



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services 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 aux: Travaux Publics et Services
Gouvernementaux 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

Title - Sujet Cadet Expedition - Chile	
Solicitation No. - N° de l'invitation W3937-200021/A	Date 2019-10-30
Client Reference No. - N° de référence du client W3937-200021	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-256-7845	
File No. - N° de dossier VIC-9-42139 (256)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-12-02	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Morton, Chris	Buyer Id - Id de l'acheteur vic256
Telephone No. - N° de téléphone (250) 580-1311 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE See herein	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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	2
1.1 SECURITY REQUIREMENTS	2
1.2 STATEMENT OF WORK.....	2
1.3 DEBRIEFINGS	2
1.4 CANADIAN CONTENT	2
1.5 EPOST CONNECT SERVICE	2
PART 2 - BIDDER INSTRUCTIONS	2
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	2
2.2 SUBMISSION OF BIDS	2
2.3 FORMER PUBLIC SERVANT.....	3
2.4 ENQUIRIES - BID SOLICITATION.....	4
2.5 APPLICABLE LAWS.....	4
PART 3 - BID PREPARATION INSTRUCTIONS	5
3.1 BID PREPARATION INSTRUCTIONS	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	6
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	7
5.1 CERTIFICATIONS REQUIRED WITH THE BID	7
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	8
PART 6 - RESULTING CONTRACT CLAUSES	9
6.1 SECURITY REQUIREMENTS	9
6.2 STATEMENT OF WORK.....	9
6.3 STANDARD CLAUSES AND CONDITIONS.....	9
6.4 TERM OF CONTRACT	9
6.5 AUTHORITIES	9
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	10
6.7 PAYMENT	10
6.8 INVOICING INSTRUCTIONS	11
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	11
6.10 APPLICABLE LAWS.....	11
6.11 PRIORITY OF DOCUMENTS	11
6.12 INSURANCE – SPECIFIC REQUIREMENTS	12
ANNEX “A” – STATEMENT OF WORK.....	13
ANNEX “B” – BASIS OF PAYMENT.....	20
ANNEX “C” – INSURANCE REQUIREMENTS	21
ANNEX “D” – MANDATORY EVALUATION CRITERIA.....	23
ANNEX “E” – ELECTRONIC PAYMENT INSTRUMENTS.....	25

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 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.

1.4 Canadian Content

The requirement is subject to a preference for Canadian services.

1.5 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

PART 2 - BIDDER INSTRUCTIONS

2.1 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](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving Unit, Pacific Region
401-1230 Government Street
Victoria, British Columbia V8W 3X4

FAX: (250) 363-3344

Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#).

EPOST CONNECT: TPSGC.RPRceptiondessomissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

2.3 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" is any 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. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a 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 size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"Pension" means 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 in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

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 and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 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.

2.5 Applicable Laws

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

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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders 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.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “E” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “E” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory technical criteria are included in Annex “D”. Failure to meet any of these mandatory technical criteria will result in the Bidder’s bid being declared non-responsive and will be given no further consideration.

Bidders are required to provide literature with submitted bids to demonstrate their compliance.

Bidders are required to provide a page reference number by each compliant requirement that refers to the supplied literature.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price - Bid

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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.

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. Unless specified otherwise, 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.

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.

5.2 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 provided will render the bid 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 property agreement of 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.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 \(ESDC\) - Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 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. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.2 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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 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](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

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of award to 20 February 2020, inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Chris Morton
A/Supply Officer
Public Works and Government Services Canada
Procurement Branch
401-1230 Government Street
Victoria, British Columbia V8W 3X4

Telephone: 250-580-1311
E-mail address: chris.morton@pwgsc-tps.gc.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

Solicitation No. - N° de l'invitation
W3937-200021/A
Client Ref. No. - N° de réf. du client
W3937-200021

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42139

Buyer ID - Id de l'acheteur
VIC256
CCC No. / N° CCC - FMS No. / N° VME

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.

In the event you are unable to contact the above noted Authority, please contact:
PWGSC.PRVICCARP.TPSGC@pwgsc-tpsgc.gc.ca

6.5.2 Project Authority

The Project Authority for the Contract is provided in the finalized Contract.

