



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Réception des soumissions - TPSGC / Bid Receiving  
- PWGSC

Voir dans le document/

See herein

NA

Quebec

NA

**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

1550 Avenue d'Estimauville

Québec

Québec

G1J 0C7

<b>Title - Sujet</b> NGCC Amundsen Draperies To provide & install draperies on NGCC Amundsen ship in Quebec city	
<b>Solicitation No. - N° de l'invitation</b> F3756-20F485/A	<b>Date</b> 2021-01-21
<b>Client Reference No. - N° de référence du client</b> F3756-20F485	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCV-023-18086	
<b>File No. - N° de dossier</b> QCV-0-43157 (023)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2021-02-10</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tremblay, Marial	
<b>Buyer Id - Id de l'acheteur</b> qcv023	
<b>Telephone No. - N° de téléphone</b> (581) 309-8387 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Pêches et Océans Canada / Fisheries and Oceans Canada  Port de Québec 150, rue Dalhousie Québec (Québec) G1R 4M8  Section 17 – Amundsen Ship of Canadian Coast Guard	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## “DRAPERIES FOR BEDS, WINDOWS, PORTHOLES, AND DOORS OF CABINS AND ROOMS ON THE AMUNDSEN SHIP ”

### CANADIAN COAST GUARD (CCG), QUEBEC

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

The requirement is detailed under Article 6.1 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 Canadian Free Trade Agreement (CFTA).

### **1.4 Canadian Content**

The requirement is limited to Canadian services.

### **1.5 epost Connect service**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, 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/1/2003/25>

### 2.2 Submission of Bids

1. Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by using the epost Connect service provided by Canada Post Corporation ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)) by the date and time indicated in the bid solicitation.

#### **PWGSC Quebec Region Bid Receiving Unit**

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

**NOTE THAT YOU MUST NOT SEND YOUR BIDS DIRECTLY TO THIS EMAIL ADDRESS, BUT PROCEED THROUGH CANADA POST EPOST CONNECT SERVICE. REFER TO THE 2003 STANDARD INSTRUCTIONS (2020-05-28).**

2. Due to the ongoing and evolving COVID-19 outbreak, suppliers must submit bids electronically using the Canada Post epost Connect application. This service allows suppliers to submit bids, offers and arrangements electronically to PWGSC Bid Receiving Units. Instructions for using E-Post are included in this solicitation. It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.
3. Submissions received in hard copy by mail, in person or by fax will not be accepted.

### **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.

### **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 Quebec, Canada.

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.

## 2.5 Mandatory Viewing – Vessel

It is mandatory that the Bidder or a representative of the Bidder visit the work site.

Given current concerns regarding COVID-19 and to ensure social distancing, only one Bidder at a time will be allowed to visit the site. Arrangements have been made for scheduled, one-hour and a half site visits to occur between 8:00AM and 4:00PM on **Wednesday, February 3, 2021**, at:

Quebec Port  
150 Dalhousie Street  
Quebec, Quebec G1R 4M8 Canada

### **Section 17 – Amundsen Ship, Canadian Coast Guard**

Scheduled blocks will be assigned on a first come, first serve basis. No more than 2 representatives of a Bidder, including their planned subcontractor representatives, may attend any given scheduled viewing. Social distancing practices must be followed while viewing the vessel in accordance with provincial and federal regulation and protocols, and as further instructed by the attending CCG representative leading the viewing.

➤ **Permission to Access Quebec Port - Accreditation:**

The representatives of the Bidder must obtain an accreditation of Quebec Port prior to the visit. Please refer to the following web site to obtain the accreditation:

<https://www.portquebec.ca/en/operations/permission-to-access-the-territory/accreditation>

Bidders are requested to communicate with the Contracting Authority at [Marial.Tremblay@pwgsc.gc.ca](mailto:Marial.Tremblay@pwgsc.gc.ca) no later than **Monday, February 1, 2021** to confirm attendance, provide the name of the person(s) who will attend and indicate the desired time period within the visit period specified above. The bidder will then be assigned a vessel viewing time block, advised of the personal protective equipment requirements and the logistics related to their vessel viewing visit.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.



## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Submit the Bid**

Bidder must 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

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

### **3.2 Format Instruction for the Preparation of the Bid**

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

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

#### **3.2.1 Section I: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete [Annex B - Electronic Payment Instruments](#), to identify which ones are accepted.

