



Return Bids to :

Retourner Les Soumissions à :

Natural Resources Canada – Ressources naturelles Canada
Bid Receiving Unit – Loading Dock Access
Unité de réception des soumissions, Accès au quai de
chargement
588 rue Booth Street
Ottawa, Ontario
K1A 0E4

Attention: **Valerie Holmes**

**Request for Proposal (RFP)
Demande de proposition (DDP)**

Proposal To: Natural Resources Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à: Ressources Naturelles Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

If you are submitting a proposal using a courier service, please ensure you clearly indicate the RFP Number, Closing Date and Closing Time on the front of the courier envelope.

Issuing Office – Bureau de distribution

Finance and Procurement Management Branch
Natural Resources Canada
580 Booth Street, 5th Floor
Ottawa, Ontario
K1A 0E4

Title – Sujet Senegal Technical Assistance Project: Mining Toolkit Adaptation and Dissemination	
Solicitation No. – No de l'invitation NRCan- 5000039039	Date June 21, 2018
Client Reference No. - N° de reference du client 147166	
Requisition Reference No. - N° de la demande 5000039039	
Solicitation Closes – L'invitation prend fin at – à 02:00 PM EDT on – le 31 July 2018	
Address Enquiries to: - Adresse toutes questions à: Valerie Holmes Valerie.holmes@canada.ca	Buyer ID – Id de l'acheteur AB4
Telephone No. – No de telephone (343) 292-8371	Fax No. – No. de Fax (613) 947-5477
<i>If marked "X" please see the box to the left S'il ya un "X" ici, s.v.p. voir la boîte à la gauche</i>	<input checked="" type="checkbox"/> Acknowledgement copy required Accusé de réception requis
Destination – of Goods, Services and Construction: Destination – des biens, services et construction: Natural Resources Canada 580 Booth Street Ottawa, Ontario K1A 0E4	
Security – Sécurité There is no security requirement Il n'y a pas un exigence de sécurité	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No.:- No. de téléphone: Facsimile No.:- No. de télécopieur: Email :- Courriel :	
Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
_____ Signature	_____ Date



