



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

PWGSC/TPSGC Acquisitions Bid Receiving  
Box/Boîte de Réception des Soumissions  
Bid Receiving Box/Boîte de Récepti  
1st Floor/1ère étage, Suite 1212  
100-1045 Main Street  
Moncton  
New Brunswick  
E1C 1H1  
Bid Fax: (506) 851-6759

## 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

Acquisitions NB/PEI (Moncton Office) – Bureau  
d'acquisitions N.-B./Î.-P.-É. (Moncton)  
1045 Main Street / 1045, rue Main  
Moncton  
New Bruns  
E1C 1H1

<b>Title - Sujet</b> Firewood - Kouchibouguac Nat. Park Bois de chauffage - Parc National Kouchibouguac	
<b>Solicitation No. - N° de l'invitation</b> 5P131-200596/A	<b>Date</b> 2021-03-01
<b>Client Reference No. - N° de référence du client</b> 5P131-200596	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-043-5958	
<b>File No. - N° de dossier</b> MCT-0-43172 (043)	<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> Atlantic Daylight Saving Time ADT <b>on - le 2021-03-23</b> Heure Avancée de l'Atlantique HAA	
<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> Beausoleil (MCT), Timothee	<b>Buyer Id - Id de l'acheteur</b> mct043
<b>Telephone No. - N° de téléphone</b> (902) 388-8377 ( )	<b>FAX No. - N° de FAX</b> (902) 566-7514
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PARKS CANADA 186 RTE 117 KOUCHIBOUGUAC New Brunswick E4X2P1 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	<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>

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## TABLE OF CONTENTS

<b>INSTRUCTIONS TO BIDDERS - MANDATORY REQUIREMENT .....</b>	<b>3</b>
SAMPLE BUNDLE .....	3
<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1.1 SECURITY REQUIREMENTS .....	4
1.2 STATEMENT OF REQUIREMENT .....	4
1.3 DEBRIEFINGS .....	4
1.4 EPOST CONNECT SERVICE .....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	5
2.2 SUBMISSION OF BIDS .....	5
2.3 ENQUIRIES - BID SOLICITATION .....	6
2.4 APPLICABLE LAWS .....	6
2.5 BID CHALLENGE AND RECOURSE MECHANISMS .....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES .....	9
4.2 BASIS OF SELECTION .....	9
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>10</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	10
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	10
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>11</b>
6.1 SECURITY REQUIREMENTS .....	11
6.2 STATEMENT OF REQUIREMENT .....	11
6.3 STANDARD CLAUSES AND CONDITIONS .....	11
6.4 TERM OF CONTRACT .....	11
6.5 AUTHORITIES .....	12
6.6 PAYMENT .....	13
6.7 INVOICING INSTRUCTIONS .....	14
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	14
6.9 APPLICABLE LAWS .....	14
6.10 PRIORITY OF DOCUMENTS .....	14
6.11 SACC <i>MANUAL</i> CLAUSES .....	14
6.12 DISPUTE RESOLUTION .....	15
6.13 SHIPPING INSTRUCTIONS – DELIVERY AT DESTINATION .....	15
6.14 INSURANCE - SPECIFIC REQUIREMENTS .....	15
<b>ANNEX "A" .....</b>	<b>16</b>
STATEMENT OF REQUIREMENT .....	16
<b>ANNEX "B" .....</b>	<b>19</b>
BASIS OF PAYMENT .....	19

Solicitation No. - N° de l'invitation  
5P131-200596/A  
Client Ref. No. - N° de réf. du client  
5P131-200596

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-0-43172

Buyer ID - Id de l'acheteur  
MCT043  
CCC No./N° CCC - FMS No./N° VME

---

<b>ANNEX “C” TO PART 3 OF THE BID SOLICITATION .....</b>	<b>20</b>
ELECTRONIC PAYMENT INSTRUMENTS.....	20
<b>ANNEX « D » .....</b>	<b>21</b>
LIST OWNERS/DIRECTORS .....	21

Solicitation No. - N° de l'invitation  
5P131-200596/A  
Client Ref. No. - N° de réf. du client  
5P131-200596

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-0-43172

Buyer ID - Id de l'acheteur  
MCT043  
CCC No./N° CCC - FMS No./N° VME

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## INSTRUCTIONS TO BIDDERS - MANDATORY REQUIREMENT

### SAMPLE BUNDLE

**All Bidders MUST submit a Sample Bundle of the Kiln Dried Firewood they are offering to provide.**

The sample bundle of Kiln Dried Firewood must be provided to the Park's Representative no later than **March 24<sup>th</sup>, 2021**, day after bid closing **OR sooner if possible**. Failure to do so will render your bid non responsive and will be rejected!

