



**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**

|   |   |
|---|---|
| <b>Title - Sujet</b><br>Drive-On-Dock   |   |
| <b>Solicitation No. - N° de l'invitation</b><br>W0103-208699/A  | <b>Date</b><br>2019-11-26   |
| <b>Client Reference No. - N° de référence du client</b><br>W0103-208699   |   |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$XLV-591-7861  |   |
| <b>File No. - N° de dossier</b><br>XLV-9-42113 (591)  | <b>CCC No./N° CCC - FMS No./N° VME</b>                                    |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2019-12-20</b>  | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Pacific Standard Time<br>PST |
| <b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes<br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/> |   |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Zwarich, Eric  | <b>Buyer Id - Id de l'acheteur</b><br>xl591                               |
| <b>Telephone No. - N° de téléphone</b><br>(250) 661-2347 ( )  | <b>FAX No. - N° de FAX</b><br>( ) -                                       |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF NATIONAL DEFENCE<br>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

|  |  |
|--|--|
| <b>Delivery Required - Livraison exigée</b><br>See Herein  | <b>Delivery Offered - Livraison proposée</b> |
| <b>Vendor/Firm Name and Address</b><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   |  |
| <b>Telephone No. - N° de téléphone</b><br><b>Facsimile No. - N° de télécopieur</b>   |  |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm</b><br><b>(type or print)</b><br><b>Nom et titre de la personne autorisée à signer au nom du fournisseur/<br/>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b> |  |
| <b>Signature</b>   | <b>Date</b>                                  |

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W0103-198302

Amd. No. - N° de la modif.  
File No. - N° du dossier  
XLV-9-42004

Buyer ID - Id de l'acheteur  
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement applicable to the Contract

### **1.2 Requirement**

DND has a requirement for the supply and install of a commercial off the shelf sail on boat dock in accordance with the requirements indicated in Annex A.

### **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 Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), and exempted under the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), as this procurement is for goods purchased by DND under FSC 1945.

### **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:

Address:

Bid Receiving Public Works and Government Services Canada  
Pacific Region  
401-1230 Government Street  
Victoria, BC  
V8V 3X4

ePost Connect email:

[TPSGC.RPReceptiondessaoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RPReceptiondessaoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** 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](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Bid Facsimile number:  
(250) 363-3344

### 2.3 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.

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XLV-9-42004

Buyer ID - Id de l'acheteur  
xlV591  
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## **2.4 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.

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## 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. Bidders must provide their bid in a single transmission. 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

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)

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.

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

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.

#### Section I: Technical Bid

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. 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

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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.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with ANNEX "C"– FINANCIAL EVALUATION SHEET and address each of the cost elements.

Bids must be submitted in Canadian currency.

Bidders are requested to insert "\$0.00" for any of the cost elements for which it does not intend to charge. If any cost element is left blank, Canada will insert "\$0.00" for that element.

### **3.1.1 Electronic Payment of Invoices – Bid**

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

If Annex "F" 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

## **Section III: Certifications**

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

### **3.1.3 No Conditional Bids**

The Bidder's bid must not be made conditionally. Any condition imposed by the Bidder will render the bid non-responsive and the bid will be given no further consideration.

### **3.1.4 Substantial Information**

Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed.

Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each mandatory criterion identified in ANNEX "E" - TECHNICAL EVALUATION CRITERIA.

### **3.1.5 Mandatory Tender Deliverable Check List**

Notwithstanding deliverable requirements specified anywhere else within this bid solicitation and its associated Requirement (Annex A), mandatory deliverables that must be submitted with the Bidder's tender to be deemed responsive are describe below.

**For details and to complete please refer to Annex D**

## **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. Where Canada has made a determination that a bid has failed any individual mandatory element of the Solicitation, Canada reserves the right to not proceed further in the evaluation of the bid and may deem the bid non-responsive.

#### **4.1.1 Technical Evaluation**

The Technical Bid Evaluation Plan and mandatory technical evaluation criteria are included in ANNEX "E" - TECHNICAL EVALUATION CRITERIA.

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars in accordance with Annex C, Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### **4.2 Basis of Selection – Lowest Price Per Point**

To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all mandatory technical evaluation criteria; and

Bids not meeting (a) or (b) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

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## 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 website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 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 procurement 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## **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 this Contract.