Table of Contents

PART 1 – GENERAL INFORMATION..... 4

1. Introduction 4

2. Summary 4

 2.1 Security Requirement..... 4

 2.2 Trade Agreements 4

3. Debriefings 4

PART 2 – BIDDER INSTRUCTIONS 5

1. Standard Instructions, Clauses and Conditions..... 5

2. Submission of Bids 5

3. Enquiries - Bid Solicitation 6

4. Applicable Laws..... 6

5. Improvement of Requirement During Solicitation Period 6

6. Basis for Canada's Ownership of Intellectual Property 6

PART 3 – BID PREPARATION INSTRUCTIONS 7

1. Bid Preparation Instructions 7

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION..... 10

1. Evaluation Procedures 10

 1.1 Technical Evaluation..... 10

2. Basis of Selection 10

APPENDIX “A” TO PART 4 – TECHNICAL EVALUATION CRITERIA..... 11

1. Mandatory Technical Criteria..... 11

2. Point Rated Technical Criteria..... 11

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION..... 13

1. Certifications Required with the Bid 13

 1.1 Declaration of Convicted Offences..... 13

2. Certifications Precedent to Contract Award and Additional Information 13

 2.1 Integrity Provisions – List of Names 13

3. Additional Certifications Precedent to Contract Award..... 14

 3.1 Status and Availability of Resources..... 14

 3.2 Rate or Price Certification 14

 3.3 Education and Experience 14

 3.4 Former Public Servant 14

 3.5 Aboriginal Designation 16

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS..... 17

1. Security Requirements..... 17

2. Insurance Requirements 17

PART 7 - RESULTING CONTRACT CLAUSES 18

1. Statement of Work..... 18

2. Standard Clauses and Conditions..... 18

 2.1 Supplemental General Conditions..... 18

 2.2 General Conditions..... 18

3. Dispute Resolution 18

4. Security Requirements..... 19

5. Term of Contract 19

 5.1 Period of the Contract 19

6. Authorities 19

 6.1 Contracting Authority..... 19

 6.2 Project Authority 19

 6.3 Contractor's Representative..... 20

7. Proactive Disclosure of Contracts with Former Public Servants 20

8. Payment 20

 8.1 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s) 20



8.2	Method of Payment	20
9.	Invoicing Instructions	20
10.	Certifications.....	21
10.1	Compliance.....	21
11.	Applicable Laws	21
12.	Priority of Documents.....	21
13.	Foreign Nationals (Canadian Contractor OR Foreign Contractor)	21
14.	Contract Administration	21
ANNEX "A" – STATEMENT OF WORK.....		22
SW1	Title	22
SW2	Background	22
SW3	Objectives	22
SW4	Project Requirements	22
SW4.1	Tasks, Deliverables, Milestones and Schedule.....	22
SW4.2	Reporting Requirements.....	24
SW4.3	Method and Source of Acceptance.....	24
SW4.4	Specifications and Standards	24
SW4.5	Technical, Operational and Organizational Environment	24
SW5	Other Terms and Conditions of the SOW	24
SW5.1	Contractor’s Obligations	24
SW5.2	NRCan’s Obligations.....	25
SW5.3	Estimated Period of the Contract	25
SW5.4	Location of Work, Work Site and Delivery Point.....	25
SW5.5	Language of Work	25
SW6	Required Resources or Types of Roles to be Performed	25
SW7	Applicable Documents and Glossary	25
SW7.1	Applicable Documents	26
ANNEX "B" – BASIS OF PAYMENT		27
1.	Taxes as Related to Bids Received	27
2.	Firm Price – Milestone Payments.....	27



PART 1 – GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information:** provides a general description of the requirement;
- Part 2 Bidder Instructions:** provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions:** provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection:** indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications:** includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements:** includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

- Annex “A”** - the Statements of Work
- Annex “B”** - the Basis of Payment

The Appendixes include:

- Appendix “A” to Part 4** – Technical Evaluation Criteria

2. Summary

By means of the RFP, NRCan is seeking proposals from suppliers to adapt NRCan’s Mining Toolkit (MTK) for use in mining-impacted communities in Senegal, and to train stakeholders to deliver community engagement sessions

2.1 Security Requirement

There are no security requirements associated with this requirement.

2.2 Trade Agreements

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-Chile Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Honduras Free Trade Agreement, and the Canada Free Trade Agreement (CFTA).

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 – BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2017-04-27), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

In the complete text content (except Section 1 – Integrity Provisions – Bid):

DELETE: Public Works and Government Services Canada (PWGSC)

INSERT: Natural Resources Canada (NRCAN)

In Section 2 – Procurement Business Number:

DELETE: “Suppliers are required to”

INSERT: “It is suggested that suppliers”

In Section 5.4 – Submission of Bids:

DELETE: sixty (60) days

INSERT: one hundred and twenty (120) days

In Section 8.1 – Transmission by Facsimile:

DELETE: 819-997-9776

INSERT: not permitted by facsimile

In Section 20.2 – Further Information:

DELETE: in its entirety

2. Submission of Bids

It is the Bidders responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:

Natural Resources Canada
Bid Receiving Unit – Loading Dock Access
588 Booth Street, Room 108
Ottawa, Ontario K1A 0Y7
Attention: **Valerie Holmes**

It is requested that the Bidder’s name, return address, Request for Proposal Number, and Bid Closing Date appear legibly on the outside of the envelope containing the Bidder’s proposal. Failure to do so may result in bids being misdirected. **NRCAN will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is delivered to the location above. Not complying with the above instructions may result in NRCAN’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCAN reserves the right to reject any proposal not complying with these instructions.

2.1 Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to NRCAN will not be accepted.



3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Canada.