**Sample Bundle MUST be provided as per the mandatory specifications at Annex A.** No deviations to the sample bundle will be accepted!

### The sample bundles must be delivered to the following location:

To the attention of Emilie Ouellette  
Kouchibouguac National Park  
Administration Building (hours of operation are from 8:00am to 4:30pm)

Suppliers MUST request a dated and signed receipt for their bundled sample at time of drop off as proof of delivery.

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There are no security requirements.

### **1.2 Statement of Requirement**

The requirement is detailed under **Article 6.2** of the resulting contract clauses.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.4 epost Connect service**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020/05/28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

#### 2.1.1 SACC Manual Clauses

SACC Manual Clause C9000T (2010-08-16) Pricing

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

PWGSC Acquisitions, Bid Receiving  
1st Floor/1ère étage, Suite 1212, 100-1045 Main Street,  
Moncton, NB  
E1C 1H1

Epost Connect address:

[TPSGC.RAReceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RAReceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: (506) 851-6759

### 2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

*(Derived from - Provenant de: A9076T, 2007/05/25)*

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### 2.4 Applicable Laws

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

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 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 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid 1 hard copy  
Section II: Financial Bid 1 hard copy  
Section III: Certifications 1 hard copy

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.



Solicitation No. - N° de l'invitation  
5P131-200596/A  
Client Ref. No. - N° de réf. du client  
5P131-200596

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-0-43172

Buyer ID - Id de l'acheteur  
MCT043  
CCC No./N° CCC - FMS No./N° VME

---

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

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

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

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013/11/06), Exchange Rate Fluctuation

## **Section III: 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 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Mandatory Technical Criteria as specified in Annex "A", Mandatory Requirements and Specifications.

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Mandatory Technical Criteria**

*SACC Manual* Clause [A0031T](#) (2010/08/16), Basis of Selection – Mandatory Technical Criteria

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

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

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Statement of Requirement

The Contractor must provide the items detailed in Annex "A", Mandatory Requirements and Specifications.

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

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

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from **Date of Award to March 31<sup>st</sup> 2022** inclusive.

#### 6.4.2 Delivery Date

All the deliverables must be received from **June 1<sup>st</sup> to October 15 of each year**.

#### 6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **two (2) additional one year periods** under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

*(Derived from - Provenant de: A9009C, 2008/12/12)*

Solicitation No. - N° de l'invitation  
5P131-200596/A  
Client Ref. No. - N° de réf. du client  
5P131-200596

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-0-43172

Buyer ID - Id de l'acheteur  
MCT043  
CCC No./N° CCC - FMS No./N° VME

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#### 6.4.4 Delivery Points

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

#### 6.5 Authorities

##### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Timothée Beausoleil  
Title: Acting Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Acquisitions NB/PEI  
Address: 161 St. Peters Road, 2nd Floor Suite 204, Charlottetown, PE, C1A 5P7  
Telephone: (902) 388-8377  
Facsimile: (506) 851-6759  
E-mail address: [Timothee.beausoleil2@pwgsc-tpsgc.gc.ca](mailto:Timothee.beausoleil2@pwgsc-tpsgc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

##### 6.5.2 Project Authority

The Project Authority for the Contract is:

**Details will be provided in any resulting contract**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

Solicitation No. - N° de l'invitation  
5P131-200596/A  
Client Ref. No. - N° de réf. du client  
5P131-200596

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-0-43172

Buyer ID - Id de l'acheteur  
MCT043  
CCC No./N° CCC - FMS No./N° VME

---

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

#### Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex "B". Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

*(Derived from - Provenant de: C0207C, 2013/04/25)*

### 6.6.2 SACC Manual Clauses

SACC Manual Clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department  
SACC Manual Clause H1001C (2008-05-12) Multiple Payments

### 6.6.3 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 6.7 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.