### **6.2 Requirement**

DND has a requirement for the supply and install of a commercial off the shelf sail on boat dock in accordance with the requirements indicated in 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**

2010A (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

#### **6.3.2 Supplemental General Conditions**

4009 (2013-06-27), Professional 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 Contract to 365 days after contract award inclusive.

#### **6.4.2 Delivery Date**

While delivery is requested by March 20, 2020 , the best delivery that could be offered is \_\_\_\_\_ ..

#### **6.4.3 Delivery Location**

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid (DDP – Incoterms 2010)

HMCS MALAHAT

20 Huron St

Victoria BC, V8V 4R1

Attn: \_\_\_\_\_

#### **6.4.3 Preparation for Delivery**

Preparation for delivery and packaging are to be to the highest manufacturer's standard for the mode of transportation utilized, to ensure safe arrival at final destination.

#### **6.4.4 Shipping Instructions – Delivered Duty Paid (DDP)**

Goods must be consigned and delivered to the destination specified in the contract:

Incoterms 2000 "DDP Delivered Duty Paid" – Victoria, BC.

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#### **6.4.5 Failure to keep the Contracting Authority informed**

As the delivery date is an essential part of this contract, except for excusable delays notified in accordance with Article 06 (Time of Essence) of 2010A, failure to communicate any changes to the delivery schedule specified in this contract will prejudice Canada and will, at Canada's discretion, entail either:

- a. Contract Termination in accordance with General Conditions 2010A Article 06 (Time of the Essence) and Article 23 subsection 4, (Default by the Contractor), and the Contractor will be liable to Canada for all losses and damages suffered by Canada because of the default or occurrence upon which the notice was based, including any increase in the cost incurred by Canada in procuring the Work from another source; or
- b. Consideration for Contract Amendment. Delivery date(s) will not be extended without consideration being provided by the Contractor in the form of adjustment to the price, warranty, and/or services provided.

#### **6.5 Authorities**

##### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Eric Zwarich  
Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions, Marine  
1230 Government Street, Suite 401 Victoria, BC V8W 3X4 Canada  
Telephone: 250-661-2347  
Facsimile: 250-363-3960  
E-mail: [Eric.Zwarich@pwgsc-tpsgc.gc.ca](mailto:Eric.Zwarich@pwgsc-tpsgc.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 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.

## 6.5.2 Technical Authority

The Technical Authority will be identified in the Contract:

Name: TBD  
Title: TBD  
Organization: TBD  
Address: TBD  
Telephone: TBD  
Facsimile: TBD  
E-mail: TBD

The Technical 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 Technical Authority, however the Technical 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

| Contact for:       | Name | Telephone | Email |
|--------------------|------|-----------|-------|
| Contracting issues |      |           |       |
| Technical issues   |      |           |       |
| Invoicing issues   |      |           |       |

**For details and to complete please refer to Annex D**

## 6.6 Payment

### 6.6.1 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.

### 6.6.2 Multiple Payments

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment.

### 6.6.3 SACC Manual Clauses

[C0100C](#) 2010-01-11 Discretionary Audit – Commercial Goods and/or Services

[C6000C](#) 2017-08-17 Limitation of Price

#### 6.6.4 Electronic Payment of Invoices – Contract

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

- (a) Direct Deposit (Domestic and International);
- (b) Electronic Data Interchange (EDI);
- (c) Wire Transfer (International Only);

#### 6.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the section of the General Conditions titled Invoice Submission.

**Invoice is to be made out to:**

TBD

**Electronic copy of the invoice is to be sent for verification to:**

[PAC.MARINE@pwgsc-tpsgc.gc.ca](mailto:PAC.MARINE@pwgsc-tpsgc.gc.ca) Attention: Eric Zwarich

#### 6.8 Certifications and Additional Information

##### 6.8.1 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.

##### 6.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

#### 6.9 Applicable Laws

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

#### 6.10 Priority of Documents

If there is a discrepancy between the wordings 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 4009 (2013-06-27), Professional Services – Medium Complexity;
- (c) The general conditions 2010A (2018-06-21), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) The Contractor's bid dated \_\_\_\_\_.