If [Annex B - 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.

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### **3.2.2 Section II: Certifications**

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Financial Evaluation

1. Bidders must submit firm prices, customs duties and excise taxes included, and Applicable Taxes excluded.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Bidders must provide prices Delivered Duty Paid (DDP), **Quebec Port, 150 Dalhousie Street, Quebec, Quebec G1R 4M8 Canada, Section 17 – Amundsen Ship, Canadian Coast Guard**, Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on a DDP basis.

### 4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation 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 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 Canadian Content Certification

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

This procurement is limited to Canadian services.

The Bidder certifies that:

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

#### 5.2.1.1 Canadian Content Definition

SACC Manual clause A3050T (2020-07-01), Canadian Content Definition.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A3050T/5>

### 5.2.2 Integrity Provisions - Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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### 5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#> ).

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

## PART 6 - RESULTING CONTRACT CLAUSES

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

Notice: Numbering will be revised at contract award

### 6.1 Requirement

The Contractor must provide and install draperies for beds, windows, portholes, and doors of cabins and rooms on the Amundsen ship, 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>) issued by Public Works and Government Services Canada.

#### 6.2.1 General Conditions

2010A (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010A/19>

#### 6.2.2 Supplemental General Conditions

4009 (2013-06-27), Supplemental General Conditions - Professional Services - Medium Complexity, apply to and form part of the Contract.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4009/2>



### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

The period of the Contract is from date of Contract until December 31, 2021.

#### **6.3.2 Delivery and Installation Period**

All deliverables must be received and installed within a period of forty (40) calendar days after the contract is awarded.

#### **6.3.3 Liquidated Damages**

1. If the Contractor fails to deliver the goods and perform the services within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of \$300.<sup>00</sup> for each calendar day of delay. The total amount of the liquidated damages must not exceed 10 percent of the contract price.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

## 6.4 Authorities

### 6.4.1 Contracting Authority - PSPC

The Contracting Authority for the Contract is:

Name: Marial Tremblay  
Title: Supply specialist  
Organization: Public Services and Procurement Canada (PSPC)  
Telephone: 581-309-8397  
E-mail address: [Marial.Tremblay@pwgsc.gc.ca](mailto:Marial.Tremblay@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 Authorities - CCG

#### 6.4.2.1 Administrative Authority – CCG

For all information related to invoicing and/or payments you may communicate with:

(to be completed at contract award by PSPC)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: Canadian Coast Guard (CCG)  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**6.4.2.2 Technical Authority – CCG**

The Technical Authority for the Contract is:

(to be completed at contract award by PSPC)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: Canadian Coast Guard (CCG)  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

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.

**6.4.3 Contractor's Representatives**

Name and telephone number of the person responsible for :

(a) Contract Manager:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

(b) Delivery and Installation Follow-up:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

## 6.5 Payment

### 6.5.1 Basis of Payment – Firm Unit and Lot Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit and lot prices, as specified in [Annex A](#) for a cost of \$\_\_\_\_\_ (to be completed at contract award by PSPC). 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 SACC Manual Clauses

Number	Date	Title
C2000C	2007-11-30	Taxes - Foreign-based Contractor <a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C2000C/1">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C2000C/1</a>
H1001C	2008-05-12	Multiple Payments <a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/H/H1001C/2">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/H/H1001C/2</a>

## 6.6 Electronic Payment of Invoices – Contract

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

(to be completed at contract award by PSPC).

- Visa Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI).

## 6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. one (1) copy by email to [DFO.invoicing-facturation.MPO@canada.ca](mailto:DFO.invoicing-facturation.MPO@canada.ca), addressed to: \_\_\_\_\_ (to be completed at contract award by PSPC); for certification and payment; and
  - b. one (1) copy by email to [Marial.Tremblay@pwgsc.gc.ca](mailto:Marial.Tremblay@pwgsc.gc.ca) for audit.

## 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.

## 6.9 Applicable Laws

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

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4009 (2013-06-27), Supplemental General Conditions - Professional Services - Medium Complexity;
- (c) the general conditions 2010A (2020-05-28), General Conditions - Goods (Medium Complexity);
- (d) Annex A - Requirement and Basis of Payment; and
- (e) the Contractor's bid dated \_\_\_\_\_ (to be completed at contract award by PSPC).

