



REQUEST FOR PROPOSAL (RFP)

Replacement, repair and excavation work on an as needed basis at the Canadian Space Agency (CSA) at St-Hubert

Bid Submission Deadline:
September 16th, 2020 at 10:00 AM (EDT)

Submit Bids to the Canadian Space Agency by:

FAX : 819-997-9776

or

E-Post Connect: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

For the attention of : Alexandre Gentile

Reference: CSA File No. **9F030-20200101**

Note: Please read this Request for Proposal carefully for further details on the requirements and bid submission instructions.



September 1st, 2020

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PART 1 - GENERAL INFORMATION

1. Submission of Bids

The submission of a bid constitutes an assertion that the Bidder has read these documents and accepts the terms and conditions set out therein.

General Instructions to Bidders is incorporated by reference and reproduced in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

2. Summary

The Canadian Space Agency (hereinafter referred to as the "Owner") wish to do a project of replacement and repair including:

- Project surveying;
- The supply and replacement of fire hydrants and its related accessories;
- The supply and replacement of shut-off valves and their related accessories;
- Repair of emergency leaks on the water pipe including the supply, equipment and installation of repair sleeves in ductile iron;
- Adjustment or replacement of manhole frames and/or catch basin head including the supply of the frame and the backfill;
- Cleaning of ditches;
- Repair of sewer lines including supply, installation, labor and equipment;
- Foundation works and street paving.
- Protection of existing services; aqueduct, gas and others.
- Environmental measures and the management of cut / fill.
- Signaling and traffic management, including the use of alternative traffic lights or traffic signalers and site access management

The Contractor must provide all materials, labor and tools required for the installation of all the services described in the specifications, on the tender form and on the plans and profiles and include them in each unit price he will submit

- **Period of the Contract**
Initial period is for one (1) year starting from contract award date.
- **Option year**
It is intended to result in the award of one (1) contract of one (1) year, plus four (4) one-year irrevocable options allowing Canada to extend the term of the contract.
- **Work location**
The work will take place at the Canadian Space Agency, at 6767 Route de l'Aéroport, Saint-Hubert, Québec.



- **Budget**

The client plans to allocate an approximate budget of \$ 30,000.00 annually for this requirement.

3. Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

4. Optional site visit

Arrangements have been made for non-mandatory site visit to be held on **September 9th, 2020, at 9:00am at the Canadian Space Agency (6767 Route de l'Aéroport, Saint-Hubert, Québec, J3Y 8Y9). The bidders MUST communicate with the Contracting Authority to confirm attendance and provide the name of the person who will attend 48 hours in advance. In order to protect the health and safety of participants due to the COVID-19 pandemic, visitors will have to respect the hygiene and physical distancing instructions in force. Bidders may be required to bring masks and gloves. Only one visitor per company will be allowed. Do not attend the visit if you have symptoms of COVID-19, if you have traveled in the past 14 days, or if you have been in contact with people affected by the disease or its symptoms. A second visit could be organized if there are too many attendees. Should that be the case, a notice will be posted on the Buyandsell website.** Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

* For the site visit, you have to bring an identification card that you will show at the reception.

* For the site visit, it is recommended bringing the request for proposals documentation with you to be able to take notes.

5. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

6. The 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 of the bid solicitation for further information.

<https://buyandsell.gc.ca/submit-your-bid-submission-files-electronically-from-anywhere-in-canada>

(see instruction at Appedix G)



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for proposal (RFP) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) 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 this bid solicitation and accept the clauses and conditions of the resulting contract.

1.1. SACC Manual Clauses

Clauses R2410T (2020-05-28) General Instructions - Construction Service - are incorporated by reference into and form part of the bid solicitation.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2410T/18>

2. Submission of Bids

THE DEADLINE FOR SUBMITTING BIDS IS INDICATED ON PAGE 1 OF THIS DOCUMENT.

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically.

Bids must be submitted ONLY:

- ❖ By the epost Connect service: <https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>

Epost connect service information: Section 08 (2019-03-04) Transmission by facsimile or by epost Connect of document 2003 (2020-05-28) – Standard Instructions - Goods or Services - Competitive Requirements
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25#transmission-by-facsimile>

Or

- ❖ By fax at 819-997-9776

at the date, time and place indicated on the front page of this bid solicitation.