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#### **6.11 SACC Manual Clauses**

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

[B1501C](#) (2018-06-21), Electrical Equipment

[B7500C](#) (2006-06-16), Excess Goods

#### **6.12 Insurance – No Specific Requirement**

[G1005C](#) (2016-01-28), Insurance – No Specific Requirement

## ANNEX A – REQUIREMENT

### 1.0 SCOPE

#### 1.1 Purpose

1.1.1 The purpose of this Statement of Work (SOW) is to describe the requirements and work effort required from the Contractor by the Department of National Defence (DND) for the supply of items and services to meet the requirements for the acquisition and support of the Drive on Dock.

#### 1.2 Background

1.2.1 HMCS MALAHAT (MAL) has a mandate to provide operational and training capabilities to Royal Canadian Navy. There is a critical requirement to have a drive-on-dock capability to support its operational and training obligations.

1.2.2 The challenge MAL faces in a Naval Reserve environment is the ability to launch vessels without substantial planning to organize vehicle and boat drivers with the proper qualifications. The drive-on-dock will alleviate many person hours and logistical coordination in the launching of a small boat.

1.2.3 From a maintenance perspective having a drive on dock will provide a platform out of the water thus mitigating many hours of up keep required when a small boat is tied alongside in a salt water environment. The constant monitoring and changing of anodes and the removal of sea plant growth on the vessels in a very short period of time will be addressed.

##### 1.2.4

| Manufacturer     | Length (m/ft) | Beam (ft/m) | Maximum Weight (Kg/Lbs) | Model # |
|------------------|---------------|-------------|-------------------------|---------|
| Zodiac           | 4,70 m/15' 5" | 1,90m/6' 3" | 1221kg/2692 lb          | Mk III  |
| Zodiac Mumba     | 5,85m/19' 2"  | 2,48/8' 2"  | 2520kg/5556 lb          | Mk V    |
| Zodiac Hurricane | 5.0m/19' 4"   | 2.0,/8'2"   | 863/1903 lb             | H472    |
| Zodiac RIB       | 7,40m/24'     | 2,90m/9'    | 2730kg/6018lb           | SRR750  |
| Zodiac RIB       | 7,40m/24'     | 2,90m/9'    | 2730kg/6018lb           | SRR750  |

Figure 1

#### 1.3 Background

1.3.1 The intended use of the drive-on-dock is to provide a platform from which MAL can have their vessels out of the water and still have quick access to allow small boats to be launch in a short period of time.

#### 1.4 List of Acronyms and Abbreviations

| Abbreviation | Description |
|--------------|-------------|
|--------------|-------------|

|         |                                  |
|---------|----------------------------------|
| CA      | Control Authority                |
| CAGE    | Commercial and Government Entity |
| CAF     | Canadian Armed Forces            |
| CFB     | Canadian Forces Base             |
| DND     | Department of National Defence   |
| GSM     | Government Supply Material       |
| MAL     | Malahat                          |
| Nav Res | Naval Reserve                    |
| SOW     | Statement of Work                |
| TA      | Technical Authority              |
| IAW     | In Accordance With               |

## 2.0 APPLICABLE DOCUMENTS

### 2.1 References

2.1.1 The following references are provided with the Request for Proposal. Where mentioned, the following Standards must be used for the preparation of deliverable to the extent specified in this SOW:

2.1.1.1 DND Specifications, Standards, and Publications:

| REFERENCE           | PROMOLGATION | REFERENCE TITLE   |
|---------------------|--------------|---|
| A-AD-100-100/AG-000 | 1991-10-15   | NATIONAL DEFENCE PUBLISHING POLICY AND ADMINISTRATION PROCEDURES          |
| A-LM-184-001/JS-001 | 2016-01-30   | SPECIAL INSTRUCTIONS FOR REPAIR AND OVERHAUL CONTRACTORS                  |
| A-LM-007-100/AG-001 | 2016-11-30   | SUPPLY ADMINISTRATION MANUAL  |
| DAOD 3003-1         | 2011-08-23   | MANAGEMENT, SECURITY AND ACCESS REQUIREMENTS RELATING TO CONTROLLED GOODS |

Figure 2 DND Specifications, Standards, and Publications

2.1.1.2 Other Standards and Publications

### 2.2 Order of Precedence

2.2.1 In the event of a conflict between the content in the SOW and the referenced documents, the content of this SOW takes precedence.