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.

6.5.3 Contractor's Representative

Bidder is to complete information below and submit with their bid:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-Mail Address: _____

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

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" for a cost of \$ _____. 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.

6.7.2 Single Payment

[H1000C](#) (2008-05-12), Single Payment

6.7.3 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- (a) Visa Acquisition Card;
- (b) MasterCard Acquisition Card;
- (c) Direct Deposit (Domestic and International);
- (d) Electronic Data Interchange (EDI);
- (e) Wire Transfer (International Only).

6.8 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 address shown on page 1 of the Contract for certification and payment.
 - (b) One (1) electronic copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

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 Articles of Agreement;
- (b) 2010C (2018-06-21), General Conditions - Services (Medium Complexity);
- (c) Annex "A" – Statement of Work;
- (d) Annex "B" – Basis of Payment;
- (e) Annex "C" – Insurance Requirements;
- (f) the Contractor's bid dated _____.

Solicitation No. - N° de l'invitation
W3937-200021/A
Client Ref. No. - N° de réf. du client
W3937-200021

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42139

Buyer ID - Id de l'acheteur
VIC256
CCC No. / N° CCC - FMS No. / N° VME

6.12 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex “C”. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A" – STATEMENT OF WORK

REGIONAL CADET SUPPORT UNIT (PACIFIC) 2020 INTERNATIONAL EXPEDITION – CHILE

1 Title

Regional Cadet Support Unit (Pacific) (RCSU (P)) – 2020 INTERNATIONAL EXPEDITION – CHILE

2 Background

The Royal Canadian Army Cadet Programme (RCACP) conducts expeditions to develop leadership skills, while enhancing self-concepts, such as self-confidence, self-reliance, self-esteem and self-discipline. An expedition is any activity that consists of dynamic travel of no less than one day in duration with an outdoor overnight component, where there is a clear goal associated with the activity.

The development and execution of the 2020 International Expedition has been tasked to RCSU (P). The expedition will occur in phases – pre-expedition training, the expedition, and cultural visits.

3 Objective

The 2020 International Expedition – Chile is forecasted to have three (3) adult staff army Cadet Instructor Cadre (CIC) officers, and eighteen (18) youth aged 16-18 as participants. All will have a high level of physical fitness and no medical restrictions that would preclude them from participating in the entirety of activities to be conducted. At least one (1) of the CIC officers will be functionally bilingual (French-English) to account for the possibility of a unilingual participant. This requirement is for the supply of out-trip meals and the instruction and supervision of eighteen (18) Army Cadets and three (3) CIC officers.

4 Publications and Definitions

- a) The Department of National Defence (DND) will provide the Contractor with policy documentation that directs expectations in training and activities that will take place during this activity. The document is as follows:
 - (1) A-CR-CCP-930/AG 001, Cadet Program Interim Activity Safety Direction (ISAG)
- b) The following are definitions of common words and phrases found in this statement of work:
 - (1) Contractor: the service provider awarded the contract and their representatives;
 - (2) DND: Department of National Defence, the client;
 - (3) Technical Authority: DND's representative who is responsible for coordinating the international expedition;
 - (4) Cadet: youth participant selected by DND;
 - (5) CIC officer: adult participant/staff member selected by DND;
 - (6) IFMGA: International Federation of Mountain Guides and Associations;
 - (7) ACMG: Association of Canadian Mountain Guides;
 - (8) Kayaking: shall be defined as a sport consisting of the use of a Kayak for moving across water over a distance with required equipment and food to move from one point to another. Kayaking is distinguished from canoeing by the sitting position of the paddler and the number of blades on the paddle. A kayak is defined by the International Canoe Federation (the world sanctioning body) as a boat where the

paddler faces forward, legs in front, using a double-bladed paddle. Most kayaks have closed decks. Kayaks must be of a modern fabrication with a keyhole cockpit exit;