DO NOT COPY THE CONTRACTING AUTHORITY

Proposals sent in person, by regular mail or by email (with the exception of the Epost Connect Service from Canada Post) will not be accepted.



3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the **Contracting Authority** alexandre.gentile@canada.ca **no later than two (2) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

5. Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

6. Office of the Procurement Ombudsman clause

Clause for solicitation documents and regret letters for unsuccessful bidders

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$26,400 for goods and under \$105,700 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information about OPO, including the available services, please visit the [OPO website](#).

7. Direct Deposit

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at : <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Bidders must send the bid by the specified deadline (date and time) using a method indicated on page 1 of the RFP. Proposals can be submitted in English or French.

Prices must appear in the financial bid only. No price must be indicated in another section of the bid.

2. Price

The financial proposal must indicate the detailed breakdown of the total price proposed. The proposed payment terms must be given **as indicated in Appendix B**.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The Government of Canada requests that bidders follow the format instructions described below in the preparation of their bid.

- a) use 8.5 "x 11" (216 mm x 279 mm) format;
- b) use a numbering system that corresponds to the bid solicitation;
- c) include the certifications in a separate section of the bid.
- d) Bidders must submit their financial bid in accordance with the Basis of Payment
- e) the total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), if applicable, must be shown separately.

3. Commercial name and address of the Bidder

1) Name: _____

2) Address: _____

3) Telephone: _____ Fax: _____

4) Email: _____

5) Email for financial questions (eg billing): _____

6) Business Number - Procurement (NEA): _____

7) Tax number: _____

8) Members of the Board of Directors:

Name and title

Name and title



4 Certifications

Bidders must submit the certifications required under Part 5.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

2. Financial Evaluation

SACC Manual Clause A0220T (2014-06-26) Evaluation of Price.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A0220T/7>

3. Basis of Selection

A bid must comply with all the requirements specified in the bid preparation instructions to be declared responsive. The responsive bid meeting all of the mandatory criteria 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.

1. Certifications Required with the Bid

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

1.1 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.

1.2 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 with FPS, bidders must provide the information required below before contract award.

1.2.1 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.

1.2.2 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 FPS 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.

1.2.3 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.

1.3 Ineligibility and Suspension Policy

Bidders, offerors or suppliers certify to the following when submitting a bid:

- they have read and understand the **Ineligibility and Suspension Policy**; <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>



- they understand that certain domestic and foreign criminal charges and convictions, and other circumstances, will or may result in a determination of ineligibility or suspension;
- they are aware that Canada may request additional information, certifications and validations for the purposes of making a determination of ineligibility or suspension;
- they have provided a list of all foreign criminal charges and convictions;
- none of the domestic criminal offences and other circumstances described in the Policy applies to them, their affiliates and their first tier subcontractors; and
- they are not aware of a determination of ineligibility or suspension that applies to them.

1.4 Integrity Provisions – List of Names

- Bidders who are incorporated, including those bidding as a joint venture, **must provide a complete list of names of all individuals who are currently directors** of the Bidder. (See Appendix F - Integrity Form).
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, **must provide the name of the owner(s)**. (See Appendix F - Integrity Form).
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

1.5 Procurement Business Number

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at Supplier Registration Information

<https://srisupplier.contractsCanada.gc.ca/>.

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Procurement Business Number (PBN): _____

1.6 Certification

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



CERTIFICATION SIGNATURE

We hereby certify compliance with the above noted certification requirements for:

- 1.1. Federal Contractors Program for Employment Equity - Bid Certification
- 1.2. Former Public Servant
- 1.3. Ineligibility and Suspension Policy
- 1.4. Integrity Provisions – List of Names
- 1.5. Procurement Business Number
- 1.6. Certification

On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

- 1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;
- 2. This bid is valid for the period requested in the bid solicitation;
- 3. All the information provided in the bid is complete, true and accurate; and
- 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Signature

Date

Name (print or type) of person authorized to sign on behalf of the Organization

Phone : _____

E-Mail : _____



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirements

The work to be performed under this contract does not require a reliability status.

Site access will be provided as required and contractor(s) will be escorted at all times.

2. Description of requirement

The Contractor shall perform and complete the Work as per the statement of work at appendix C and specifications and plans at appendix D.

