



Gouvernement du Canada

Government of Canada

Commission des champs
de bataille nationaux

The National Battlefields
Commission

390, avenue de Bernières
Québec (Québec) G1R 2L7

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Quebec (Quebec) G1R 2L7

INSTRUCTIONS TO TENDERERS

1. Receipt of Tenders

- 1.1. The tender and all of the documents must be returned by mail in a sealed envelope to the Purchasing Agent, The National Battlefields Commission, 835 Wilfrid-Laurier Avenue, Québec, Québec, G1R 2L3. Only one copy with the original is required. Tenders must be received before the closing date and time indicated on the *Request for Tenders* form.
- 1.2. With the tender, enclose the tender form (Request for Tenders), which must indicate your price, and include a copy of all addenda, if any.
- 1.3. Your tender must include all applicable taxes. For construction work, quote F.O.B. at job site.
- 1.4. Site visits may only be made in the company of the NBC nominee or his/her designate, and instructions from persons other than the project supervisor have no validity. Tendering parties are responsible for the measurements they take on site.
- 1.5. This tender may not be withdrawn for a period of 30 days following the tender closing date and may be extended to 60 days by the National Battlefields Commission if the contractor is so notified within 15 days after the tender closing date.
- 1.6. Tenders sent by fax or e-mail will not be accepted.

2. Unacceptable Tenders

- 2.1. Tenders not submitted on the *Request for Tenders* form will not be considered.
- 2.2. Tenders received after the tender closing date and time will not be considered.
- 2.3. The National Battlefields Commission reserves the right to reject incomplete tenders.
- 2.4. In the event that security is required under these instructions and it is not provided with the tender, the tender is subject to disqualification.

3. Revision of Tenders

- 3.1. A tender submitted in conformance with these instructions may be revised by letter or fax, provided it is received at the office indicated for tender reception before the tender closing date and time.

4. Security Requirements

4.1. Security with tender.

In the event that the amount of the tender exceeds \$25,000, the tendering party shall enclose with the tender a security in the form of EITHER a bid bond in an approved form and from a company whose bonds are acceptable, in an amount of at least 10% of the tender OR a “CASH” security deposit in an amount of at least 10% of the tender. The cash security deposit must be:

- a) a certified cheque payable to the Receiver General for Canada and drawn on a member of the Canadian Payments Association or a local credit union that is a member of a central credit union having membership in the Canadian Payments Association;
- b) a government guaranteed bond to Her Majesty the Queen in right of Canada as Obligee (hereinafter called the Crown); or
- c) such other security as may be deemed appropriate by the contracting authority and approved by the Treasury Board.

4.2. Upon acceptance of the tender:

4.2.1. If the tender is valued in excess of \$25,000, the successful tenderer SHALL be called upon by the National Battlefields Commission to provide the security described in the document headed “Contract Security Conditions”.

4.2.2. If the tender is valued at less than \$25,000, the successful tenderer MAY be called upon by the National Battlefields Commission to provide the security described in the document headed “Contract Security Conditions”.

5. Insurance

5.1 The tendering party shall provide, with the tender, proof of general liability insurance of at least two (2) million dollars, to be in effect for the entire duration of the work.

6. Acceptance of Offer

6.1. The National Battlefields Commission is not required to accept the lowest offer or any of the offers.

7. Additional documents to include with the tender

7.1. The tendering companies must include with the tender a copy of the head office resolution stating that the tender signatory is entitled to such authorization.(VERY IMPORTANT. DO NOT FORGET.)

7.2. All of the documents to certify your RBQ licences and the documents for the CNESST.