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

5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **five (5)** days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

6. Basis for Canada's Ownership of Intellectual Property

Natural Resources Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;



PART 3 – BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

NRCan will accept your bids in one of the following formats:

HARD COPY:

Section I: Technical Bid – 1 copy

Section II: Financial Bid - 1 copy, **under separate cover**. Prices related to the current solicitation must appear in the financial bid only and are not to be indicated in any other section of the bid; prices referenced in the financial bid should not to be repeated in any other section of the bid.

Section III: Certifications – 1 copy

Natural Resources Canada encourages the use of recycled paper and **two-sided printing**. Reduction in the size of documents will contribute to Natural Resources Canada's sustainable development initiatives and reduce waste.

OR:

In support of the Policy on Green Procurement, it is requested that bidders provide their bid as follows:

ELECTRONIC STORAGE MEDIA:

Since NRCan is working towards a greener environment by eliminating all hard copy file folders, we prefer to have all bids on a CD/DVD or USB. If you wish to submit in this format, please provide the following:

Section I: Technical Bid – 1

NOTE: 1 CD/DVD/USB will contain: 1 Technical, sole Financial Bid, Certifications and signed first page (Original)

Section II: Financial Bid - 1 copy (included with original Technical Bid – **saved separately but on same USB/CD/DVD**).

Section III: Certifications – 1 copy (included with original Technical Bid and sole Financial Bid – **saved separately but on same USB/CD/DVD**)

Note: NRCan will accept either Hard copy or Electronic Storage Media submitted bids. However, it is NRCan's preference that you submit using Electronic Storage Media in order to adhere to our green initiative.

NOTE: WHEN SUBMITTING A BID TO THIS SOLICITATION AND YOU USE A COURIER SERVICE, YOU ARE ADVISED TO WRITE THE BID SOLICITATION NUMBER, CLOSING DATE AND TIME ON THE FRONT OF THE COURIER PACKAGE; NOT JUST ON THE ENVELOPES WITHIN THE COURIER PACKAGE IN ORDER TO AVOID ANY UNCERTAINTY FROM OUR BID RECEIPT UNIT WHEN RECEIVING BIDS WITHOUT ANY INDICATION WHAT THEY ARE FOR.

No payment shall be made for costs incurred by the Bidder in the preparation and submission of a proposal in response to this RFP.

To assist Canada in reaching its objectives, bidders are encouraged to:

- a). use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and



- b). 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.
- c). use a numbering system that corresponds to the bid solicitation.

1. Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability and describe their approach in a thorough, concise and clear manner for successfully carrying out the work as described in the Annex "A" – Statement of Work".

Bidders must respond to government bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid or contract documents, and submit bids and enter into contracts only if they will fulfill all obligations of the contract.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient and may result in a loss of points. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

It is the responsibility of the Bidder to obtain clarification of the requirements contained in the RFP, if necessary, prior to submitting a proposal. The Bidder must provide sufficient details in its proposal to substantiate compliance with what is required; all professional experience must be fully documented and substantiated in the proposal(s).

In the event of a proposal submitted through contractual joint venture, the proposal shall either be signed by all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. (All members of the joint venture shall be jointly and severally or solidarily liable for the performance of any resulting contract awarded as a result of a joint venture.)

2. Page 1 of the RFP Document

It is mandatory that all bidders sign their submitted proposal. It is requested that all bidders complete, sign and date Page 1 of this RFP (including the name of the submitting organization, the name of the authorized signing person, appropriate addresses, telephone and facsimile numbers and business contact) when submitting their proposal. As the signature indicates a clear acceptance of the terms and conditions set out in the RFP, it is the Bidder's responsibility to ensure that the signatory has the authority within its organization to commit the Bidder by making such a contractual offer.

As per article 1 of Part 2, the Bidder hereby agrees, by submitting his/her proposal in response to this RFP, to all the instructions, terms, conditions and clauses detailed herein.

3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "B"- Basis of Payment at the pre-determined rates provided. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing will be applied as the initial conversion factor for the specified currency.

Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada.