The work must be performed at the Canadian Space Agency (CSA) - 6767 route de l'aéroport, Saint-Hubert Québec J3Y 8Y9.

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 issued by Public Works and Government Services Canada.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

4. General Conditions

The following are the contract documents:

- (a) Contract page when signed by government of Canada;
- (b) Duly completed Bid and Acceptance Form and any Appendices attached thereto;
- (c) Plans and Specifications;
- (d) General Conditions:
 - GC1 General Provisions R2810D (2017-11-28);
 - GC2 Administration of the Contract R2820D (2016-01-28);
 - GC3 Execution and Control of the Work R2830D (2019-11-28);
 - GC4 Protective Measures R2840D (2008-05-12);
 - GC6 Delays and Changes in the Work R2865D (2019-05-30);
 - GC7 Default, Suspension or Termination of Contract R2870D (2018-06-21);
 - GC8 Dispute resolution R2880D (2019-11-28);
 - GC10 Insurance R2900D (2008-05-12);
- (e) Allowable Costs for Contract Changes Under GC5 R2950D (2015-02-25);
- (f) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (g) Any amendment incorporated by mutual agreement between government of Canada and the Contractor before acceptance of the bid; and
- (h) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.

5. Term of Contract

Initial period is for one (1) year starting from contract award date.



5.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by **an additional four (4) years period under the same terms and 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 appendix B Terms of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date.

The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6. Priority of Documents

The documents listed below form part of and are incorporated into this Contract. If there is a discrepancy between the wording of one document and the wording of any other document, which appears on the list, the wording of the document, which first appears on the list shall prevail over the wording of any document which subsequently appears on the list:

- a) the Contract document including appendices;
- b) General Conditions as per indication above;
- c) Appendix C, Statement of work;
- d) Appendix D, Technical Specifications
- e) the supplier quote dated _____

7. Basis of payment – Limitation of expenditure

For the Work described the Statement of Work in Appendix C, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Appendix B to a limitation of expenditure of **\$XXXXXX**. (*insert the amount at contract award*) Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the Contract expiry date, or
- (c) As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



8. Term of Payment - Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

9. 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 is completed.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly progress report.

Invoices must be distributed as follows:

- (a) One (1) copy must be forwarded to the following address for certification and payment

CANADIAN SPACE AGENCY
9F030 – FINANCIAL SERVICES
Security and Facilities
6767 Route de l'Aéroport
Saint-Hubert (Québec) J3Y 8Y9, CANADA

OR BY E-MAIL : asc.facturation-invoicing.csa@canada.ca

One (1) copy must be forwarded to the Project Authority

10. Electronic Payment of Invoices

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at : <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

11. Applicable Laws

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.



12. Contracting Authority

The Contracting Authority for this resulting contract is:

Alexandre Gentile
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert (Quebec) J3Y 8Y9
Canada
Telephone: (450) 926-4875
E-Mail: alexandre.gentile@canada.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.

13. Project Authority

To be inserted at contract award.

Name: TBD
Canadian Space Agency
Address: 6767, Route de l'Aéroport
St-Hubert, Québec, J3Y 8Y9
Telephone:
E-Mail:

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.

14. Contractor's Representative

The Contractor's Representative for the Contract is:

Name:
Contractor:
Telephone:
E-Mail:

15. Performance Evaluation

Contractor shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future work may be suspended for a period of 18 months or 36 months.

Contractor Performance Evaluation Report Form is used to record the performance. See Appendix E.

16. 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.

17. 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.

18. Office of the Procurement Ombudsman clause

Contract Clauses - Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at boa.opo@boa-opo.gc.ca, or by web at www.opo-boa.gc.ca.

Contract clause – Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.