- (9) Trekking: shall be defined as the activity of vigorous walking in the outdoors/wilderness on an unpaved trace, either a path or navigating an unmarked route. Usually trekking consists of travelling across country over different terrains, sometimes with inclines and declines. Trekking is sometimes referred to as mountain/hill walking. Trekking can take place on a route with a different start and end point, a circuit or a mid-point destination and return. Trekking may also include obstacle crossings of low-level intensity such as logs and fallen trees; however, it does not include river crossings (fording). Activities that include crossing such obstacles require a higher skill level from all participants. Often participants will carry water, food, living and emergency equipment. Trekking becomes backpacking once equipment is carried for an overnight stay.
- (10) Ocean, coastal, and open water: refers to paddling conditions in very large bodies of water that would behave like an ocean, ex: seas, very large bays and very large lakes;
- (11) Backcountry: refers to a remote undeveloped rural area that requires self-powered modes of travel and a working knowledge in navigation and satellite driven communications devices;
- (12) Out-trip: any portion of the expedition that takes place in backcountry; and,
- (13) 930: Cadet Program Interim Activity Safety Direction.

5 Scope of Work

The Contractor must provide:

- a) Nine (9) days of expedition activities to include kayaking and trekking in a linear route in the Magallanes Region of Southern Chile. The details of the expedition route are to be agreed upon by the Contractor and the Technical Authority. Each day will include at least 7 hours of programmed activities;
- b) All meals once the group arrives in Punta Arenas;
- c) All transport once the group arrives in Punta Arenas;
- d) All accommodations once the group arrives in Punta Arenas;
- e) Any fees associated with conducting expedition activities;
- f) All technical gear and equipment associated with kayaking and trekking for the expedition outlined in the 930;
- g) A full day prior to start of the expedition to prepare for the expedition;
- h) A full day of cultural activities following the expedition, to be agreed upon by the Contractor and Technical Authority;
- i) Instructors who are able to speak English with the necessary skills and qualifications in accordance with acceptable industry wide standards to conduct the expedition;
- j) Screening all potential employees to ensure that personnel with criminal records for drug related offences within the past ten years, child abuse, molestation, or assault are not employed during the expedition. All costs of screening are the responsibility of the Contractor. DND reserves the right to verify compliance at any time during the period of the contract.

6 Mandatory Requirements

The Contractor must meet the following requirements:

a) **Kayak Phase:**

- (1) At least one instructor must have current experience paddling the proposed trip in the past twenty-four (24) months;
- (2) At least one instructor must possess a current Wilderness First Responder qualification or equivalent;
- (3) Provide four (4) kayaking guides who possess at minimum a current Paddle Canada Sea Kayak Tripping Instructor Level 2 qualification or equivalent;
- (4) Meet the safety requirements as prescribed in the 930;
- (5) The kayaking phase shall not be shorter than three full days unless agreed upon by the Contractor and the Technical Authority.

b) **Trekking Phase:**

- (1) At least one instructor must have current experience along the proposed route in the past twenty-four 24 months;
- (2) The instructors must possess a current Wilderness First Responder qualification or equivalent;
- (3) Provide two (2) trekking guides with experience leading groups in the back country;
- (4) Meet the safety requirements as prescribed in the 930;
- (5) The trekking phase shall not be shorter than four full days unless agreed upon by the Contractor and the Technical Authority.

- c) The contractor shall not add any activities not prescribed within this statement of work without the approval of the Technical Authority.

7 Period of the Contract

The period of the Contract is from date of award to February 20, 2020 inclusive. The dates for the expedition are February 7-19, 2020. There will be no changes in dates unless agreed to by both the Contractor and the Technical Authority. Refer to Appendix 1 for the proposed schedule.