3.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

4. Section III: Certifications

Bidders must submit the certifications as per Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

Mandatory and Point Rated Technical evaluation criteria included in Appendix "A" to Part 4 – Technical Evaluation Criteria.

2. Basis of Selection

Only those bids that are deemed to be responsive (compliant) will be evaluated under the basis of selection:

Highest Combined Rating of Technical Merit and Price

The responsive (compliant) Bidder with the highest combined rating of technical merit (**70%**) and price (**30%**) will be recommended for award of a contract. See the following example table below.

Example of 70% Technical Merit and 30% Price Determination			
	Bidder 1	Bidder 2	Bidder 3
Technical Points Achieved by Bidder	88	82	76
Price Quoted by Bidder	\$85,000	\$80,000	\$75,000
CALCULATIONS			
	Technical Points Achieved	Rated Price Points Achieved	Total Points Achieved
Bidder 1	$\frac{88}{88} \times 70 = 70.00$	$\frac{75}{80} \times 30 = 26.47$	96.47
Bidder 2	$\frac{82}{88} \times 70 = 65.23$	$\frac{75}{80} \times 30 = 28.13$	93.36
Bidder 3	$\frac{76}{88} \times 70 = 60.45$	$\frac{75}{75} \times 30 = 30.0$	90.45
*	Represents the highest technical score		
**	Represents the lowest priced proposal		

Assumption: Three responsive (compliant) bids have been received. The maximum technical score that can be obtained is 100 points. The highest technical score and lowest bid price receive full rated percentage and other proposals are pro-rated accordingly.

The winner is the Bidder scoring the highest Total Points as a result of applying the Best Value Calculations to the technical bid and the bid price respectively. Based on the above calculations a contract would be awarded to Bidder 1.



APPENDIX “A” TO PART 4 – TECHNICAL EVALUATION CRITERIA

1. Mandatory Technical Criteria

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Bidders are advised to address each criterion in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory criteria may be excluded from further considerations. The technical proposal should address each of the criteria in the order in which they appear.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder’s Proposal
M1	The Bidder MUST have combination of training and a minimum of five (5) years of experience in the field of sustainable development of natural resources.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M2	The Bidder MUST have a minimum of five (5) years of experience in conducting stakeholder engagement sessions.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M3	The Bidder MUST have experience working with the public and/or private sector in Senegal in the area of natural resources or agriculture development.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M4	The Bidder MUST be able to communicate orally and in writing in the French language.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Point Rated Technical Criteria

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required overall for the technical rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

Point Rated Requirements:				
Item	Requirement	Points Breakdown for each requirement:	Max Points	Illustrated Compliance
R1	The proposed resource has a minimum of five (5) years of experience consulting in at least two of the following areas: human rights, community conflict resolution and/or stakeholder mapping and engagement.	Points assigned according to criteria indicated below	10	
R2	The proposed resource has demonstrated previous experience working with Senegalese	Points assigned according to criteria indicated below	10	



Point Rated Requirements:				
Item	Requirement	Points Breakdown for each requirement:	Max Points	Illustrated Compliance
	mining sector stakeholders (public and private sector).			
R3	The proposed resource has demonstrated previous experience incorporating gender considerations in engagement activities or other initiatives.	Points assigned according to criteria indicated below	10	
Total Points Available			30	

The evaluation grid described below will be used to evaluate the Bidders' proposals based on each rated criterion.

Excellent 10 Points	The resource's response demonstrated an excellent understanding of the requirement and detailed their response in a very clear, concise manner.
Good 7 Points	The resource's response demonstrated a good understanding of the requirement and detailed their response in a less clear and concise manner.
Fair 5 Points	The resource's response demonstrated vague detail of the requirement and could not provide a clear understanding.
Poor 0 Points	The resource's response clearly demonstrated that they did not understand the requirement and were not able to provide clear answers or demonstrate a clear understanding.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder’s certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

1.1 Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

Note: Bidders are only required to fill out this form if they have been convicted of a criminal offence.

2. Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 specified will render the bid non-responsive.

2.1 Integrity Provisions – List of Names

In accordance with 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 Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

- 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 or, in the case of a private company, the owners of the company.
- 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 partnerships do not need to provide lists of names.

Name of Bidder: _____

OR

Name of each member of the joint venture:

Member 1: _____

Member 2: _____

Member 3: _____

Member 4: _____



Identification of the administrators/owners:

SURNAME	NAME	TITLE

3. Additional Certifications Precedent to Contract Award

3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

3.2 Rate or Price Certification

The Bidder certifies that the price proposed is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both.

3.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

3.4 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.



DEFINITIONS:

For the purposes of this clause, "**former public servant**" means a former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police and includes:

- (a) An individual;
- (b) An individual who has incorporated;
- (c) A partnership made up of former public servants; or
- (d) Sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"**Lump sum payment period**" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the Public Service.

"**Pension**" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant (FPS) in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **YES () NO ()**

If so, the Bidder must provide the following information:

- (a) Name of former public servant: _____
- (b) Date of termination of employment or retirement from the Public Service. _____

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES () NO ()**

If so, the Bidder must provide the following information:

- (a) Name of former public servant;
- (b) Conditions of the lump sum payment incentive: _____
- (c) Date of termination of employment: _____
- (d) Amount of lump sum payment: _____
- (e) Rate of pay on which lump sum payment is based: _____
- (f) Period of lump sum payment including:
 - Start date: _____
 - End date: _____
 - Number of weeks: _____
- (g) Number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

Contract Number:

Contract Amount:



For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

3.5 Aboriginal Designation

Who is eligible?

a) An Aboriginal business, which can be:

- i. a band as defined by the Indian Act
- ii. a sole proprietorship
- iii. a limited company
- iv. a co-operative
- v. a partnership
- vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above. The supplier must complete the certificate in the appropriate clause below.

SACC Manual clauses [A3000T](#), [A3001T](#), [M3030T](#), [M9030T](#), [S3035T](#) and [S3036T](#) contain a certification that suppliers must complete and submit with their bid/offer/arrangement. Failure by suppliers to submit this completed certification form with their bids/offers/arrangements may render the bid/offer/arrangement non-responsive.

Signature of Authorized Representative

Date



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirements

There is no security requirement associated with this requirement or any resulting contract.

2. Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid dated _____. *(to be completed at contract award)*

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

2.1 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property to Foreground Information, apply to and form part of the Contract.

2.2 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

3. Dispute Resolution

Mediation

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

Arbitration

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

Meaning of "Dispute"

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.



The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

4. Security Requirements

There is no security requirement associated with this contract.

5. Term of Contract

5.1 Period of the Contract

The period of the contract shall be from date of award to December 31, 2019

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Valerie Holmes

Procurement Specialist

Natural Resources Canada

580 Booth Street, 5th Floor, Room 5-D4-2

Ottawa, Ontario, K1A 0E4

Telephone: (343) 292-8371

Facsimile: (613) 947-5477

E-mail address: Valerie.holmes@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.2 Project Authority (to be provided at contract award)

The Project Authority for the Contract is:

Name:

Title:

Organization:

Address:

Telephone:

Facsimile:

E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.



6.3 Contractor's Representative

Name:
Title:
Tel:
Fax:
Email:

7. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

8. Payment

8.1 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, in Annex "B" for a cost of \$_____ (*inserted at time of contract award*). 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.

8.2 Method of Payment

Milestone Payment

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

9. Invoicing Instructions

Invoices shall be submitted using one of the following methods:

<p>E-mail: NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca Note: Attach "PDF" file. No other formats will be accepted</p>
OR
<p>Fax: Local NCR region: 613-947-0987 Toll-free: 1-877-947-0987 Note:</p>



Use highest quality settings available.

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: _____

Invoicing Instructions to suppliers: <http://www.nrcan.gc.ca/procurement/3485>

10. Certifications

10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

11. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Canada.