TENDER FORM

			Unit price for each year of the contract						
ART.	DESCRIPTION	Approximate quantity per year for the final calculation	Initial period	Option 1	Option 2	Option 3	Option 4	TOTAL	
1.0 Water work									
1.1	Replacement of a fire hydrant type M-67 Brigadier from Clow Canada, including a 100 mm STORZ outlet, a valve, stainless steel bolts, type 304, the keyhole, the pipe and the connection	1 unit	\$	\$	\$	\$	\$	\$	
1.2	Replacement of valve including stainless steel bolts and keyed valve - 300 mm diameter	1 unit	\$	\$	\$	\$	\$	\$	
1.3	Repair of an emergency leak on ductile iron pipe 300mm in diameter, repair sleeve 300mm for aqueduct on ductile iron (min 4 hrs), including all the machinery, equipment and labor necessary for the realization of the work.							This column will be calculated by the contracting agent.	
	Weekly work regular hours 6.30 a.m. to 6.30 p.m.	4 hours	\$/h	\$/h	\$/h	\$/h	\$/h		\$
	Weekly work irregular hours 6.30 p.m. to 6.30 a.m.	4 hours	\$/h	\$/h	\$/h	\$/h	\$/h		\$
	Overtime work	4 hours	\$/h	\$/h	\$/h	\$/h	\$/h		\$
	Weekend work	4 hours	\$/h	\$/h	\$/h	\$/h	\$/h		\$
	TOTAL								\$
2 Sewer work									
2.1	Adjustment of storm sewer and replacement of cast iron by adjustable cast iron, including the arrangement of materials on site	1 unit	\$	\$	\$	\$	\$	\$	



2.2	Manhole adjustment and replacement of cast iron by adjustable cast iron, including the arrangement of materials on site	1	unit	\$	\$	\$	\$	\$	\$
2.3	Ditch cleaning including excavation and disposal of materials	250	linear meters	\$	\$	\$	\$	\$	\$
2.4	Repair of a break on a sanitary or rainwater pipe including the complete equipment for the repair of a break on a storm or sanitary sewer pipe								
	Weekly work regular hours 6.30 a.m. to 6.30 p.m.	4	hours	\$/h	\$/h	\$/h	\$/h	\$/h	\$/h
	Weekly work irregular hours 6.30 p.m. to 6.30 a.m.	4	hours	\$/h	\$/h	\$/h	\$/h	\$/h	\$/h
	Overtime work	4	hours	\$/h	\$/h	\$/h	\$/h	\$/h	\$/h
	Weekend work	4	hours	\$/h	\$/h	\$/h	\$/h	\$/h	\$/h
								TOTAL	\$
3.0	Road work								
3.1	Repair of paving including: Texel 7609 geotextile 300 mm thick crushed stone foundation type MG-56 300 mm thick crushed stone foundation type MG-20 Single layer, 75 mm thick type ESG-10 (PG58-28)								
	- Catch basin/ Man hole	25	meters ²	\$	\$	\$	\$	\$	\$
	- Leak	50	meters ²	\$	\$	\$	\$	\$	\$
	- Others repair over 25 m ²	50	meters ²	\$	\$	\$	\$	\$	\$
3.2	Repair of paving Single layer, variable thickness type ESG-10 (PG58-28)								
	- Pavement	10	tons	\$	\$	\$	\$	\$	\$
	- Overlay	10	tons	\$	\$	\$	\$	\$	\$



5 List of equipment and labor	OPTIONAL SERVICES						
5.1 Wheel loader rental according to the total hourly rate consisting of the hourly rate of the equipment, operation and operator. 2.7-3.3 m3 bucket (code 0735)	4	hours	\$/h	\$/h	\$/h	\$/h	\$
5.2 Backhoe at the total hourly rate consisting of the hourly rate of the equipment, operation and operator. Code 0704	4	hours	\$/h	\$/h	\$/h	\$/h	\$
5.3 Various equipment							
- Diesel vibrating plate	1	day	\$	\$	\$	\$	\$
- Temporary fence section of 7 ft.	1	day	\$	\$	\$	\$	\$
- Trench box (small)	1	day	\$	\$	\$	\$	\$
- Trench box (large)	1	day	\$	\$	\$	\$	\$
						TOTAL	\$

Tender Form Grand Total

ART.	Work Description	Cost
Summary		
1	Water Work	\$
2	Sewer Work	\$
3	Road Work	\$
4	Equipment	\$
5	List of equipment and labor	\$
	Sub-total	\$
	HST 5%	\$
	PST 9,975%	\$
	Total	\$

This column will be calculated by the contracting agent.



APPENDIX C

STATEMENT OF WORK (SOW)



For the purposes of this invitation to tender, tenderers are invited to obtain the latest updated version of the standard specification BNQ 1809-900 since the works must meet the requirements set out in the general administrative clauses of this document.