### 3.0 GENERAL REQUIREMENTS

#### 3.1 Scope of Work - Equipment Description

3.1.1 The Contractor must supply an air assisted Drive-on-Dock that meet all the requirements identified within the SOW. A drive on dock is defined as a floating structure designed to lift a vessel out of the water and providing easy launch and recovery.

3.1.2 The Contractor must supply the following:

3.1.2.1 The surface area of the dockage is to be large enough, approximately three hundred twenty four square feet (324<sup>2</sup> ft) to approximately five hundred ninety four square feet (594<sup>2</sup> ft). It must be between 27'-33 ft long and 12-18ft wide to accommodate small boats up to 9' wide and 24' long with a minimum SWL of 8000lbs/3629 Kg.

3.1.2.2 Securing points to the existing jetty to allow for the vertical movement of the dockage as the seawater level rises and fall with Victoria Harbour tides.

3.1.2.3 The jetty is equipped to support 120V 20 Amp rating CSA/ULC approved 3 prong power activated air assist system with a manual winch turret for back up abilities if power should be lost to raise and lower vessels out of the water.

3.1.2.4 Aluminum or with similar, anti-corrosive resistant materials for railings and holding brackets running length of outside water edge of dock and meet all federal, provincial and local safety regulation.

3.1.2.5 Contractor must provide a minimum of 3 equally spaced cleats, sufficient to support a 24' RIB secured to it, at the edge of each side of the dock. SWL of cleats must be provided.

3.1.2.6 Contractor must provide a rating of NEMA 4 on all enclosures.

3.1.2.7 Contractor must provide 40 ft of electric cord for the air assist system and cut to suit.

3.1.2.8 Installation must be in accordance with Canadian Electrical Code and where applicable IEEE45.

3.1.2.9 Drive on Dock sides must be fitted with a fender system to withstand consistent and constant rubbing and hitting between docks and vessels without damage to either.

3.1.2.10 Dock construction must be made with materials which are composed of 80% recyclable materials that will not decompose, degrade or leech into the environment.

#### 3.2 Physical Description

3.2.1 The system shall be made of individual air filled High Density Polyethylene (HDPE) modular cells made of ultra violet stabilized environmentally friendly substance. The surface will have a non-skid surface and support the crafts in Figure 1.

3.2.2 The system must be expandable and modular.

3.2.3 Contractor must provide confirmation that systems will maintain buoyancy with up to 10 % failure of cells.

3.2.4 The air assist system must be able to manage a minimum of 8000lbs/3629 Kgs of weight with control module meeting jetty power of 120V 20 amps and CSA/ULC standards.

3.2.5 All required hardware, connecting pins, spacers and fasteners must be galvanized or a material otherwise corrosion or rust proof.

3.2.6 System must have a deck that can self-drain.

3.2.7 Contractor must provide suitable securing points for drive on dock to the floating dock, strong enough to support dock and loaded vessel in [beaufort conditions](https://www.canada.ca/en/environment-climate-change/services/general-marine-weather-information/understanding-forecasts/beaufort-wind-scale-table.html) (https://www.canada.ca/en/environment-climate-change/services/general-marine-weather-information/understanding-forecasts/beaufort-wind-scale-table.html) force 4 wind and wave.

3.2.8. Must provide for chain security and must inform TA of chain diameter and must provide security lock that is stainless steel, pickproof, drill proof, and cannot be cut with a bolt cutter.

### 3.3 **Tasks**

3.3.1 The contractor must provide one company representative who has the necessary technical skills and qualifications to assemble, install, setup and calibrate dock as required.

3.3.2 Contractor is responsible for all transport requirements to and from the work location for Technician and tools that are required for assembly, installation, setup and calibration.

3.3.3 If not needed for the performance of the Work, the Contractor must dispose of packaging material that is not a controlled item in accordance with Municipal, Provincial and Federal Laws.

3.3.4 Assembly and installation to be conducted in accordance with the Statement of Work at HMCS MALAHAT 20 Huron St V8V 4R1.

3.3.5 Work within all safety and environmental considerations in accordance with (IAW) Federal, Provincial, Local and Laws and Policies.