12. 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 Agreement;
- b) the supplemental general conditions **4007 (2010-08-16), Canada to Own Intellectual Property Rights to Foreground Information;**
- c) the general conditions **2035 (2016-04-04), Higher Complexity – Services**
- d) Annex "A", Statement of Work;
- e) Annex "B", Basis of Payment;
- f) the Contractor's bid dated _____

13. Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) - Canadian Contractor; OR
SACC Manual clause A2001C (2006-06-16) – Foreign Contractor

14. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



ANNEX “A” – STATEMENT OF WORK

SW1 Title

Senegal Technical Assistance Project: Mining Toolkit Adaptation and Dissemination

SW2 Background

In 2013, Natural Resources Canada (NRCan) published the Exploration and Mining Guide for Aboriginal Communities, also referred to as the Mining Toolkit (MTK). The goal of this guide was to increase the capacity of Indigenous peoples to understand the mineral development cycle and participate in exploration and mining-related activities. The MTK contains an information manual, pamphlets and instructions for use to explain the different stages of medium and large-scale mining initiatives.

In the context of the Senegal Technical Assistance Project (TAP), both Canada and Senegal recognize the importance of developing productive working relationships with the communities involved in all stages of the mining cycle. Under the TAP, NRCan seeks to adapt the MTK to the Senegalese context and aims to promote opportunities for dialogue between communities, the mining industry and the government.

NRCan’s MTK has been adopted successfully in a number of developing countries and a first draft of the Senegalese edition has already been completed. The previous funding was provided by the Canada Funds for Local Initiatives (CFLI), which is a development fund to be used by embassies for local small-scale projects.

Under this proposed contract, the MTK will be adapted to the Senegalese environment and disseminated to the Senegalese government, mining companies operating in the country along with mining-impacted communities. The contractor will engage with mining stakeholders in the adaptation of the MTK. Once completed, the contractor will publish and disseminate the MTK and train facilitators. Finally, the contractor will oversee community engagement workshops to ensure effective and appropriate implementation of the MTK.

The contractor will have 18 months in which to complete this project.

SW3 Objectives

Canada and Senegal recognize the importance of developing productive working relationships with the communities involved in natural resource development. Collaborative partnerships between governments, communities, and industry stakeholders can ensure that affected communities are able to share in the opportunities and benefits from natural resource projects, and to meet the unique needs of the local citizens. This also benefits industry stakeholders by contributing to public confidence in the natural resources sector. Public confidence arises when communities and the public trust that natural resource development aligns with their interests and values, and mitigate impacts on the health of the citizens and the environment.

This contract aims to adapt NRCan’s MTK for use in mining-impacted communities in Senegal, and to train stakeholders to deliver community engagement sessions. The goal of the MTK is to increase the ability of communities to understand best practices in the mineral development cycle and participate in exploration and mining-related activities to the benefit of the community and individuals.