<https://www.bnq.gc.ca/en/standardization/civil-engineering-and-urban-infrastructure/construction-general-administrative-records.html>

Work description (scope)

The Canadian Space Agency (hereinafter referred to as the "Owner") wish to do a project of replacement and repair including:

- Project surveying;
- The supply and replacement of fire hydrants and its related accessories;
- The supply and replacement of shut-off valves and their related accessories;
- Repair of emergency leaks on the water pipe including the supply, equipment and installation of repair sleeves in ductile iron;
- Adjustment or replacement of manhole frames and/or catch basin head including the supply of the frame and the backfill;
- Cleaning of ditches;
- Repair of sewer lines including supply, installation, labor and equipment;
- Foundation works and street paving.
- Protection of existing services; aqueduct, gas and others.
- Environmental measures and the management of cut / fill.
- Signaling and traffic management, including the use of alternative traffic lights or traffic signalers and site access management

The Contractor must provide all materials, labor and tools required for the installation of all the services described in the specifications, on the tender form and on the plans and profiles and include them in each unit price he will submit

Description of the tender form:

This section provides a brief description of the tender forms items and specifies the methods of payment for all items on the form. The Contractor's method of payment is established under the conditions described in the general and specific administrative and technical clauses. The payment methods below prevail over the payment methods mentioned in the various sections of the quote.

Payment of the unit and/or inclusive prices indicated on the tender form by the Contractor will constitute full compensation for the supply of materials, equipment, accessories, machinery, tools and labor which will be necessary to carry out the corresponding work.

Administration costs, profits, transport, all charges and expenses, mobilization and demobilization costs, direct and indirect costs, taxes, customs duties, overheads, incidentals and all other expenses resulting from the obligations imposed on the Contractor in the tender documents and which are necessary for the performance of the corresponding work.

Unit and/or inclusive prices include trenching or mass excavation and excavation when such work

is required, removal of shrubs, brush, scrap, digging both by hand and by machine, pumping and shoring required, backfilling with excavation materials deemed acceptable and compaction, transport, storage and, if necessary, spreading of unused or unacceptable materials outside the site of the construction site in a place chosen by the Contractor, the support of existing services and works, the diversion of ditches, culverts, sewers and drains, the protection of services, legal and / or geodetic landmarks, existing developments to be preserved, temporary service roads and signage, dust suppressant, leveling and cleaning.

They also include the bedding and coating of the pipes, backfilling of trenches with granular materials and thermal insulation, when such work is required, including the supply, transport, placement and compacting of these materials, in accordance with the requirements of the "Tender Documents".

The prices tendered must include the cost of minor works which, although they are not specified in the contractual documents, are usual and necessary for the completion of the various works required by the contract so that these works comply with the use for which they are destined.

Description of articles:

1.0 Watermain

In the article entitled "**FIRE HYDRANT REPLACEMENT ...**" the Contractor must include in the **unit price**, including but not limited to:

- a) excavation;
- b) propping, support of the trench, water control and pumping;
- c) support for surrounding structures, when required;
- d) Disassembly and removal of the existing fire hydrants to be replaced;
- e) the preparation and installation of the bedding;
- f) compaction, the backfilling with the excavation materials;
- g) backfilling;
- h) Supplying and putting in place borrow material when required;
- i) Supplying and installation of fire hydrants, connecting pipes to the main pipe, including the valve, adjustable key mouth, stops, concrete base 500 x 500 x 100 mm, fittings, anchors, elbows, tees, plugs, bolts, reducers, anode, adjustment, polyethylene protection, etc.;
- j) cleaning and disinfection;
- k) cathodic protection;
- l) clean crushed stone drainage well;
- m) supplying and installation to the fire hydrant sign;
- n) Equipment and labor for all works;
- o) Transportation and disposal of the excess excavation, existing valve and / or waste in a site authorized by the MELCC, etc.,
- p) the necessary signage.

All as specified in the plans and specifications.

In the article entitled "**VALVE ...**", the Contractor must include in the **unit price**, including but not limited to:

- a) excavation;
- b) Shoring, trench support, water control and pumping;
- c) support for surrounding structures;

- d) Disassembly and removal of the existing valve to be replaced;
- e) the preparation, supply, installation and compaction of the seat;
- f) cathodic protection;
- g) the supply and installation of the valve and the adjustable valve box, cover, extension, adjustment, fasteners, etc.;
- h) cleaning and disinfection;
- i) backfilling and compaction;
- j) supplying and putting in place the borrow material, when required;
- k) the transportation and disposal of excess excavation, existing valves to be replaced and / or discarded at an authorized site;
- l) the necessary signage.