## 6.11 SACC Manual Clauses

Number	Date	Title
A9068C	2010-01-11	Government Site Regulations <a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9068C/2">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9068C/2</a>
B7500C	2006-06-16	Excess Goods <a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/B/B7500C/1">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/B/B7500C/1</a>
G1005C	2016-01-28	Insurance - No Specific Requirement <a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/G/G1005C/3">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/G/G1005C/3</a>

## 6.12 Shipping Instructions - Delivery at Destination

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

Quebec Port  
150 Dalhousie Street  
Quebec, Quebec G1R 4M8 Canada

Section 17 – Amundsen Ship, Canadian Coast Guard

Incoterms 2010 for shipments from a commercial contractor.

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### 6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution" (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution> ).

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## **ANNEX A - REQUIREMENT AND BASIS OF PAYMENT**

### **A.1 Annex A**

Annex A in attachment, must be inserted at this point and forms part of this document.



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## **ANNEX B - ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## ANNEX C - PRESENTATION OF YOUR BID

### C.1 Check List

Below is a checklist of the contents of your bid. This list is not an exhaustive list; it remains the Bidder's responsibility to prepare its bid in accordance with the instructions contained in the Request For Proposal (RFP) and provide a comprehensible and sufficiently detailed bid, including all requested pricing details that will permit a complete evaluation in accordance with the criteria set out in the RFP.

Table of Annex G - Presentation of Your Bid	
Pagination of <u>Document 1 of 2</u> (document of only 1 page)	
Page 1	Bidders should include with their bid, <b>the first sheet</b> of this RFP properly completed and signed. Refer to 2003 Standard Instructions mentioned in clause <b>2.1 Standard Instructions, Clauses and Conditions</b> .
Pagination of <u>Document 2 of 2</u> (document of 26 pages)	
Page 5	Bidders must submit their bid in accordance with the instructions indicated in clause <b>2.2 Submission of Bids</b> .
Page 7	It is mandatory that the Bidder or a representative of the Bidder visit the work site. Please refer to clause <b>2.5 Mandatory Viewing – Vessel</b> .
Page 11	Bidders must pay attention on how bids will be evaluated and the winning bid selected. Refer to <b>Part 4 - Evaluation Procedures and Basis of Selection</b>
Page 12	<u>Applicable only if an offence has been committed</u> Bidders must provide with their bid the required documentation as indicated Clause <b>5.1.1 Integrity Provisions - Declaration of Convicted Offences</b> .
Page 13	This procurement is limited to Canadian services. Please refer to clause <b>5.2.1 Canadian Content Certification</b> .

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Table of Annex G - Presentation of Your Bid	
Page 13	<p>Bidders must provide with their bid or promptly thereafter a <b>list of names</b> as indicated in clause <b>5.2.2 Integrity Provisions - Required Documentation</b>.</p> <p>➤ Please refer to section “<b>17. Information to be provided when bidding, contracting or entering into a real property agreement</b>” of the following Web site:</p> <p><a href="http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html">http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html</a></p>
Page 18	Bidders should submit with their bid, clause <b>6.4.3 Contractor's Representatives</b> duly completed.
2 pages	<p>Bidders must include with their bid, <b>Annex A – Requirement and Basis of Payment</b> duly completed.</p> <p>- Annex A is in attachment at the end of this document.</p>
Page 24	Bidders should submit with their bid, <b>Annex B - Electronic Payment Instruments</b> duly completed.

**Requirement:**

The Canadian Coast Guard, in Quebec, wishes to obtain draperies for the beds, windows, portholes, and doors of the cabins and rooms mentioned in this annex, on the Amundsen ship.

