



Science Vessel Charter

Request for Information– March/April 2016

Lake Laberge, Yukon Territory, Canada. Shutterstock

Timelines

- Request for Supply Arrangement (RFSA) available between May and June 2019.
- This requirement will be posted a minimum of 40 calendar days on www.buyandsell.gc.ca/tenders
- Those interested may set up automated notifications in buyandsell

Procurement Process

Conducted in four phases:

- Phase 1: Industry Engagement Days – Late March early April 2019
- Phase 2: Request for Supply Arrangement (RFSA) – May to June 2019
- Phase 3: Request for Proposal (RFP): issued as and when required
- Phase 4: Vessel Inspections

Request for Supply Arrangement (RFSA)

Phase 2:

- Is the procurement method used to solicit bids from suppliers
- Results in a database of approved suppliers capable of providing research vessel charter services(vessel and crew).
- Database is used to invite qualified firms to bid on RFP(s) for research vessel charter(s) on an "as and when requested" basis.
- RFSA will be valid for the period 5 years (refreshed yearly)

Responding to the RFSA

- Carefully read the RFSA and provide detailed information demonstrating how you meet all of the mandatory criteria
- Bids not meeting all the mandatories will be disqualified from the process
- Structure your bid in line with the criteria and respond to each item with sufficient detail to permit evaluation and categorization
- Certifications must be maintained for the duration of the Supply Arrangement. Failure to maintain certifications may result in removal from the Supply Arrangement.

Improvement during solicitation

Inform contracting authority if you feel the Statement of Work, specifications or evaluation criteria could be improved or clarified in any way.

Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted in sufficient time to be answered before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

Buyandsell.gc.ca

Find opportunities with Buyandsell.gc.ca/tenders

Have questions?

Call the **InfoLine at 1-800-811-1148**. They can help you do business with the Government of Canada.

Request for Proposal (RFP)

Phase 3

- Is a competitive procurement process used to solicit competitive bids from for vessel charters prequalified on the RFSA
- All prequalified vessel charters meeting the minimum requirement of a scientific mission will be invited to submit proposals
- Supply Arrangements are not a guarantee of business. Fisheries and Oceans Canada is not obligated to use these services.

Preparing a bid

- Clauses incorporated by reference are part of the solicitation
- Carefully read the requirement of the RFP and ensure you provide sufficient detail to permit evaluation
- Failure to meet a mandatory requirement (will, must, or shall) will result in the disqualification of the proposal

Preparing a bid

- Don't assume, ask questions (prior to question period deadline)
- Provide all certifications and other documentation as requested
- Ensure your bid is signed
- Ensure your bid is delivered on time (taking note of the time zone and location specified)
- No changes can be made to bids after closing.

Communications – Solicitation Period

To ensure the integrity of the competitive bidding process, enquiries and other communications regarding the bid solicitation must be directed only to the Contracting Authority.

Enquiries received and their replies will be posted on buyandsell in the form of an addendum.

Vessel Inspection

Phase 4

- *The " Vessel Inspection Categorization Factors" will be validated during inspection.*
- *Vessel(s) must pass inspection in order to receive an award*

Additional Information

- Office of Small and Medium Enterprises (OSME) offers free seminars such as:
 - Doing business with the Government of Canada
 - Finding opportunities on Buyandsell.gc.ca
 - Bidding on opportunities

<https://buyandsell.gc.ca/for-businesses/seminars-and-events>

Comments/Questions