All as specified in the plans and specifications.

In the article entitled "**REPAIR OF A WATER LEAK...**", the Contractor must include the price **BY HOUR according to the period of the day when the work will take place**, including but not limited to:

- a) excavation;
- b) propping, support of the trench, water control and pumping;
- c) support for surrounding structures, when required;
- d) filling, backfilling to the infrastructure line with excavation materials (or natural ground outside the roadway);
- e) supplying and putting in place the borrowed material, when required;
- f) the supply and installation of the bedding, coating and compaction;
- g) Disassembly and removal of the pipe to be replaced;
- h) the supply and installation of the waterpipe portion;
- i) the supply and installation of all the necessary accessories (tees, elbows, stops, reducers, retaining collars, anchoring collars, tight plugs, trap, anodes, copper locator wire, etc.);
- j) cleaning and disinfection according to the diameter of the pipe;
- k) deviations if required;
- l) the repair of the surfaces damaged by the work, when required;
- m) return of the premises to their original state; and
- n) the transportation and disposal of excess excavation and/or waste in a site authorized by the MELCC, etc.;
- o) the correction of defects and the resumption of the aforementioned activities in the event of non-compliance;
- p) purges, when required; and
- q) the necessary signage.

All as specified in the plans and specifications.

2.0 Sewer works

In the article entitled "**ADJUSTMENT OF THE CATCH BASIN ...**", the Contractor must include the **unit price**, depending on the type of manhole, including but not limited to:

- a) the supply and installation of the adjustment rings, when required and according to the type indicated;
- b) the seals required with the appropriate fittings;
- c) all specified accessories
- d) the Tex-O-Flex membrane with granular coating;
- e) all excavation, compaction, stone filling and backfilling;

- f) cleaning the bottom of the manhole;
- g) transport and disposal of excavation excess and / or waste in a site authorized by the MELCC, etc.;
- h) leak tests;
- i) Manual adjustment of the adjustable head;
- j) the necessary signage.

All as specified in the plans and specifications.

In the article entitled "**ADJUSTMENT OF MANHOLES ...**", the Contractor must include in the **unit price**, depending on the type of manhole, including but not limited to:

- a) the supply and installation of the adjustment rings, when required and according to the type indicated;
- b) the seals required with the appropriate fittings;
- c) all specified accessories
- d) the Tex-O-Flex membrane with granular coating;
- e) all excavation, compaction, stone filling and backfilling;
- f) cleaning the bottom of the manhole; and
- g) transport and disposal of excavation surpluses and / or waste in a site authorized by the MELCC, etc.;
- h) leak tests.
- i) Manual adjustment of the adjustable head;
- j) the necessary signage

All as specified in the plans and specifications.

In the article entitled "**DITCH CLEANING**", the Contractor must include in the global price, including, but not limited to:

- a) Surveying existing ditches;
- b) The excavation and/or backfilling of the material in place to obtain the drainage slope,
- c) the transportation and disposal of excess excavation and / or waste in a site authorized by the MELCC, etc.
- d) the necessary signage.

All as specified in the plans and specifications.

In the article entitled "**REPAIR ON A SANITARY OR RAIN PIPE ...**", the Contractor must include, but not be limited to, the price **per hour according to the period of the day when the work will take place**:

- a) excavation of trenches;
- b) shoring, support of the trench, water control, pumping, and protection of HQ posts near the works;
- c) filling, backfilling, supply and putting in place the borrow material, when required;
- d) removal of the damaged pipe portion
- e) the supply and installation of the foundation, the coating and the compaction;
- f) the supply and installation of the portion of pipe to be repaired;
- g) the supply and installation of all the necessary accessories (tees, elbows, stops, reducers, retaining collars, inking collars, tight plugs, trap, anodes, copper locator wire, etc.) and the supply for sealing seals;
- h) compaction;

- i) strength tests if required;
- j) the transportation and disposal of excess excavation and / or waste in a site authorized by the MELCC, etc.
- k) the necessary signage.

All as specified in the plans and specifications.