SW4 Project Requirements

SW4.1 Tasks, Deliverables, Milestones and Schedule



Activity	Description	Deliverable/Milestone	Schedule	Constraints
Phase 1				
1.1. Develop and adapt the Mining Toolkit	Development and adaptation of the mining guide - manual explaining the mining cycle in the Senegalese context. Validation of the three elements of the MTK (general guide, guide for trainers and guide for local populations) through consultation with stakeholders in the mining sector - civil society, private and public sector by holding a workshop in Dakar.	A final draft of the MTK is approved by Natural Resources Canada (NRCan) and le Ministère des Mines et de la Géologie (MMG). *Please note that a draft of the Senegal MTK was completed in 2016.	June – September 2018	The RFP does not receive any bidders. There is disagreement between stakeholders arriving at a consensus in terms of a final product.
1.2. Print the Mining Toolkit	Printing of the guide, printing of the extension booklets and printing of the manual of the guide for the workshops.	A final version of the product is produced.	September – October 2018	The contractor is unable to find a suitable printing company. The printing company encounters difficulties in performing the task.
Phase 2				
2.1. Design and implement a communications plan	With the private and public sector and civil society / Non-Governmental Organizations (NGOs).	A clear communications plan is approved by NRCan and MMG.	October – November 2018	The communications plan presented by the contractor does not reach a sufficient standard.
2.2. Train Facilitators	Training of trainers / facilitators for the use of the MTK among MMG employees working in community relations;	The training sessions take place in three targeted regions in Senegal: Thies, Kedougou and Dakar.	December 2018 – January 2019	There are logistical issues in the delivery of the training for the facilitators.
Phase 3				
3.1. Design of information workshops with affected communities with the participation of regional officials and community leaders.	The design of the actual training sessions for communities is developed.	Facilitators reach a consensus in terms of actual community information sessions. There may modifications depending on the community in question. i.e. different local dialects, adaptation for a children etc.	February 2019 – April 2019	Difficulties arise in trying to arrive a standard model of delivery.
3.2. Implementation and Delivery of Workshops	Implementation of the program of delivery of the information workshops to the prioritized communities. The "facilitators" would be either a community relations consultant firm and / or one or more reputable local NGOs with experience at the community level and in the processing of	The facilitators are able to provide those information sessions to the targeted communities. A final project report is prepared including activities 3.1 & 3.2.	May 2019 – December 2019	



Activity	Description	Deliverable/Milestone	Schedule	Constraints
	mining or other industry activities. Facilitators should be fluent in local languages.			

SW4.2 Reporting Requirements

The Contractor will be in contact by telephone, videoconference, or email on a regular basis with NRCan concerning the preparations during the weeks leading up to the workshops. The Contractor will keep NRCan advised of budget updates and related logistical issues (e.g. venue reservations, service providers, etc.). The contractor will also provide reports following each workshop, summarizing the discussions, observations and recommendations of participants.

Reports will be submitted electronically using internationally accepted software and file formats (e.g. MS-Word, MS-Excel, PDF, etc.). Drafts of all materials will be provided for review before the final copy is submitted.

SW4.3 Method and Source of Acceptance

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

SW4.4 Specifications and Standards

All reports and products will be submitted in PDF and Word, or another editable format as appropriate.

SW4.5 Technical, Operational and Organizational Environment

The Contractor will complete the work in their own office space that must have all the equipment necessary to carry out the work, including the activities in Senegal. The Contractor must have the capacity to operate in Senegal, a developing and francophone country.

Certain activities will be carried out in Senegal and the Contractor will be required to coordinate between NRCan and the appropriate local organizations (Senegal’s Ministry of Mines and Geology; Mineral Resources Companies operating in Senegal). The Contractor will efficiently provide organization, coordination and administration services required for the workshop(s) to be carried out under Activities 1.1 and 3.1.

SW5 Other Terms and Conditions of the SOW

SW5.1 Contractor’s Obligations

In addition to the obligations outlined in Section 2 of this Statement of Work, the Contractor shall:

- 1) Keep all documents and proprietary information confidential and in a secure area;
- 2) Submit all written reports in hard copy and electronic format;
- 3) Participate in teleconferences or in-person meetings at NRCan, as needed;



SW5.2 NRCan's Obligations

NRCan will provide:

- access to the Mining Toolkit, the draft adaptation, and any additional documentation necessary for the completion of the contract
- a list of key contacts in the Senegalese government and mining firms operating in Senegal, to support the delivery of stakeholder engagement
- access to a staff member who will be available to answer questions
- provide comments on draft reports and deliverables within five (5) working days and/or,
- provide other assistance or support as required to complete the contract.

SW5.3 Estimated Period of the Contract

The estimated period of the contract is from the date of Contract Award to **December 31, 2019**. (Approximately 18 months).

SW5.4 Location of Work, Work Site and Delivery Point

The writing of the Mining Toolkit will be completed in the Contractor's place of business. Stakeholder and community engagement activities, including dissemination of the toolkit, will take place on the ground in Senegal.

