, as follow:
 - applicable Taxes excluded;
 - all applicable Canadian Customs Duties and Excise taxes are to be included in the firm unit price;
 - the delivery and transportation costs to destination are not to be included in the firm unit price.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet the requirements detailed in the Annex A, to be declared responsive. The responsive offer with the lowest evaluated price on an aggregate basis will be recommended for issuance of a standing offer.

The aggregate price includes the cost of the first 3 years for Items 001 and 002. The optional periods are not included.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer 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 Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.3.1 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

- A) The Offeror certifies that the Bidder is registered or meets ISO 14001.

Offeror's Authorized Representative Signature

Date

OR

- B) The Offeror certifies that the Offeror meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Offeror must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Bidders' Authorized Representative Signature

Date

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

6.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer 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

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex C – Quarterly Report Template. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer – 3 years

Call-ups against this Standing Offer may be made from the date of issuance of the Standing Offer until the month / day / 2021. (The month and day will be disclosed on the issuance of the Standing Offer).

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one-year periods, under the same conditions and at the prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

6.5 Authorities

6.5.1 Standing Offer Authority and Contracting Authority

Name: Susie Boudreau – Supply Specialist
Public services and Procurement Canada
Acquisition Branch
Logistics, Electrical, Fuel and Transportation Directorate
Portage III, 7A2, 11 Laurier Street,
Gatineau, QC K1A 0S5
Telephone: 873-469-4826 E-mail: Susie.boudreau@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. As Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative

Person to contact for:

General Enquiries

Name: _____
Telephone No.: _____
Facsimile No.: _____
E-mail address: _____

Delivery Follow-up

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Parks Canada.

6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User using form PWGSC-TPSGC 942, Call-up against a Standing Offer.

6.8 Call-up Procedures

All Call-Ups for the Standing Offer will be submitted by the Project Authority for the department for which the work is required.

Where an estimate of the cost of performing specific work is required:

- a) The Project Manager must provide to the Offeror a full description of the work to be done;
- b) The Offeror must provide the project manager with a detailed estimate costs for the performance of the work in question in accordance with the pricing provisions of the Standing Offer. The transportation cost must be provided at cost, without any compensation for profit and must be shown as a separate item;
- c) The Bidder must not undertake any of the specified Work until a Call-up is issued by the Project Manager;
- d) The estimated costs in a call-up must not be exceeded without the prior written authorization of the Project Manager;
- e) Costs incurred prior to receiving a signed call-up cannot be charged to the Standing Offer;
- f) Service charges cannot be charged or billed to designated users without prior written authorization; and
- g) The Project Manager is not required to pay for any service for which he has not issued a written request and received a quote.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$200,000.00 (Applicable Taxes included).

6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of (to be disclosed at the issuance of the Standing Offer) \$_____ (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2016-04-04), General Conditions – goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Quarterly Report Template; and
- h) the Offeror's offer dated _____.

6.12 Certifications and Additional Information - Compliance

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

6.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Requirement

The Contractor must provide the items detailed in the call-up.

7.2 Standard Clauses and Conditions

2010A (2016-04-04), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

7.3 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 Payment

7.4.1 Basis of Payment – Firm unit prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex "B". 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.

7.4.2 Prepaid Transportation Costs

The Contractor must prepay transportation costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

The Contractor will be reimbursed for the authorized transportation at cost, without any allowance for profit and/or administrative. All payments are subject to government audit.

7.4.3 Terms of Payment

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

7.5 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 Project Authority identified in the Call-up against the Standing Offer for certification and payment.

7.6 SACC Manual Clauses

The following terms and conditions are incorporated herein

SACC Reference	Section	Date
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance - No Specific requirement	2016-01-28

7.7 Preparation for Delivery - Packaging and Crating

The Packaging and the Crating costs are included in the unit price.

1. Transportation of the shelter to the delivery location may require shipping by plane or searift. As such the units must be packaged and crated to protect the components during transportation by air, land or sea.
2. The Contractor must ensure crating dimensions will fit inside the mode of transportation. Some locations, may only have access to Twin Otters with door dimensions smaller than the cargo planes or boat for access.

7.8 Delivery Points

The Contractor may be required to deliver the Shelters to ports, large cities or to remote locations as required and as requested by the End User and in accordance with the Call-up against the Standing Offer.

7.9 Shipping Instructions – Delivery at Destinations

Goods must be consigned to the destination specified in the Call-up and Delivered Duty Paid (DDP) the named place of destination in the call-up Incoterms 2000 for shipments from a commercial contractor.