3.0 Road Works

In the article entitled "**REPAIR OF PAVING INCLUDING ...**", the Contractor must include at the price per square meter, depending on the type of work to be performed, including but not limited to:

- a) sawing the paving at the joint;
- b) leveling the paving for connection if required;
- c) the excavation of the land and the existing foundation according to the requested transverse slopes;
- d) the implementation of the missing class "B" loan to reach the required levels of infrastructure;
- e) leveling and compaction; and
- f) the transportation and disposal of excess excavation and / or waste in a site authorized by the MELCC, etc.
- g) The supply of labor, equipment and materials necessary for the installation of the geotextile;
- h) supply and installation of the various granular materials requested;
- i) leveling, compaction and transport; and
- j) final shaping, etc.
- k) the supply, installation and compaction of the paving;
- l) the supply and application of bonding binder between new and existing surfaces;
- m) the supply and installation of bituminous concrete according to the required mixture, as well as the supply and installation of crowns around structures, etc.;
- n) the adjustment of existing structures if required;
- o) cleaning;
- p) marking if required;
- q) the necessary signage.

All as specified in the plans and specifications.

In the article entitled "**PAVING REPAIR**", the Contractor must include at the price **per ton**, depending on the type of repair, including but not limited to:

- a) sawing the paving at the joint;
- b) leveling the paving for connection if required;
- c) the transportation and disposal of excess excavation and / or waste in a site authorized by the MELCC, etc.
- d) supply, installation and compaction of paving;
- e) the supply and application of bonding binder between new and existing surfaces;
- f) the supply and installation of bituminous concrete according to the required mixture, as well as the supply and installation of crowns around structures, etc.; etc.
- g) the adjustment of existing structures if required;
- h) cleaning;
- i) marking if required;
- j) the necessary signage.

In the article entitled "**REPAIR OF CONCRETE SURFACES ...**", the Contractor must include at the price **per square meter or linear meter**, depending on the type of repair, including but not limited to:

- a) The connection to the existing curb or sidewalk including the studs and sawing of the existing curbs including the removal.
- b) the transportation and disposal of excess excavation and / or waste in a site authorized by the MELCC, etc.
- c) The MG-20 stone cushion, compacted to 95% of Modified Proctor, 150 mm thick;
- d) The supply, installation and dismantling of the formwork for the curb or sidewalk cast in place;
- e) The supply and placement of 35 MPa concrete, with entrained air; and
- f) Repairing damaged surfaces
- g) cleaning;
- h) the necessary signage.

4.0 Amenities

In the article entitled " **RENTAL OF HYDRAULIC EXCAVATOR ...**", the Contractor must include at the **hourly rate**, depending on the size of the bucket but not limited to:

- a) the total hourly rate consisting of the hourly rate of the equipment, operation and operator.

All as specified in the plans and specifications.

In the article entitled " **RENTAL OF THE DOZER ...**", the Contractor must include at the **hourly rate**, depending on the power of the bulldozer but not limited to:

- a) the total hourly rate consisting of the hourly rate of the equipment, operation and operator.

All as specified in the plans and specifications.

In the article entitled " **RENTAL OF TRUCKS ...**", the Contractor must include at the **hourly rate**, depending on the size of the truck but not limited to:

- a) the total hourly rate consisting of the hourly rate of the equipment, operation and operator.

All as specified in the plans and specifications.

In the article entitled "**RENTAL OF WHEEL LOADER ...**", the Contractor must include at the **hourly rate**, depending on the size of the bucket but not limited to:

- a) the total hourly rate consisting of the hourly rate of the equipment, operation and operator.

All as specified in the plans and specifications.

In the article entitled "**BACKHOE RENTAL ...**", the Contractor must include at the **hourly rate**, but not limited to:

- a) the total hourly rate consisting of the hourly rate of the equipment, operation and operator.

All as specified in the plans and specifications.



In the article entitled "**RENTAL OF VARIOUS EQUIPMENT ...**", the Contractor must include **daily**, depending on the type of equipment required but not limited to:

- a) the daily cost must consist of the hourly rate of the equipment, operation and operator.

All as specified in the plans and specifications.