SW5.5 Language of Work

The stakeholder engagement must be completed in English and French. Community engagement may require interpretation in local languages, such as Wolof.

SW6 Required Resources or Types of Roles to be Performed

To ensure successful project implementation, the contractor must have expertise in the following areas:

- knowledge of the policy and regulatory environment in Senegal related to the development of natural resources, particularly mineral resource development
- knowledge of key stakeholders at the national and regional level in Senegal
- expertise in organizing and facilitating training sessions and stakeholder engagement activities
- knowledge of the communities and regional issues in all or a selection of the targeted areas: Thies, Tambacounda, Kedougou, Matam and Louga

SW7 Applicable Documents and Glossary

Contractor – The Contractor is defined as the consultant firm/company who will complete the work under the "Mining Toolkit Adaptation and Dissemination" contract. More than one person can be involved in order to meet the project's objectives

GAC – Global Affairs Canada

MTK – The Exploration and Mining Guide for Aboriginal Communities, also referred to as the Mining Toolkit (MTK), was published in 2013 by Natural Resources Canada. The purpose of this guide is to increase the capacity of Indigenous peoples to understand the mineral development cycle and participate in exploration and mining-related activities. It contains an information manual, pamphlets and instructions for use to explain the different stages of medium and large mining initiatives.

NRCan - Natural Resources Canada



Project Authority – The NRCan official who is responsible for all matters concerning the content of the work under the Contract. All deliverables and services rendered under any contract are subject to inspection by the Project Authority and the Project Authority shall have the right to reject any deliverables that are not considered satisfactory. Any proposed changes to the scope of the project are to be discussed with the Project Authority.

TAP - The Senegal Technical Assistance Project is a five-year project funded by Global Affairs Canada and executed by Natural Resources Canada. Its objective is to improve Senegal's capacity in the extraction and management of natural resources, particularly minerals and metals. This contract is one activity under the TAP.

SW7.1 *Applicable Documents*

The original MTK will be provided as a resource. As mentioned previously a draft Senegal MTK was produced in 2016 and will also be made available to the contractor.



ANNEX “B” – BASIS OF PAYMENT

1. Taxes as Related to Bids Received

For Canadian-based bidders, prices/rates, as applicable, are requested to be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable **included**, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable, **excluded**;

For foreign-based bidders, prices/rates, as applicable, are requested to be firm (in Canadian funds) and **exclude** Canadian customs duties, excise taxes and GST or HST, as applicable. Canadian customs duties and excise taxes payable by the consignee will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders. If the prices submitted in the financial proposal are not in Canadian Funds the exchange rate in effect on the date of bid closing will be applied for evaluation purposes only.

2. Firm Price – Milestone Payments

Bidder tendered all-inclusive firm price to perform the work is Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

Milestone	Deliverable	Estimated Delivery Date	Cost
Phase 1			
1.1 Develop and adapt the Mining Toolkit	A final draft of the MTK is approved by Natural Resources Canada (NRCan) and le Ministère des Mines et de la Géologie (MMG). *Please note that a draft of the Senegal MTK was completed in 2016.	Date of award to September 2018	\$
1.2 Print the Mining Toolkit	A final version of the product is produced.	September – October 2018	\$
Phase 2			
2.1 Design and implement a communications plan	A clear communications plan is approved by NRCan and MMG.	October – November 2018	\$
2.2 Train Facilitators	The training sessions take place in three targeted regions in Senegal: Thies, Kedougou and Dakar.	December 2018 – January 2019	\$
Phase 3			
3.1 Design of information workshops with affected communities with the participation of regional officials and community leaders	Facilitators reach a consensus in terms of actual community information sessions. There may be modifications depending on the community in question. i.e. different local dialects, adaptation for children etc.	February – April 2019	\$
3.2 Implementation and Delivery of Workshop	The facilitators are able to provide those information sessions to the targeted communities. A final project report is prepared including activities 3.1 & 3.2.	May – December 2019	\$
Total Proposed Firm Price:			\$