**Criteria:** The draperies must be made according to the following criteria:

- |     |   |
|-----|---|
| (a) | Manufacturing of ripplefold unlined drapery flame retardant TARZAN # 2 RLW color printed on both sides. Translucent wavy trims at the head of the curtains and French seam assembly. Loop with eyelets, one end of which must be sewn onto the curtain with a double seam for all doors draperies of the cabins and rooms.<br>- Door draperies, size of: 41" x 84". |
| (b) | Manufacture of ripplefold curtains for windows and portholes lined with the same color TARZAN # 2 RLW flame retardant. Translucent wavy trims at the head of the curtains.<br>Window draperies, size of: 36" x 42 ½".   |
| (c) | Manufacture of ripplefold curtains lined with the same color TARZAN # 6 RLW flame retardant for the bed surrounds of all cabins. Translucent wavy trims at the head of the curtains.  |
| (d) | Manufacture of loop with eyelets at each end, for all window and porthole curtains.   |
| (e) | Provide the rails, if needed, for ripplefold with detachable hooks.   |
| (f) | Modifications to the existing rails in the officer's lounge (526), officer's quarter (522), captain's cabin (300).  |
| (g) | All draperies must be identified with the cabin or room number.   |

**Basis of Payment:**

- |     |   |
|-----|---|
| (a) | Before submitting prices, please refer to clause <b>6.5 Payment</b> of the Request For Proposal document where it is mentioned, inter alia, that applicable taxes are not included in the prices. |
| (b) | Please complete the last two columns of the following table:  |

Item	Description		Size	Quantity	Unit	Firm Price	Total Price
<b>1</b>	<b>Doors:</b>						
	Door draperies, unlined printed on both sides with ripplefold with 2-piece trolleys: - Fabric: Tarzan # 2 RWL, Flame Retardant, 98% opaque; - 1 loop with eyelets sewn to the curtain at one end per draperies included; and - On existing rail.						
1.1	Cabins # :	402, 508, 510, 512, 514, 516, 531, 532, 534, 535, 536, 537, 540, 542, 617, 618, 620, 621, 622, 623, 624, 625, 651, 652, 654, 655, 656, 657, 658, 659, 660, 670, 671, 672	41" x 84"	34	each	\$	\$
1.2	Cabin # :	300	41" x 84"	2	each	\$	\$
1.3	Room # :	522	41" x 84"	1	each	\$	\$
1.4	Room # :	526	41" x 84"	1	each	\$	\$
<b>2</b>	<b>Windows:</b>		Size	Quantity	Unit	Firm Price	Total Price
	Pairs of windows draperies, lined with the same fabric ripplefold with 2-piece trolleys: - Fabric: Tarzan # 2 RWL, Flame Retardant; - 2 loops with eyelets per draperies included; and - On existing rail.						
2.1	Cabins # :	402, 508, 510, 512, 514, 516, 531, 532, 534, 535, 536, 537, 540, 542	18" x 18" x 42 ½"	14	pair	\$	\$

3	Portholes:			Size	Quantity	Unit	Firm Price	Total Price
		Pairs of porthole draperies lined with the same fabric ripplefold with 2-piece carriages - Fabric: Tarzan # 2, Flame Retardant; - 2 loops with eyelets per draperies included; and - On existing rail.						
	3.1	Cabins # :	617, 618, 620, 621, 622, 623, 624, 625, 651, 652, 654, 655, 656, 657, 658, 659, 660, 670, 671, 672	20" x 20" x 40"	20	pair	\$	\$
4	Beds (I) :			Size	Quantity	Unit	Firm Price	Total Price
		Pairs of lined draperies with the same fabric ripplefold with 2-piece trolleys - Fabric: Tarzan color # 6 RWL - Flame retardant, no strap - On existing rail - 2 bunk beds per cabin						
	4.1	Cabines # :	617, 618, 620, 621, 622, 625, 670, 671	39" x 39" x 28"	16	pair	\$	\$
5	Beds (L) :			Size	Quantity	Unit	Firm Price	Total Price
		Pairs of draperies + end sections, lined with the same fabric ripplefold with 2-piece trolleys - Fabric: Tarzan color # 6 RWL - Flame retardant, without strap - On existing rail - 2 bunk beds per cabin						
	5.1	Cabins # :	508, 510, 512, 534, 535, 536, 537, 540, 623, 624, 651, 652, 654, 655, 656, 657, 658, 659, 660, 672	40" x 40" x 28"	40	pair	\$	\$
	5.2			40" x 28"	40	pair	\$	\$
6	Modifications to the existing rails in the officer's lounge (526), officer's quarter (522), captain's cabin (300):				1	lot	\$	\$
7	Delivery charges, supply of rails if needed and installation of all items listed in this table:				1	lot	\$	\$
Contract Value:								\$