APPENDIX “D”

Technical Specifications

See attached document entitled
RFP 9F030-20200101 - Appendix D - Technical Specifications.pdf
in the call for tenders

APPENDIX “E”

Performance Evaluation Report



PERFORMANCE EVALUATION REPORT

Upon fulfillment of a contract, this questionnaire must be completed by the responsible project authority/ technical authority for all service contracts (excluding temporary help service contracts), construction contracts and engineering consulting contracts with **CSA** and sent to the contract agent responsible.

Name of contractor:	Contract completion date:
Name of project authority/technical authority:	Branch:
Contract no.:	Project name:

*Supplier

Rating scale:	10 – 9: Excellent 8 – 7: Very Good	6 – 5: Satisfactory 4 – 3: Poor	2 – 1: Unsatisfactory
1. Did the supplier provide consultants with the education, accreditation and experience indicated in the contract?	10 9 8 7 6 5 4 3 2 1	Comments:	
2. Please rate the overall quality of the services provided by this supplier.	10 9 8 7 6 5 4 3 2 1	Comments:	
3. Please rate the responsiveness of the supplier with regard to information requests or problems that may have arisen in the course of the contract, and the supplier's ability to meet deadlines.	10 9 8 7 6 5 4 3 2 1	Comments:	
4. Was the work performed in accordance with the requirements specified in the statement of work?	10 9 8 7 6 5 4 3 2 1	Comments:	



<p>5. Please rate the quality of communication between the department and the supplier.</p>	<p>10 9 8 7 6 5 4 3 2 1</p>
<p>6. Were all administrative documents received in accordance with the requirements of the contract?</p> <p>Administrative documents can include but are not limited to:</p> <ul style="list-style-type: none"> a. Invoices b. Progress reports c. Reports on use or business volume d. Meeting agendas and minutes e. Documentation and quality of work 	<p>10 9 8 7 6 5 4 3 2 1</p>
<p>TOTAL</p>	<p>/60</p>

Overall Rating

- Excellent: 54 and over
- Very Good: 42 to 53
- Satisfactory: 30 to 41
- Poor: 18 to 29
- Unsatisfactory: 18 or less



APPENDIX F

INTEGRITY FORM

**To be included with certifications
(Section III : Certifications):**



Dénomination complète de l'entreprise / Complete Legal Name of Company	
Adresse de l'entreprise / Company's address	
NEA de l'entreprise / Company's PBN number	
Numéro de l'appel d'offre / Request for proposal's number	
Membres du conseil d'administration (Utilisez le format – Prénom, Nom Board of Directors (Use format – First name, Last name	
1. Membre / Director	
2. Membre / Director	
3. Membre / Director	
4. Membre / Director	
5. Membre / Director	
6. Membre / Director	
7. Membre / Director	
8. Membre / Director	
9. Membre / Director	
10. Membre / Director	
Autres Membres / Other members:	
Commentaires / Comments	



APPENDIX “G”

E-Post Instructions

Public Services and Procurement Canada (PSPC) is moving forward on its Procurement Modernization Initiative, which aims to simplify the procurement process. The Bid Receiving Unit is launching an electronic bid submissions pilot using Canada Post’s (CPC) epost Connect online service.

What is epost Connect?

[epost Connect](#) is a secure, online service that allows users to share large, confidential files. Some of the service features include:

- large file transfers, allowing users to attach multiple 1 gigabyte (GB) files (any file type) in a single message
- the ability to track your electronic activity history
- privacy and security features that allow the processing of Protected B documents (which meet Government of Canada requirements).

Participants in the pilot project **will not incur any costs** for the use of the epost Connect service.

Please note that a Canadian mailing address is required to use the epost Connect service. Should this be an issue for you, please contact us and we will be pleased to provide a work-around procedure to ensure you can still participate.

Benefits to businesses

Sending bid submission files via epost Connect means:

- a faster and more efficient bid submission process
- a green alternative to submitting paper files in-person, by mail or fax to a Bid Receiving Unit office
- a time and date stamp record for the upload of files in epost Connect

How to participate

Please confirm your participation to PSPC’s Bid Receiving Unit at:
TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca.

Once you have confirmed your participation, the Bid Receiving Unit will explain the next steps and invite you to create an epost Connect account.

IMPORTANT: If you decide not to participate using an epost Connect account, you are still invited to bid. The regular methods for bid submissions that are outlined in the solicitation document (courier, in person) are still available.