



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving
- PWGSC

1550, Avenue d'Estimauville

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Québec

Québec

G1J 0C7

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

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC-PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet PROVISION OF FIREWOOD-FORILLON PARK	
Solicitation No. - N° de l'invitation 5P203-190452/B	Date 2020-01-17
Client Reference No. - N° de référence du client 5P203-190452	
GETS Reference No. - N° de référence de SEAG PW-\$QCM-040-17857	
File No. - N° de dossier QCM-9-42187 (040)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-03-02	Time Zone Fuseau horaire Heure Normale du l'Est HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Roy-Lippé, Maude	Buyer Id - Id de l'acheteur qcm040
Telephone No. - N° de téléphone (418) 649-2867 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PARCS CANADA PARC NATIONAL FORILLON 1501 BOULEVARD FORILLON GASPE Québec G4X6M1 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée Voir doc.	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

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PROVISION OF FIREWOOD - FORILLON NATIONAL PARK

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PART 1 - GENERAL INFORMATION

1.1 Statement of Requirement

The requirement is detailed under Annex A of the resulting contract clauses.

1.2 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.

1.3 Trade Agreements

The requirement is subject to the provisions of, the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).

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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 : Public Works and Government Services
Canada 601-1550, Avenue D'Estimauville,
Quebec, QC, G1J 0C7

Facimile : 418-648-2209

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.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.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority maude.roy-lippe@tpsgc-pwgsc.gc.ca, no later than 5 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.

2.4 Applicable Laws

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

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. 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: Financial Bid
Section II: Certifications

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: 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 "X" Electronic Payment Instruments, to identify which ones are accepted.

If Annex C - 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 II: Certifications

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

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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.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

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.

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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](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.

5.2 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) (<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.

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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 Statement of requirement

The Contractor must provide firewood, in accordance with the Requirement at Annex A.

6.2 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.

6.2.1 General Conditions

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

6.3 Contract period

The contract period is from the date of contract award to September 30, 2021.

6.3.1 Delivery Date

Contract Year	Delivery goods	Delivery period
2020	26 cords of seasoned timber in tied bundles	Between May 1 st and May 15, 2020.
2020	10 cords of seasoned bulk timber	Between May 1 st and May 15, 2020.
2020	54 cords in tied bundles	Delivered when requested by the Agency, no later than September 30.*
2021	26 cords of seasoned timber in tied bundles	Between May 1st and May 15, 2021.
2021	10 cords of seasoned bulk timber	Between May 1st and May 15, 2021.
2021	54 cords in tied bundles	Delivered when requested by the Agency, no later than September 30.

*The contractor will be given at least a week's notice of the request and delivery location.

6.3.2 Option to extend the contract

The Contractor grants to Canada the irrevocable option to purchase until 60 additional cords of woods in bundles for the years provided in the contract under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Annex B2- Optional requirement

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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6.3.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

6.4 Authorities

6.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Maude Roy-Lippé
Title: Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1550, Avenue d'Estimauville, Quebec (Quebec) G1J 0C7

Telephone: 418 649-2867
Facsimile: 418 649-2209
E-mail address: maude.roy-lippe@tpsgc-pwgsc.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.

6.4.2 Project Authority

(To be completed at contract award by PWGSC)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

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.

6.4.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____

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E-mail address: _____

6.5 Payment

6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm prices, as specified in Annex B. 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.

6.5.2 Multiple Payments

H1001C (2008-05-12), Multiple Payments

6.5.3 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);

6.6 Invoicing Instructions

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 has been completed.

The Contractor must distribute the invoices and reports as follows:

The original and one (1) copy of the invoices must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.7 Certifications and Additional Information

6.7.1 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 Applicable Laws

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

6.9 Priority of Documents

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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) the general conditions 2010A (2018-06-21);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, electronic payment instruments;
- (f) the Contractor's bid dated _____ *(to be completed at contract award by PWGSC).*

6.10 SACC Manual Clauses

B7500C (2006-06-16) - *Excess Goods*

G1005C (2008-05-12) - *Insurance - No Specific Requirement*

6.11 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

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ANNEX A - STATEMENT OF REQUIREMENT



parcscanada.gc.ca parkscanada.gc.ca



REQUIREMENT

PROVISION OF FIREWOOD FOR FORILLON NATIONAL PARK

October 2019

**Gaspé Field Unit
Parks Canada Agency**



1. Background

The Agency has wood stoves on Forillon National Park campsites and in certain buildings for campers and other park users to make campfires in.

2. Objective

Supply firewood for campers to make campfires with on campsites and in certain service buildings with wood stoves.

3. Terms

For purposes herein:

- The **Agency** refers to Parks Canada Agency, Gaspé Field Unit
- A **cord** refers to a volume of wood equal to 128 cubic feet (4 ft x 4 ft x 8 ft)
- The term **seasoned timber** refers to wood with a moisture content of no more than 20%

4. Description of needs

The work covered by this statement is as follows:

4.1 The contractor will provide all services, equipment, labour, and materials necessary to supply and deliver **90 cords** of seasoned timber to the park.