### 3.4 **Constraints**

3.4.1 Contractor must follow all direction identified in the DND Abbreviated Environmental Effects Determination (AEED) Report and Departmental Fisheries and Oceans Canada Report.

3.4.2 Contractor must inform TA 10 days prior of dates of any changes.

3.4.3 Contractor must follow all direction identified in the DND Abbreviated Environmental Effects Determination (AEED) Report and Departmental Fisheries and Oceans Canada Report.

### 3.5 **INTEGRATED LOGISTICS SUPPORT**

### 3.5.1 **Overview and Fielding Locations**

3.5.2 The Contractor will be responsible for transportation, meals, and accommodation for its employees.

3.5.3 The Contractor will be responsible for the shipping and handling of the dock IAW Incoterms DDP 2010. MALAHAT will identify and secure a preapproved lay down and assembly area with contractor prior to dock arrival. Assembly area will be in close proximity to jetty location. If required MALAHAT will provide boat support to tow dock from assembly area to installation location with 24 hours prior notice.

### 3.6 **Support provided by MALAHAT**

3.6.1 MAL will provide a laydown and staging area.

3.6.2 Up to 3 persons up to 2 days to assist with installation and support as required; and

3.6.3 Boat and Boat Coxswain and towing equipment to tow dock if required.

### 3.7 **Technical Publications Package**

3.7.1 The Contractor must prepare and deliver a Technical Publication package comprising of:

3.7.2.1 Operator Manual. The Contractor must provide the Operator Manual for the Drive on Dock.

3.7.3.2 Repair Manual for the Drive on Dock; (if applicable)

3.7.3.3 Users Manual; and (if applicable)

3.7.3.4 Maintenance and Parts Handbook. (if applicable)

### 3.8 **Initial Training**

3.8.1 The Contractor must provide ½ day hands on initial training to 8 personnel.

**ANNEX B – BASIS OF PAYMENT**

Remark to Bidder: Annex B will form the Basis of Payment for the resulting contract and should not be filled in at the bid submission stage.

**B1. Contract Price**

| ITEM   | DESCRIPTION  | Unit Price |
|--|--|------------|
| A  | <b>Drive on Dock</b> in accordance with Annex A.   | \$         |
| B  | <b>Delivery Costs</b> – DDP (Incoterms 2010) to Victoria BC  | \$         |
| C  | <b>Mobilization/Demobilization Costs</b><br>Costs to get personnel and tools to and from site indicated in Annex A for setup and Installation of dock. | \$         |
| D  | <b>Setup and Install Dock</b><br>Set up and Install dock at HMCS Malahat including removal and disposal of packing materials.                          | \$         |
| F  | <b>TOTAL CONTRACT FIRM PRICE</b><br>Sum of Extended Price for rows A + B + C + D =   | \$         |
| <p>DELIVERY OFFERED:</p> <p>The Contractor offers deliver by _____ with installation at HMCS completed by _____.</p> |  |            |

**ANNEX C – FINANCIAL EVALUATION SHEET**

**Bidder's Instructions**

The bidder must enter their pricing in the pricing schedule below. Bidders are requested to insert "\$0.00" for any of the cost elements for which it does not intend to charge. If any cost element is left blank, Canada will insert "\$0.00" for that element..

**C.1 Pricing Schedule- Table 1**

| ITEM   | DESCRIPTION  | Price Proposed |
|--|--|----------------|
| A  | <b>Drive on Dock</b> in accordance with Annex A.   | \$             |
| B  | <b>Delivery Costs</b> – DDP (Incoterms 2010) to Victoria BC  | \$             |
| C  | <b>Mobilization/Demobilization Costs</b><br>Costs to get personnel and tools to and from site indicated in Annex A for setup and Installation of dock. | \$             |
| D  | <b>Setup and Install Dock</b><br>Set up and Install dock at HMCS Malahat including removal and disposal of packing materials.                          | \$             |
| F  | <b>TOTAL EVALUATED FIRM PRICE</b><br>Sum of Extended Price for rows A + B + C + D =  |                |
| <p>DELIVERY OFFERED:</p> <p>The Bidder offers deliver by _____</p> <p>Bidder offers installation at HMCS completed by _____.</p> |  |                |

## ANNEX D – TENDER DELIVERABLES

### D1.1 Mandatory Tender Deliverables Checklist

Notwithstanding deliverable requirements specified anywhere else within this bid solicitation and its associated Requirement (Annex A), mandatory deliverables that must be submitted with the Bidder's tender to be deemed responsive, are summarized below.