Invoices must be distributed as follows:

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

## 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 New Brunswick.

## 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 general conditions [2010A](#) (2020-05-28), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Statement of Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## 6.11 SACC Manual Clauses

SACC Manual Clause A9039C (2008-05-12) Salvage  
SACC Manual Clause A9068C (2010-01-11) Government Site Regulations  
SACC Manual Clause B7500C (2006-06-16) Excess Goods

## 6.12 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](#)".

## 6.13 Shipping Instructions – Delivery at Destination

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

- (a) Delivered Duty Paid (DDP) **Kouchibouguac National Park of Canada, 186, Route 117, Kouchibouguac National Park, New Brunswick** Incoterms 2000 for shipments from a commercial contractor.

*(Derived from - Provenant de: D4001C, 2008/12/12)*

## 6.14 Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex A. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

*(Derived from - Provenant de: G1001C, 2013/11/06)*



## ANNEX "A"

### STATEMENT OF REQUIREMENT

#### Mandatory Requirements and Specifications

##### Kiln Dried Firewood Kouchibouguac National Park of Canada

1. **Scope of Work:**
  - 1.1 Parks Canada is a recognized leader in heritage protection and presentation, proudly and efficiently managing Canada's National Parks on behalf of Canadians.  
  
In this regard, this requirement for firewood specifies "**Kiln dried Fire Wood**". Kiln Dried Firewood reduces the risk of introducing exotic insects, moulds, fungi, etc. into a National Park of Canada. Kiln Dried Firewood also reduces the emission of particles of organic gases and hazardous pollutants into the air.
  - 1.2 The Contractor must supply all labour, material and equipment necessary to prepare and deliver Kiln Dried Firewood to Kouchibouguac National Park of Canada all in accordance with these mandatory specifications.
2. **Delivery period:**
  - 2.1 **From June 1 to October 15 of each year.**
3. **Type of Wood:**
  - 3.1 Kiln dried firewood (to a maximum moisture content of 15%) must be 100 % hardwood species, consisting of Yellow Birch, Maple, Ash or Beech.
  - 3.2 "Kindling" must be 100% cedar species, maximum moisture content of 15%.
4. **Size of Wood:**
  - 4.1 Kiln dried firewood pieces must be 38 cm (15") in length,  $\pm$  2.5 cm (1"). Average cross-sectional area of individual pieces must be maximum 65 cm<sup>2</sup> (10 in<sup>2</sup>); minimum 20 cm<sup>2</sup> (3 in<sup>2</sup>).
  - 4.2 Kindling pieces must be 38 cm (15") in length,  $\pm$  2.5 cm (1"). Average cross-sectional area of individual pieces must be 3.6 cm<sup>2</sup> (0.56 in<sup>2</sup>),  $\pm$  1.0 cm<sup>2</sup> (0.15 in<sup>2</sup>) or of a non-toxic fire-starter which is made of corrugated cardboard dipped in paraffin wax inserted into the firewood bag.

**5. Packaging:**

- 5.1 Wood must be secured in bundles one cubic foot each (1.00 ft<sup>3</sup>). Each bundle must contain 6 to 8 pieces of kindling. Bundles must be secured to withstand normal handling without any pieces of firewood or kindling falling out of the package. Bundles must be packaged in a heavy-duty bag. Plastic film, and/or bag container must be biodegradable, recyclable and must not produce toxic or harmful fumes if burned.
- 5.2 Wood bundles must be labelled showing detailed product identity, dealer identity and product quantity. Labels must be securely fastened and of a type that will withstand normal handling of the bundles. Labels must also conform to Industry Canada regulations for pre-packed firewood.

