

## Questions and Answers

**TITLE: Trades Services at Health Canada laboratories, National Capital Region**

**RFSO #: 1000216246**

### Q & A - 1 to 7

**Q-1:** Is it possible to know how (mail, in person, messenger) the documents must be sent and that the should be sent to the following address:

**Health Canada / Santé Canada Bid receiving Unit/Unité de réception des soumissions  
161, Promenade Goldenrod / Goldenrod Driveway  
Loading dock #18/Quai de chargement #18  
Tunney's Pasture/Pré Tunney  
Ottawa, ON K1A 0K9  
Solicitation # / # de sollicitation: 1000216246**

Also, the time reception deadline is not indicated.

**A-1:** The most secure way to send the bid documentation is by messenger, and yes this is the correct address.

The time deadline is indicated on the Buy&Sell page: The information is added on the RFSO.

**Solicitation number:** 1000216246  
**Procurement entity:** HC-SC  
**End user entity:** HC-SC  
**Contact name:** Gagnon, Marie-France  
**Contact email:** [marie-france.gagnon2@canada.ca](mailto:marie-france.gagnon2@canada.ca)  
**Contact phone:** 613-404-6723  
**Contact fax:**

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**Reference number:** PW-19-00898229  
**Amendment number:** 000  
**Publication date:** 2019-12-03  
**Closing date:** 2020-01-10 14:00 Eastern Daylight Time (EDT)  
**Trade agreements:** World Trade Organization-Agreement on Government Procurement (WTO-AGP)

**Q-2 :** In the documentation, you do not specify how the information on Reference projects and Company information may be provided... Can we provide the information using Form CCDC 11?

**A-2 :** The information on Reference projects and Company information must be provided in your Technical bid and Form CCDC 11 is acceptable : <https://www.ccdc.org/documents/>

**Q-3 :** In **Part 3, 3.1 Section III : Certifications** – it is written that Offerors must submit the certifications and additional information required under Part 5.

We found the Form for the Integrity Regime. However, I could not find any other document. Is this the only additional document to provide?

**A-3 :** For **5.2.1 Integrity Provisions – Required Documentation:** The required information in indicated at Section 17 of the Policy: <https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>

► **17. Information to be provided when bidding, contracting or entering into a real property agreement**

**5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification:** This certification is required from companies with 100 employees or more: <https://www.canada.ca/en/employment-social-development/programs/employment-equity/leep.html>

**Q-4 :** I have another question regarding the rated criteria.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1.1 Technical Evaluation**

MT2	The bidder must provide proof of the Red Seal and/or Provincial Journeyman's certification (e.g. a photocopy of the certificate or license) for each proposed resources.
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- a) Since this preselection is for projects in Ontario, what documents exactly must we provide?
- b) Which certificate do you expect to receive as proof of certification?
- c) Must we provide the Working in Height, WHIMIS, 4 and 5 steps? For each of our workers? If not, as a roofer, which document, certificate would be acceptable for this trade?

**A-4 :** a) You must provide the document(s) proving that your employees are authorized to work in Ontario.

b) Same answer as a)

c) Annex A – Statement of Work, 3.2 Specifications and Standards: This information will be required if you qualify for the Standing Offers award, by Trade.

**Q-5:** Section 4.1.1.1 – Item MT4

Please confirm that your looking for a full Company safety plan, not our Company Health and Safety policy. Safety Plans are usually 200 to 300 pages minimum and are provided in a binder, where as the policy is one page signed by the principal. You are requesting 4 copies for this section so the submittal will be in a box not an envelope. Is this acceptable? On other PSPC standing offer bids we have been asked for a copy of our plan's table of contents to show one exists... and the final copy is delivered upon award. Please clarify requirements.

**A-5:** Thank you for pointing this out. Health Canada will accept either a copy of the signed policy or a copy of your plan's table of contents. The Suppliers who qualify for this RFSO will be asked to provide their full H&S plan.

**Q-6:** In ANNEX "E": Bid for Competed Requirements, I am unclear on where to gain the information to complete the Price Per Unit column in the Unit Price Table.

In addition, is the Extended Amount (found in the last column of the Unit Price Table) interchangeable with the Extended Price found in Annex B?

**A-6:** Annex E is provided as information for future requirements under the Standing Offer. To qualify as a Vendor, you need to fill out Annex B – Basis of Payment under the stream(s) that apply to you.

#### **4.1.3 General Information**

Offerers may provide an all inclusive hourly rate in any stream for which they qualify. Evaluation of the price will be conducted separately for the Non-Urgent work section and Emergency and Urgent work section. Not providing a rate in the Emergency and Urgent work section will not disqualify the Offerer. Each stream will be evaluated separately. The rates must be provided for the initial call-up period and for the two (2) optional periods for each stream(s) they have applied for. For the General Contractor stream, Offerers must bid in all the categories.

And:

### **ANNEX "B" BASIS OF PAYMENT**

Rates must include all costs associated with providing the service in accordance with the Statement of Requirement, Annex A and must remain firm for the period of the proposed Standing Offer and Option Periods. Customs duties are included and Applicable taxes if applicable, is extra and to be shown on invoice as a separate item.

Bidders must provide offers as per unit of issue requested. Failure to do so may render the bid non-responsive without further consideration.

The estimated quantities specified herein are provided for evaluation purposes only and in no way constitute a guarantee on behalf of Health Canada.

**Q-7: This question was asked in French:** At Section RT1 of the rated criteria, what information do you require at point 4: number and description of the resources assigned?

**A-7: Error in translation. Number was translated as numéro instead of nombre. French RFSO corrected.**