ANNEX A – REQUIREMENT

HARD SIDED BACK BACKCOUNTRY SHELTER

1. SHELTER REQUIREMENTS

These shelters are intended to be used in parks for emergency shelter by visitors or staff when they are in remote and isolated location within the park.

The shelters must include the following:

- a. Entrance vestibule to protect the “living” area from weather and soiled footwear – vestibule to include storage for packs, coats, boots / shoes;
- b. Space for Desk / Table for eating, working and meeting. Space should be flexible to open floor area for other uses (e.g. sleeping bags);
- c. A fire resistant area with ventilation for a portable two (2) burner stove. The space is for a rudimentary kitchen, including a counter;
- d. A minimum of two (2) operable windows for daylight and ventilation;
- e. Insulated and sealed for three (3) season (Spring, Summer and Fall) use;
- f. Building materials must be low maintenance, durable, vandal resistant;
- g. Provide all hardware to erect and install the shelter in a remote location; and
- h. Provide an instruction manual for assembly and maintenance with each shelter delivered.

1.1 Two Categories Shelters

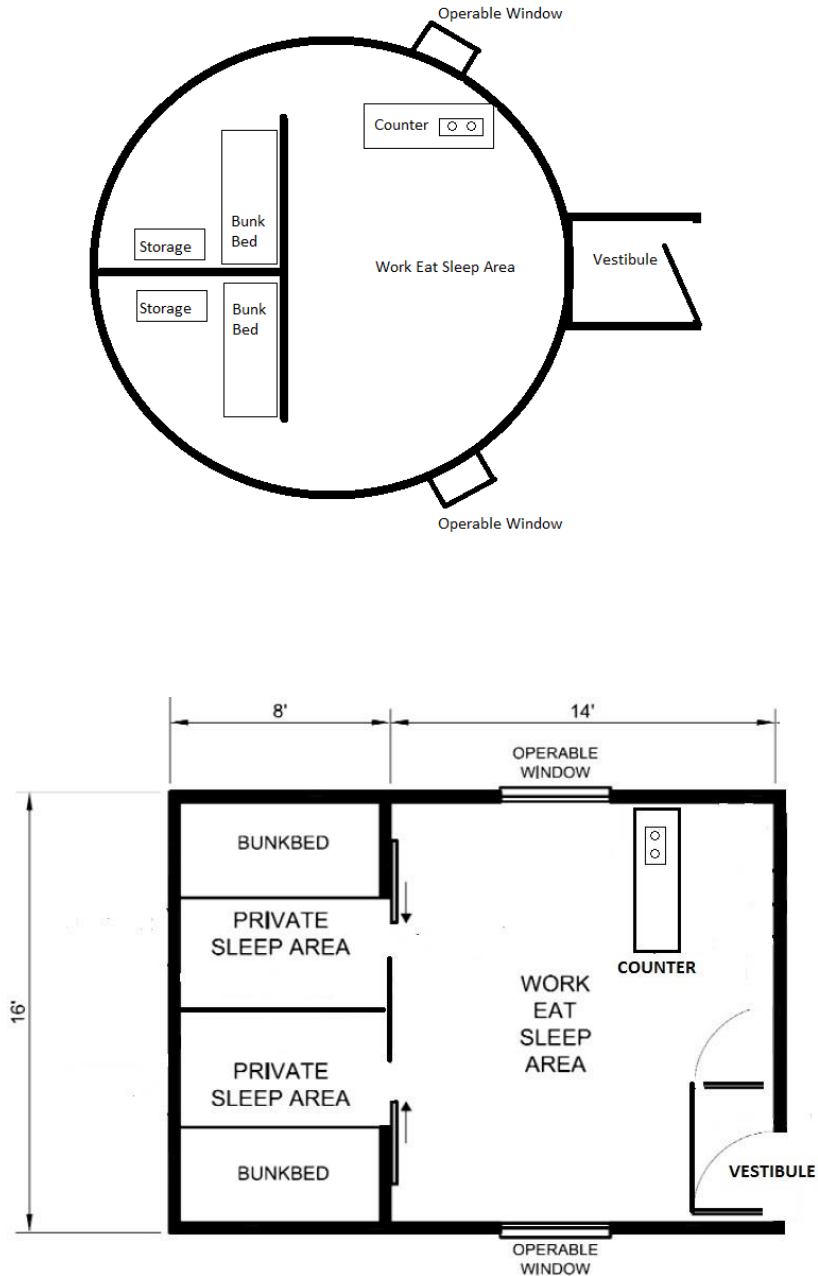
Small Shelter:

- a. A floor area of minimum 125 sq. to a maximum of 200 sq. ft. will be required to accommodate the functions described above.
- b. Total accommodation for four (4) people. Two people in quarters separated for privacy and 2 people in sleeping bag on the floor.