8 Tasks

a) **Pre-planning:**

The Contractor shall submit to the Technical Authority a detailed plan for all requirements for the planned activities no later than (NLT) sixty (60) days prior to the commencement of the expedition. This work plan must include items such as, but not limited to: proof of being in possession of necessary permits and licensing, etc. required for operating in the proposed areas and identification of rest stops and campsites along the proposed route. The pre-planning must also include a risk assessment, how the risk will be mitigated and an evacuation plan for the activity/location.

b) **Staff Training:**

The Contractor shall train the CIC officers in the operation of safety equipment, communications, and the implementation of the emergency plan. The cadets shall be introduced and aware of the aforementioned equipment and plans.

c) Special Considerations:

The Contractor shall provide technical advice, instruction and supervision of the conduct of training and will work in close consultation with the Technical Authority and the adult staff present during the expedition for detailed scheduling and safety. The Contractor shall work in close consultation with the adult staff present who are assigned to oversee the instruction of cadets for matters separate from the technical aspects of training (i.e. leadership).

d) Communications:

The Contractor shall be responsible for all communications including but not limited to the following:

- (1) Ensuring Contractor's staff are capable of communicating with the necessary authorities during the period of service. Communication with the necessary authorities includes being able to initiate public affairs plans, required daily communications, and emergency plans at all times;
- (2) Supplying of satellite phones, cell phones, and other necessary equipment for communication as required;
- (3) Liaising with applicable agencies for access to or provision of services for communications as required in areas of controlled communications systems;
- (4) Communication Devices required on hand are: one radio per adult staff and one satellite phone per team;
- (5) Provide the team opportunity to contact the Technical Authority every 24 hours while in Chile via satellite phone;
- (6) The Technical Authority shall be included in all communication plans for emergency responses.

e) Safety:

The Contractor shall maintain a safe training environment that meets the safety standards as outlined in the 930. The safe training environment shall include proceeding to and from any training locations as well as the actual conduct of the activity. Where local, International, or industry standards are more stringent, those shall prevail and the Contractor shall notify the Technical Authority. The Contractor is responsible for the safe conduct and supervision of all technical aspects of the activity being conducted.

f) Liaison Personnel:

The Contractor must appoint a person(s) to liaise with the DND Expedition Leader and the Technical Authority on a twenty-four (24) hour 'on-call' basis during the entirety of the contract period.

g) Emergency Planning:

The Contractor must initiate any required emergency procedures related to the requirements of the planned activity. This includes but is not limited to establishing the necessary lines of communications with rescue authorities, emergency personnel, etc., for the implementation of an Emergency Response Plan. The Contractor must provide the necessary specialist first aid and evacuation equipment necessary to extract casualties from locations.

h) Equipment:

The Contractor shall provide all technical equipment required for the level and type of instruction for the planned training as approved by agencies with the publication noted in paragraph 4, section A. Once the expedition activities are agreed upon by the Contractor and Technical Authority, required equipment is outlined in the 930 for specific adventure activities. The Contractor is not required to provide environment clothing (jackets, sweatshirts, etc.).

i) Food:

The Contractor shall provide meals (breakfast, lunch, supper and snacks). Dietary restrictions will be forwarded to the Contractor no later than thirty (30) days prior to the commencement of the expedition. Meals will be provided for the twenty-one (21) participants of the international expedition.

- (1) Meals are to be nutritious, appetizing, and provide the required daily caloric intake while participating in expedition activities;
- (2) Meals must be suitable for backcountry travel, lightweight, non-perishable, straight forward in preparation, with low refuse packaging (dehydrated meals are best); and
- (3) Stoves and fuel to cook meals.

The Contractor shall:

- (1) Divide out-trip meals into those being served during each of the expedition phases;
- (2) Divide the out-trip meals, for each phase of the expedition, into two (2) separate serving groups (teams);
- (3) Ensure that out-trip meals for the trekking portion are packaged to allow for equitable distribution between team members;
- (4) Ensure that out-trip meals for the kayaking portion are packed in clearly marked waterproof containers.

j) Accommodations:

The Contractor is required to book accommodations for participants upon arrival in Chile.

- (1) Separate washrooms and bathing facilities for each gender;
- (2) Separate rooms for gender separation;
- (3) Security (locks on doors to keep non-expedition persons out of rooms);
- (4) Clearly designated fire escape plans and fire escapes (if on multiple floors);
- (5) Fire alarms and smoke detectors in each sleeping area;
- (6) Must have fire suppression if in a building with multiple floors;
- (7) Cleanliness, bedding, and cleaning services;
- (8) Building and room occupancy limits shall not be exceeded;
- (9) Participants are to sleep in tents or other facilities while on the expedition phase; and
- (10) Rooms are not to be shared with any other group or organization not associated with the Canadian Cadet Organization.

k) Transportation:

The Contractor shall provide ground transportation while in Chile for expedition participants.