**6. Delivery Locations:**

- 6.1 Firewood must be delivered to the following campground wood storage buildings:
- South Kouchibouguac Campground (small wood box)  
South Kouchibouguac Campground (large wood box)

**7. Delivery Conditions:**

- 7.1 Delivery must be made in volumes of up to 1,872 bundles to South Kouchibouguac and to Côte-à-Fabien Campgrounds. Deliveries to South Kouchibouguac must be made every Monday and Friday during the peak operating period of June 30 to August 31 or as required within 48 hours of notice from the Park Authority. Deliveries outside of the defined peak operating period must be made weekly or as required within 48 hours of notice from the Park Authority. Contractor must be responsible for proper unloading and storage in the Park wood storage buildings. At each delivery, a designated park representative will ensure quality control of firewood, as well as, a verification count. Delivery must be made between the hours of 10:00 a.m. and 3:00 p.m. Contractor must call to a park representative at least 24 hours in advance of each delivery and make arrangements for acceptance of delivery. Contractor must provide a delivery slip (shipping bill) for each delivery that must be signed (accepted) by a Park representative at the time of delivery.

All "packaged bundles" of firewood must be delivered in an enclosed trailer, on pallets of a maximum of 72 - one (1) cubic feet bags, shrink wrapped on the pallets. The enclosed trailer must have a pallet jack for the driver to move the pallets to the end of the trailer for offloading by parks Canada personnel. Parks Canada personnel will use a Front End Loader to transfer the pallets from the truck into the wood storage building.

**8. Quality:**

8.1 Contractor is guaranteed:

**Year 1 - a minimum of 14,976 bundles (08 deliveries)**  
**Year 2 - a minimum of 16,848 bundles (09 deliveries)**  
**Year 3 - a minimum of 18,720 bundles (10 deliveries)**

**9. Standing  
Orders/Regulations:**

- 9.1 The Contractor and persons in the employ of the Contractor must become familiar with and observe at all times standing orders and/or regulations in force at the Park.
- 9.2 It must be the responsibility of the Contractor to purchase permits and licenses necessary to carry out this contract.
- 9.3 The Contractor must provide proof of comprehensive general liability insurance with a minimum of \$1,000,000 coverage.

Solicitation No. - N° de l'invitation  
5P131-200596/A  
Client Ref. No. - N° de réf. du client  
5P131-200596

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-0-43172

Buyer ID - Id de l'acheteur  
MCT043  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "B"

### BASIS OF PAYMENT

Title / Titre: Kiln Dried Firewood / Bois de chauffage séché au four

Vendor Name/ Nom du fournisseur:						
Solicitation No. / N° de soumission: 5P131-200596/A						
Item No. / N° d'Art.	Quantity / Quantité	Unit of Issue / Unité de distribution	DESCRIPTION	Price / Prix		
1	Year 1 - 2021  June 1 to October 15  Minimum Guarantee to Purchase 14,976	Bundle / Paquet	« Kiln Dried » Firewood as per the mandatory specifications and requirements indicated at Annex "A". No Substitute  Bois de chauffage «séché au four» selon les exigences et spécifications obligatoires décrits à l'annexe A. Aucun Substitut		per / par	Bundle / paquet
2	Year 2 - 2022 (if option to extend is exercised)  June 1 to October 15  Minimum Guarantee to Purchase 16,848	Bundle / Paquet	« Kiln Dried » Firewood as per the mandatory specifications and requirements indicated at Annex "A". No Substitute  Bois de chauffage «séché au four» selon les exigences et spécifications obligatoires décrits à l'annexe A. Aucun Substitut		per / par	Bundle / paquet
3	Year 3 - 2023 (if option to extend is exercised)  June 1 to October 15  Minimum Guarantee to Purchase 18,720	Bundle / Paquet	« Kiln Dried » Firewood as per the mandatory specifications and requirements indicated at Annex "A". No Substitute  Bois de chauffage «séché au four» selon les exigences et spécifications obligatoires décrits à l'annexe A. Aucun Substitut		per / par	Bundle / paquet

Solicitation No. - N° de l'invitation  
5P131-200596/A  
Client Ref. No. - N° de réf. du client  
5P131-200596

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-0-43172

Buyer ID - Id de l'acheteur  
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## **ANNEX “C” to PART 3 OF THE BID SOLICITATION**

### **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);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)

Buyer ID - Id de l'acheteur  
MCT043  
CCC No./N° CCC - FMS No./N° VME