The Bidder must submit a completed Annex E.

The following are mandatory and the Bidder's submission will be evaluated against the requirement as defined herein. The Bidder must be determined to be compliant on each item to be considered responsive. Bidders should include all substantiating information required to substantiate Annex E with their Technical Bid Submission.

| No | Solicitation Part | Reference                       | Description  | Document provided        |
|----|-------------------|---------------------------------|--|--------------------------|
| 1  | Front page        | Front page                      | <u>Request for Proposal</u> document part 1 page 1 completed and signed; | <input type="checkbox"/> |
| 2  | 3                 | Article 3.1 Section I           | Technical Bid Submission   | <input type="checkbox"/> |
| 3  | 3                 | Article 3.1 Section II, Annex C | Financial Bid Evaluation Sheet, completed                                | <input type="checkbox"/> |
| 4  |                   |                                 |  |                          |

### D1.2 Supporting Deliverable Requirements

If the following information which supports the bid is not submitted with the Bid; it may be requested by the Contracting Authority, and it must be provided within 48 hours of the written request:

| No | Solicitation Part | Reference               | Description                                     | Condition                   | Document provided        |
|----|-------------------|-------------------------|---|-----------------------------|--------------------------|
| 1  | Part 6            | 6.9                     | Applicable Laws (if applicable)                 | 48 hours of written request | <input type="checkbox"/> |
| 2  | 6                 | Articles 6.5.3, Annex D | Contractor's Representatives, table completed   | 48 hours of written request | <input type="checkbox"/> |
| 3  | Annex F           | 3.1.5.2                 | Electronic Payment Instruments                  | 48 hours of written request | <input type="checkbox"/> |
| 4  | Annex G           | 5.1.1                   | Integrity Provisions – List of Names, completed | 48 hours of written request | <input type="checkbox"/> |

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### D.1.3 Contractor's Representatives

The bidder is to complete table below and submit with their bid.

| Contact for:       | Name | Telephone | Email |
|--------------------|------|-----------|-------|
| Contracting issues |      |           |       |
| Technical issues   |      |           |       |
| Invoicing issues   |      |           |       |

## ANNEX E - TECHNICAL EVALUATION CRITERIA

### E-1 GENERAL

- E-1.1** The general requirement for the Bidder's Technical Bid is stated at Part 3 of the Bid Solicitation.
- E-1.2** The Evaluation Procedure is stated at Part 4 of the Bid Solicitation. The evaluation procedure indicates the composition of the evaluation team. This Annex gives the detailed Evaluation Criteria and Scoring Procedure.
- E-1.3** In order that a complete technical evaluation of the Bid can be conducted, the Bid must be compliant with all of the bid deliverable requirements, which are summarized under Part 3 of the Bid Solicitation. It is the Bidder's responsibility to clearly demonstrate their capabilities and capacity to complete all of the Work and other requirements stated in the Bid Solicitation, the Statement of Work and other attachments. Bidders should describe their capabilities, how they will comply with mandatory requirements, and how they will deliver any other requested goods and/or services.
- E-1.4** It is requested at Article 3.1 that the Bidder present topics in the order of these evaluation criteria and under the same headings and numbering scheme. Alternatively, the Bidder should include in their Technical Bid an applicability matrix wherein they identify, by page number, where each of the criteria is addressed in their Bid.

### E2 MANDATORY TECHNICAL CRITERIA

- E-2.1** The Mandatory Technical Criteria are detailed in **Table E-1 Mandatory Criteria**. Mandatory Criteria will be assigned either a Pass or Fail by the evaluation team. Any Bid which fails to comply with any Mandatory Criterion will be declared non-responsive. Some (or all) of the Mandatory Criteria may also be point rated, for their technical merit, in accordance with **Table E-2 – Point-Rated Technical Criteria**.
- E-2.2** The Bidder should provide, as part of its Technical Proposal, all documents essential to clearly demonstrate compliance with each technical mandatory requirement, including, without limitation, photographs, maps, drawings, calculations, Original Equipment Manufacturer (OEM) specifications, documents, purchase orders (less cost data), job or Quality Control or Quality Assurance record sheets, personnel resumes, current trade certificates and, other such evidence.
- E-2.3** The Bidder should provide, as part of its Technical Proposal, a Bidder filled out **Table – E-1 Mandatory Criteria** providing references by page and section, to their Technical Proposal where each requirement is addressed.