-
- (1) 15 passenger vans shall not be used;
 - (2) Driver/conductor:
 - (a) Driver licensing qualifications must be current and match equipment used;
 - (b) Drivers shall not consume alcohol or non-medicinal drugs within 8 hours preceding or during driving task;
 - (c) Pre-driving checks on vehicles must be conducted prior to each trip to ensure correct operation of peripheral equipment on vehicle;
 - (d) Vehicles shall be operated at speeds no higher than the least of: maximum vehicle specification, or 100 kilometres per hour, or posted speed limits, at any time;
 - (e) Maximum hours of work for drivers shall not exceed 12 hours per day.
 - (3) Tires:
 - (a) Tires must be properly inflated to factory pressure;
 - (b) Tire tread must be more than 1.59mm (2/32");
 - (c) Tires shall be deemed out of service if they are 6 years or older than production date or if side walls have bulges, punctures, or tears;
 - (d) Vehicles must carry at least one full size spare meeting aforementioned specifications;
 - (e) Vehicle shall not transport personnel with a 'doughnut' spare, only full size spare.
 - (4) Vehicle Safety:
 - (a) Vehicle shall be well maintained and in safe operating condition including all lights, signals, gauges, windshields (wipers), windows;
 - (b) Escape doors, hatches, and locking mechanisms must be functioning and clearly marked;
 - (c) Emergency fire suppression equipment must be available and functioning;
 - (d) Radio or telephone communications must be available in each vehicle and functioning in the event of a breakdown or emergency;
 - (e) Functioning seatbelts must be available for all passengers, although not required if vehicle is a school bus or cruiser.
 - (5) Equipment/loads:
 - (a) Shall not exceed maximum safe load of the vehicle; and
 - (b) Shall not be transported inside passenger area unless separated by permanent wall or properly secured cargo net or loaded below the upper most part of the seat back.
 - (6) Insurance: vehicles must carry appropriate insurance coverage for transporting passengers and equipment;
 - (7) Towed apparatus: Trailers for kayaks and towing vehicles will be properly outfitted with serviceable cargo straps, signal lights, safety chains, and not in excessive height to maintain stability in travel.
- l) Shipping:

The Contractor shall be responsible for shipping technical equipment and out-trip meals to / from Chile if required.

9 Reports and Deliverables

Risk Assessment and Emergency Response Plan are required prior to conduct of any training activity. These reports must be sent to the Technical Authority no later than forty five (45) days prior to the commencement of the expedition.

10 Government Furnished Support/Equipment/Information

DND will provide the following:

- a) Personal clothing for participants;
- b) Tents, expedition packs, sleeping bags, and, sleeping pads;
- c) Any third party costs associated with emergency procedures;
- d) Three (3) CIC officers who will assist with supervision and instruction of cadets;
- e) InReach devices capable of tracking the expedition teams and sending/receiving messages;
- f) A-CR-CCP-930/AG 001, Cadet Program Interim Activity Safety Direction (ISAG); and
- g) Transportation for participants (not including Contractor personnel) to and from Chile which includes:
 - (1) Domestic ground and air travel within Canada; and,
 - (2) Air travel from Canada to Punta Arenas and return.

Proposed Expedition Itinerary February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7 Arrive in Chile	8 Expedition Prep
9 Expedition Day 1	10 Expedition Day 2	11 Expedition Day 3	12 Expedition Day 4	13 Expedition Day 5	14 Expedition Day 6	15 Expedition Day 7
16 Expedition Day 8	17 Expedition Day 9	18 Cultural Activities	19 Depart for Canada	20	21	22

Solicitation No. - N° de l'invitation
W3937-200021/A
Client Ref. No. - N° de réf. du client
W3937-200021

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42139

Buyer ID - Id de l'acheteur
VIC256
CCC No. / N° CCC - FMS No. / N° VME

ANNEX "B" – BASIS OF PAYMENT

The unit prices below shall be firm and in Canadian funds. The amount of Goods and Services Tax shall be shown as a separate item. No further charges are allowed.