Large Shelter:

- a. A floor area of minimum 300 sq. to a maximum of 400 sq. ft. will be required to accommodate the functions described above.
- b. Total accommodation for ten (10) people. Four people in quarters separated for privacy and 6 people in sleeping bag on the floor.

Fig. 1: Examples of possible plan (not to be used for design solutions):



1.2 National Building Code 2015

Shelters must be designed and constructed to meet or exceed the requirements of the National Building Code 2015. Due to the small size of the building, Part 9 (Housing and Small Buildings) should be used for all building systems including:

- a. The clear span of any structural member may not exceed 12.2 metres (9.4.2.1.c);
- b. Barrier-free design is not required as the shelter is not intended to be occupied on a daily or full-time basis (3.8.1.1 and 9.5.2.1);
- c. Minimum ceiling height = 2.1 metres for minimum 10.0 m² of floor space (9.5.3.1);
- d. Occupancy classification = Group C - residential (9.10.2.1);
- e. Combustible construction permitted, no fire ratings required;
- f. No fire separation is required for fuel-fired appliances (9.10.10.4);
- g. Except for doors, the exposed surface of every interior wall and ceiling, including skylights and glazing, shall have a surface flame-spread rating of not more than 150;
- h. Ventilation (9.32); and
- i. Operable windows with a minimum unobstructed area of 0.28 m² is required for natural ventilation during the non-heating season (9.32.2.2).

2. SITE REQUIREMENTS AND RESTRICTIONS

Locations for the backcountry shelters are difficult to access – without services, roads, or heavy equipment. It is anticipated that a Twin Otter airplane, helicopters or boat will be used to transport shelters or shelter components from the nearest landing strip or port to each site.

- a. Shelters must be capable of breaking down into modular components to fit within small aircraft, heli-slung or boat to their destinations;
 - i. Twin Otter Plane: A Twin Otter has the maximum cabin cargo length of 5.61 m, height of 1.5 m, width of 1.75 m, area of 10.87 m and a door size of 1.27 x 1.42 m with a maximum load capacity of 2,000 lbs (907 kg).
 - ii. Helicopters: The type of helicopters generally available for use in the northern national parks is either a Bell 206 with a maximum external load (cargo hook limit) of 2,000 pounds (907 kg) or a Eurocopter AS350 B2 A-Star with a similar external load capacity of 2,200 pounds (998 kg).
- b. Each modular component must not exceed 200 lbs;
- c. Shelter components should be able to withstand extreme cold, wind, snow, UV light and damage from wildlife (e.g. Polar Bears and Wolverines). Extreme winds in some locations may require the use of guy-lines to help support the shelter structure;
- d. Shelters should use as few components as possible to enable quick and easy assembly on site without nails and staples, using basic tools that do not require 120V to operate, and to avoid complicated long term maintenance;
- e. Priority will be given to practicality, simplicity and ease of maintenance; and
- f. Shelters must provide the option to be easily disassembled and moved to other locations.

ANNEX B - BASIS OF PAYMENT

1. Hard Sided Backcountry Shelters – Firm Unit Price for Item 001 and 002

- a) The prices are in Canadian funds;
- b) Canadian Customs Duties and Excise taxes are included and Applicable Taxes extra;
- c) The Packaging and the Crating costs are included in the unit price;
- d) The instruction manual is included in the unit price; and
- e) The delivery and transportation costs to destination are not included in the unit price.

Item 001 – Small Shelter

		Supply Periods				
Shelter Category	Estimated quantities per year (Units)	Year 1 2018/2019	Year 2 2019/2020	Year 3 2020/2021	Option Year 1 2021/2022	Option Year 2 2022/2023
Small	5	\$_____	\$_____	\$_____	As per article 1.1 below.	As per article 1.1 below.

Item 002 – Large Shelter

		Supply Periods				
Shelter Category	Estimated quantities per year (Units)	Year 1 2018/2019	Year 2 2019/2020	Year 3 2020/2021	Option Year 1 2021/2022	Option Year 2 2022/2023
Large	5	\$_____	\$_____	\$_____	As per article 1.1 below.	As per article 1.1 below.

1.1 Firm Unit Prices – Additional Periods (Option)

The Contractor agrees that for each additional period of the RFSO, if exercised, the firm unit prices (increased or decreased) will be adjusted in accordance with the average Consumer Price Index (CPI) published by Statistics Canada (all items) for Canadian municipalities, for the municipality closest to the Contractor's main operations. The adjustment will be made annually, when the RFSO is extended, based on the average CPI of the most recent 12-month period using the previous year's firm unit prices.

