



## INVITATION TO TENDER NOTICE

**Solicitation #:** FP802-170345  
**Closing Date:** Monday January 29, 2018  
**Time for solicitation closure:** 01:00 PM, Eastern Standard Time (EST)  
**Title:** Fabrication of Stainless Steel Spindles  
**Work site location:** Contractor's Facility  
**Product Delivery Location:** Canadian Coast Guard Base St. John, N.B.

### **THIS INVITATION TO TENDER PACKAGE INCLUDES THE FOLLOWING:**

1. Invitation to Tender Notice;
2. Construction Tender Form (**Mandatory - to be completed by Bidder**);
3. Statement of Work including specifications and Appendix "A" Conceptual Drawings;  
and
4. Mandatory Criteria (**Bidder must address in detail and submit with bid**)

### **CLOSING LOCATION(S):**

#### **Location #1 – For electronic submissions ONLY**

Please send your electronic proposal to: [Laurent.Hotte@dfo-mpo.gc.ca](mailto:Laurent.Hotte@dfo-mpo.gc.ca)

The maximum size per email (including attachments) is limited to 10MB. If the 10MB limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing date and time indicated in the RFP.

DFO will not be responsible for any failure or delays attributable to the transmission or receipt of the email tender. For all submissions received by the tender closing date and time, DFO will send an email confirming receipt of the tender to the bidder.



**Location #2** - For hard copy submissions **and bid bonds** ONLY (via Canada Post or by Courier), please send to:

Fisheries and Oceans Canada  
Attention: Larry Hotte  
**Ref.: FP802-170345**  
Station 9W070, 9th Floor,  
200 Kent Street,  
Ottawa, Ontario K1A 0E6

**Please Note:**

All bids bonds must be submitted in hard copy **by the bid closing date and time** to the mailing address indicated above whether the bid submission is sent via Location #1 or Location #2.

*The onus is on the bidder to ensure that the tender documents are delivered on time to the location designated.*

**LATE TENDER:**

Any tender received after the above noted date and time will be considered late and will be returned to the sender unopened. Tenders may be revised by email, provided the tender and revision(s) are both received prior to Tender Closing Time.

**BID SECURITY:**

For bids **greater than 100K**, the Bidder shall submit bid security with the tender in the form of a bid bond or a security deposit, with original signature(s). **Fax or photocopies are NOT acceptable.** The Bid Security shall be submitted in accordance with section G109 – Bid Security Requirements of DFO Instructions to Bidders ([DFO Instructions to Bidders](#))

**Notes:**

- (a) *The Bid Security is to be submitted in hard copy with original signature(s) and **by the bid closing date, time and mailing address** as indicated above.*
- (b) *The Bid Security will be returned except that of the successful Bidder, which will be retained until the successful Contractor has completed the said contract.*



**SCOPE OF WORK:**

The Canadian Coast Guard (CCG) is seeking a Contractor to fabricate ten (10) stainless steel spindles for the CCG Base in St. John N.B. The Contractor must supply the labor, materials, tools, equipment and services required to carry out the work described in the Statement of Work document.

**LOCATION OF WORK, WORK SITE AND DELIVERY POINT:**

The work will be performed on the Contractor's facilities and the end-product delivered and off-loaded at the CCG Base St. John, N.B.

**PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE:**

The minimum acceptable amount of Public Liability and Property Damage Insurance is **\$2,000,000.00** per occurrence. All tenders **must** be accompanied by confirmation from the tenderer's insurance company that the required insurance will be available upon contract award.

**ENQUIRIES**

DFO will accept questions from Bidders until **1:00 PM Eastern Standard Time (EST) on Monday, January 22, 2018**. Bidders must send their questions directly via e-mail and only to [Laurent.Hotte@dfo-mpo.gc.ca](mailto:Laurent.Hotte@dfo-mpo.gc.ca).

**EXPECTED START AND COMPLETION DATES:**

**Start Date:** Upon contract Award  
**Completion Date:** March 31, 2018

**SECURITY REQUIREMENTS:**

There are no Security Requirements associated with this requirement.

**BASIS OF SELECTION:**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



**ACCEPTANCE OF TENDERS:**

Fisheries and Oceans Canada will not necessarily accept the lowest or any of the tenders received and reserves the right to reject any and all tenders received which shall be final and at the sole discretion of the Department.

Kind regards,

**Larry Hotte**

Contracting Specialist

Procurement Hub, Materiel and Procurement Services, 9W070

Fisheries and Oceans Canada

200, Kent Street, Ottawa, ON, K1A 0E6, CANADA

Telephone: 613-993-2839

Email: [Laurent.Hotte@dfo-mpo.gc.ca](mailto:Laurent.Hotte@dfo-mpo.gc.ca)