### E-3 POINT-RATED TECHNICAL CRITERIA

- E-3.1** The Point-Rated Technical Criteria are detailed in **Table E-2 – Point-Rated Technical Criteria**.
- E-3.2** Point rating of Criteria, for their technical merit, will be conducted in accordance with Scoring Procedure given under Part 4 of the bid solicitation
- E-3.3** The Bidder should provide, as part of its Technical Proposal, a Bidder filled out **Table E-2 – Point-Rated Technical Criteria** providing references by page and section, to their Technical Proposal where each requirement is addressed.

**Table E-1 -- Mandatory Criteria**

The Mandatory Technical Criteria are detailed herein. Mandatory Criteria will be assigned either a Pass or Fail by the evaluation team. Any Bid which fails to comply with any Mandatory Criterion will be declared non-responsive. Some (or all) of the Mandatory Criteria may also be point rated, for their technical merit, in accordance with Part 2 – Point-Rated Technical Criteria.

The Bidder should provide, as part of its Technical Proposal, all documents essential to clearly demonstrate compliance with each technical mandatory requirement, including, without limitation, photographs, maps, drawings, calculations, Original Equipment Manufacturer (OEM) specifications, documents, purchase orders (less cost data), job or Quality Control or Quality Assurance record sheets, personnel resumes, current trade certificates and, other such evidence.

| Section 1   |          |  |           |           |         |
|---|----------|--|-----------|-----------|---------|
| The Bidder must provide a signed and dated summary of their proposal which must clearly indicate the meeting of the following criteria. |          |  |           |           |         |
| Item  | Spec #   | Item Description   | Pass/Fail | Bid Ref # | Comment |
| 1.1   | 3.1.2.1  | The Bidder must supply the surface area of the proposed dockage the total area must be between three hundred twenty four square feet (324 <sup>2</sup> ft) and five hundred ninety four square feet (594 <sup>2</sup> ft). |           |           |         |
| 1.2   | 3.1.2.1  | The Bidder must provide a dock between 27 -33 ft long and 12-18ft wide to accommodate small boats up to 9' wide and 24' long.  |           |           |         |
| 1.3   | 3.1.2.1  | The Bidder must provide a dock with a minimum Safe Working Limit (SWL) of 8000lbs/3629 Kg  |           |           |         |
| 1.4   | 3.1.2.3  | The Bidder must indicate the voltage and amperage of the proposed equipment with their bid, as meeting 120V 20 amp rated circuit.  |           |           |         |
| 1.5   | 3.1.2.3  | The Bidder must indicate clearly that all electrical equipment proposed is CSA or ULC approved. Bidder to indicate to which standard their equipment will be certified.  |           |           |         |
| 1.6   | 3.1.2.3  | The bidder must clearly indicate that they will provide an activated air assist system.  |           |           |         |
| 1.7   | 3.1.2.3  | The bidder must clearly indicate the dock will be fitted with a manual winch turret for back up abilities for both raising and lowering of vessels in/out of the water in the event of no power                            |           |           |         |
| 1.8   | 3.1.2.4  | Bidder must provide the material to be used for railings and holding brackets. Material must aluminum or similar, anti-corrosive resistant material  |           |           |         |
| 1.9   | 3.1.2.10 | Dock construction must be made with materials which are composed of a minimum of 80% recyclable materials that will not decompose, degrade or leech into the environment.  |           |           |         |
| 1.10  | 3.2.2    | The proposed dock must be expandable and modular, Bidder must state clearly how the system is both expanded and what makes it modular.   |           |           |         |