Wood will be delivered as follows:

- **80 cords of seasoned timber in tied bundles** of 1.33 cubic feet (12 in. x 12 in. x 12 in.), i.e., 96 bundles per cord. The wood will be seasoned for immediate use. The twine used for tying the bundles will be either sisal or jute.
- **10 cords of seasoned bulk timber.**

There will be **36 cords** in the first load delivered at the start of the season (between May 1 and May 15), to be delivered as follows:

- **13 cords in tied bundles delivered to the building in the north sector** (adjacent to the Interpretive Centre parking lot, near 1440, boulevard de Cap-des-Rosiers, G4X 6H3), stacked on delivery.
- **13 cords in tied bundles to the building in the south sector** (shelter near the south sector entrance gate, near : 2886 boulevard de Grande-Grave, G4X 6L6), stacked on delivery.



- **10 bulk cords to the shelter by the Operational Centre** (near : 1501 boulevard Forillon, G4X 6M1), stacked on delivery.

4.2 The **remaining 54 cords in tied bundles** will be delivered when requested by the Agency. The contractor will be given at least a week's notice of the request and delivery location.

4.3 The Agency also seeks an **option to purchase until 60 additional cords of wood in bundles** for the years provided in the contract

4.4 Bulk and bundled wood will be stacked on delivery.

4.5 The basis of payment will give the price per cord for wood in bundles and for bulk wood.

4.6 The contractor will deliver and stack the wood in the specified quantities in the designated buildings located in the sectors indicated.

4.7 Wood will be delivered as follows:

Stacked along the length of the building, i.e., 26 feet (interior length 25 ft) and to a height of 4 feet. The building exteriors are 24 feet x 26 feet. Cords will be stacked at least 6 inches apart

Or

On 4 x 4 foot pallets inside the buildings.

4.8 The wood will be cut into pieces 16 inches in length and split to no more than 3 inches in diameter to fit into a wood stove with a 4-inch opening on top.

4.9 The wood will be of the following species:

- At least 50% softwoods: fir-spruce-larch-pine
- No more than 20% eastern white cedar, no minimum
- At least 3% hardwoods: birch, maple, etc.
- No more than 20% aspen, no minimum

4.10 Firewood will be clean and free of stones, sawdust, parasites, disease, and invasive alien species.

4.11 Because of the restrictions on moving firewood, the wood will be sourced from trees grown in the Gaspésie-Îles-de-la-Madeleine administrative region. The Canadian Food Inspection Agency website has more about the restrictions on and laws against moving firewood at



(<http://www.inspection.gc.ca/plants/forestry/don-t-move-firewood/firewood/eng/1330963478693/1330963579986>)

4.12 All refuse and debris will be cleaned up after delivery. It is illegal to scatter or bury waste in the park. Fires and waste burning are not allowed in the park either.

4.13 Wood may not be cut or split on park property or at the delivery site.

4.14 The contractor may not keep tools and equipment in park buildings or anywhere in the park. All equipment, waste, and other materials must be removed daily. The contractor may use only the work areas designated for that purpose by the Agency.

4.15 The contractor will notify the Agency before a delivery is made. An Agency representative will be on site for deliveries. The contractor will give the Agency representative a delivery slip with each delivery. The delivery slip will show the date, location, and amount delivered. The Agency representative may refuse all or part of a delivery if it doesn't meet the specifications listed here.

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ANNEX B – BASIS OF PAYMENT

B1 – Basic requirement

Item	Period	Description	Firm quantity	Unit	Firm lot price	Total price
1	Delivery for the year 2020	Cords of seasoned timber in tied bundles of 1.33 cubic feet (12 in. x 12 in. x 12 in.	80	Cords of woods	\$	\$
2	Delivery for the year 2020	Cords of seasoned bulk timber	10	Cords of woods	\$	\$
3	Delivery for the year 2021	Cords of seasoned timber in tied bundles of 1.33 cubic feet (12 in. x 12 in. x 12 in.	80	Cords of woods	\$	\$
4	Delivery for the year 2021	Cords of seasoned bulk timber	10	Cords of woods	\$	\$
Total (Excluding applicable taxes)						

*The price include all services, equipment, labour, and materials necessary to supply and deliver.

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B2 - Optional requirement

Item	Period	Description	Unit	Firm unit price	Estimated quantity for evaluation purposes	Total price
1	2020 & 2021	Cords of seasoned timber in tied bundles of 1.33 cubic feet (12 in. x 12 in. x 12 in.	Cords of woods	\$	60	\$
Total (Excluding applicable taxes)						\$

*The price include all services, equipment, labour, and materials necessary to supply and deliver.

**A limit of 60 additional cords of woods in bundles, for the two years of the contract.

Cumulative table for evaluation

	Total price
Basic requirement	\$
Optional requirement	\$
Proposal evaluation cost (Excluding applicable tax) :	\$

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ANNEX C - 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);