Firm lot prices in accordance with Annex "A" – Statement of Work. Failure to complete the table in their entirety will result in the Bidder's bid being declared non-responsive and will be given no further consideration.

ARTICLE	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Pre-expedition training	LOT	\$	\$
2	Instruction and supervision of kayaking training	LOT	\$	\$
3	Instruction and supervision of trekking training	LOT	\$	\$
4	Cultural activities	LOT	\$	\$
5	Ground transportation in Chile	LOT	\$	\$
6	Out-trip meals	11 days	\$ _____/day	\$
7	Accommodations in Chile	12 days	\$ _____/day	\$
8	Equipment	LOT	\$	\$
TOTAL EVALUATED PRICE (1-8)				\$
GST				\$
TOTAL EVALUATED PRICE				\$

ANNEX "C" – INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j) Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n) Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - o) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General

of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b) Accident Benefits - all jurisdictional statutes
 - c) Uninsured Motorist Protection
 - d) Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

ANNEX “D” – MANDATORY EVALUATION CRITERIA

In their bid submission, Bidders must demonstrate how they meet all requirements detailed in the Requirement at Annex “A” and address clearly and in sufficient depth all points that are subject to evaluation criteria listed below against which the bid will be evaluated. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The Bidder must provide proof and/or verification of the Mandatory Evaluation Criteria herein through supporting documentation, as applicable. Bidders are required to provide a page reference number by each compliant requirement that refers to the supplied literature; if left blank, it may be evaluated as not met. It is the Bidder’s responsibility to ensure that the submitted supporting documentation provides detail to prove that the proposed service(s) meet the requirements of the mandatory criteria.

Canada will not evaluate information such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid. To be considered responsive, proposals must meet all of the mandatory criteria specified in the solicitation document.

ARTICLE	MINIMUM MANDATORY CRITERIA	LOCATION IN BID WHERE CRITERIA IS ADDRESSED	BIDDER’S COMMENTS/RESPONSE
1	The bidder must list the instructors/guides they are proposing in the performance of the Contract.		
2	The following information must be provided for each of the instructors/guides and managers the bidder is proposing:		
2.1	• Level of qualifications;		
2.2	• Date on which qualifications were obtained;		
2.3	• Gender, and;		
2.4	• Language status (i.e. unilingual English or French, or bilingual English/French);		
2.5	• Names, resumes, and copies of all required certifications must be provided for all personnel (including management) prior to contract award.		
3	The bidder must demonstrate they have the ability to provide sufficient instructors with the necessary skills and qualifications as specified in the Statement of Work to conduct the expedition, with required international travel documentation. If required, ensure that they have the appropriate working visa.		
4	Canoe/Kayak Phase:		
4.1	• At least one instructor must have current experience paddling the proposed trip area in the past 24 months;		
4.2	• At least one instructor must possess a current Wilderness First Responder qualification;		

Solicitation No. - N° de l'invitation
W3937-200021/A
Client Ref. No. - N° de réf. du client
W3937-200021

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-9-42139

Buyer ID - Id de l'acheteur
VIC256
CCC No. / N° CCC - FMS No. / N° VME

4.3	<ul style="list-style-type: none">Instructors must possess the appropriate Paddle Canada qualification or equivalent for the level of activity;		
4.4	<ul style="list-style-type: none">must be able to provide sufficient number of guides;		
4.5	<ul style="list-style-type: none">Instructors must meet safety requirements as prescribed in the 930 document.		

Solicitation No. - N° de l'invitation
W3937-200021/A
Client Ref. No. - N° de réf. du client
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Amd. No. - N° de la modif.
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VIC-9-42139

Buyer ID - Id de l'acheteur
VIC256
CCC No. / N° CCC - FMS No. / N° VME

ANNEX “E” – ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only).