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|      |         |   |  |  |
|------|---------|---|--|--|
| 1.11 | 3.2.6   | The proposed dock must self-drain. The Bidder must clearly describe how the deck will self-drain.   |  |  |
| 1.12 | 3.2.8   | The bidder must clearly indicate in their proposal to what rating or SWL the securing points are designed for.  |  |  |
| 1.13 | 3.1.2.2 | The Bidder must clearly describe how the securing points will fit to the existing jetty to allow for the vertical movement of the dockage as the seawater level rises and fall with Victoria Harbour tides. |  |  |
| 1.14 | 3.2.5   | The Bidder must clearly indicate the materials of all proposed hardware, connecting pins, spacers and fasteners. They must be galvanized or a material otherwise corrosion or rust proof.                   |  |  |

**Table E-2 – Point-Rated Technical Criteria**

Point rating of Criteria, for their technical merit, will be conducted in accordance with Scoring Procedure given under Part 4 of the bid solicitation. The minimum mandatory required points referenced in Part 4.2 is 42 points, each bidder which meets all mandatory requirements in Table E-1 will obtain a minimum of 42 points.

| Item | Point Rated Requirements   | Scoring and Evaluation Criteria  | Bid Ref Page # | Raw Score | Total Points |
|------|--|--|----------------|-----------|--------------|
| 1    | 3.1.2.1 Dock square foot Rating:<br><br><b>Max Score Points : 20 Points</b><br><b>Min Score Points : 10 Points</b> | Greater than 450 square feet but less than or equal to 594 Square Feet   |                | 20        |              |
|      |  | Greater than or equal to 324 square feet but less than – 449 Square Feet |                | 10        |              |
|      |  |  |                |           |              |
| 2    | 3.1.2.1 Minimum SWL range:<br><br><b>Max Score Points : 10 Points</b><br><b>Min Score Points : 6 Points</b>        | Greater than 9000lbc/4082Kgs.  |                | 10        |              |
|      |  | Greater than 8000lbs/3629Kgs but less than or equal to 9000lbs/4082Kgs   |                | 8         |              |
|      |  | Equal to 8000lbs/3629Kgs   |                | 6         |              |
|      |  |  |                |           |              |
|      |  |  |                |           |              |

|   |   |   |    |
|---|---|---|----|
| 3 | 3.1.2.10 Minimum recyclable materials range:<br><br><b>Max Score Points : 10 Points</b><br><b>Min Score Points : 7 Points</b> | Equal to or greater than 94%                    | 10 |
|   |   | Greater than or equal to 90% but less than 94%  | 9  |
|   |   | Greater than or equal to 85% but less than 90%. | 8  |
|   |   | Greater than or equal to 80% but less than 85%. | 7  |
|   |   |   |    |

|                                     |   |
|-------------------------------------|---|
| <b>TOTAL POINT SCORE (, Max 40)</b> | $\frac{\quad}{\text{Item 1}} + \frac{\quad}{\text{Item 2}} + \frac{\quad}{\text{Item 3}} + \dots$ |
|-------------------------------------|---|

**Table E-3 – Bid Evaluation**

| Evaluated Price<br>(Annex C) | Total Point Score<br>(Table E-2) | Total Price Per Point Score<br>(Evaluated Price / Total Point Score) |
|------------------------------|----------------------------------|--|
| \$ _____                     | _____ Points                     | _____ \$/Point   |

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## **ANNEX F - Electronic Payment Instruments**

### **ELECTRONIC PAYMENT INSTRUMENTS**

As indicated in Part 3, clause 3.1.4, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

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

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

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## **ANNEX G - INTEGRITY VERIFICATION FORM**

(List of Names for integrity verification form starts on following page and consists of 2 pages)



## List of names for integrity verification form

### Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

### Supplier information

|   |
|---|
| <b>Supplier's legal name:</b>   |
| <b>Organizational structure:</b><br><input type="checkbox"/> Corporate entity<br><input type="checkbox"/> Privately owned corporation<br><input type="checkbox"/> Sole proprietor |
| <b>Supplier's address:</b>  |
| <b>Supplier's procurement business number (optional):</b>   |
| <b>Solicitation or transaction number:</b>  |



**Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):**

**List of names**

| Name | Title |
|------|-------|
|      |       |
|      |       |
|      |       |
|      |       |
|      |       |
|      |       |
|      |       |
|      |       |

**Declaration**

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of (supplier's name) \_\_\_\_\_ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Please include with your bid or offer.