



REQUEST FOR QUOTATION (RFQ)

Supply Arrangement number - 5P468-21-0037 General Contracting Services for Rouge National Urban Park

Solicitation Title: _____

Solicitation Closes: _____

Address Inquiries to: _____

Drop-down menus are used below and identified by a ▼ symbol. Hover over text and click to select the options applicable to your requirement.

You are requested to submit a quote in accordance with the included **Annex “A” Statement of Work** and **Annex “B” Quote Submission Form**.

Work Schedule

All work must be completed on or before Click or tap to enter a date.

General Conditions

▼ *Select the applicable General Conditions based on the resulting agreement type. Use the General Conditions 2029 when awarding a Low Dollar Value Contract Template (Simple). Attach the applicable General Conditions to the email to bidders when awarding a Service Contract Template (<\$24,999) or a Work Order.*

Include the following if the General Conditions 2029 are applicable. Delete if the General Conditions are provided via attachment.

The General Conditions identified by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual ([2029 - General Conditions - Goods or Services \(Low Dollar Value\) - Buyandsell.gc.ca](#)) issued by Public Works and Government Services Canada.

Payment Schedule

▼ *Select the appropriate payment schedule for the agreement type. Single payment must be used when awarding a Contract (start to completion is less than 30 days). Progress payments must be used when awarding a Work Order (start to completion exceeds 30 days).*

Basis of Selection

The responsive quote with the lowest evaluated price will be recommended for award of a ▼ *Select the resulting agreement type.*

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a ▼ *Select the resulting agreement type* will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

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Insert name

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ANNEX “A” STATEMENT OF WORK

Include as applicable or provide under separate attachment and include the following.

The Statement of Work is included under separate attachment (_____ *(insert file name)* .pdf).

ANNEX "B" QUOTE SUBMISSION FORM

Vendor/ Firm Name:		
Physical Address:		
City:	Province/ Territory:	Postal Code:
Telephone:		Facsimile:
Email Address:		PBN:

Quotation Submission Requirements

- (a) The quote must be submitted in accordance with the format requested below.
- (b) Customs duties are included and Applicable Taxes are extra.
- (c) All prices are in Canadian dollars, FOB destination.
- (d) Bidders are reminded that it is their responsibility to include in their bid all work as described in the drawings and specifications.

Firm Price

The Bidder offers to perform and complete the work for the total firm price of:

Item No.	Description	Unit of Measurement	Total amount applicable tax(es) extra
1		FIRM PRICE	\$
2		FIRM PRICE	\$
3		FIRM PRICE	\$
TOTAL FIRM PRICE (excluding applicable taxes)			\$

Firm Unit Price(s)

The Bidder offers to perform and complete the work for the firm unit price(s) of:

Item No.	Description	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
2.1			\$		\$
2.2			\$		\$
2.2			\$		\$

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		TOTAL FIRM UNIT PRICE(S) Sum of Extended Totals (excluding applicable taxes)	\$
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Please submit your bid in accordance with the “Submission Requirements” identified in the email inviting you to this Request for Quotation.

Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

ANNEX "C" - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed
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Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.

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	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

ANNEX “D” – GENERAL CONDITIONS ([use this Annex for construction work orders](#))

The following General Conditions will apply to and form part of a resulting Work Order.

- 1. EXECUTION OF THE WORK.** The Contractor shall furnish all necessary labour, materials, tools and equipment and shall carry out in a careful and workman like manner and to the satisfaction of the Agency Representative, the work set out under the description hereon, or more particularly described in the drawings and specifications when applicable. All materials used in the execution of the work must be new and of best quality.
- 2. CHANGES.** Changes to the work shall only be made on receipt of written instructions from the Agency Representative. Any resulting adjustment to the cost of work shall be agreed upon by the Agency Representative and the Contractor and will represent the reasonable and proper costs incurred by or savings accruing to the Contractor.
- 3. TIME OF ESSENCE.** Time is of the essence of the contract.
- 4. LABOUR.** Consistent with efficiency and economy, the Contractor shall employ only Canadian labour with local or Indigenous labour receiving preference.
- 5. APPLICABLE LAWS.** (a) The Contractor shall comply with all legislative and regulatory provisions, whether federal, provincial or municipal, applicable to the performance of the work. (b) Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licences required for the performance of the work. (c) From time to time, the Agency Representative may request that the Contractor provide evidence that the Contractor complies with all applicable legislative and regulatory provisions and that the Contractor holds all required permits, certificates and licences. Such evidence shall be provided within the time set out in the request or as otherwise stipulated in the contract.
- 6. INDEMNIFICATION.** (a) For the purposes of the contract, Canada, Crown, Her Majesty or the Government means Her Majesty the Queen in right of Canada. (b) The Contractor shall indemnify and save Canada harmless from and against all claims, losses, costs, damages, suits, proceedings or actions arising out of or related to the Contractor's activities in executing the work, including the Contractor's omissions, improper acts or delays in executing the work.
- 7. PROPERTY OF HER MAJESTY.** The Contractor shall be liable to Her Majesty for any loss or damage to any property of Her Majesty arising out of the performance or non-performance of the work whether or not such loss arises from causes beyond his control.
- 8. CO-OPERATION AND MAKING GOOD.** (a) The Contractor shall perform the work with the minimum disturbance to personnel and the public. (b) The Contractor shall obtain the approval of the Agency Representative for the hours during which he proposes to perform the work and for the work schedule. (c) The Contractor shall repair and make good all parts of the existing building affected by the work of the contract. (d) All work shall be equal in kind, quality and finish to that of the existing work. (e) Where the work affects occupied portions of a building, the Contractor shall ensure continuity of building services and necessary access for personnel and vehicles.
- 9. ACCESS TO WORK.** The Contractor shall permit the Agency Representative or any officer authorized by them to have access to the work at all times during the execution of the work.
- 10. REMOVE DEBRIS.** The Contractor shall remove from the premises, from time to time and as directed by the Agency Representative, all building rubbish or debris resulting from the work.
- 11. DELAY.** No payment shall be made to the Contractor for delay encountered during the execution of the work.
- 12. SUSPENSION OF WORK.** In the event that the work is suspended, the Contractor shall arrange for protection of the work as directed by the Agency Representative. The Contractor will be reimbursed for reasonable and proper expenses incurred in protecting the work.

13. RECTIFICATION OF DEFECTS. The Contractor shall, upon notice from the Agency Representative, rectify at his own expense any defects that appear in the work within 12 months of the date of completion of the work.

14. SIGNS AND ADVERTISING. The Contractor shall not erect or permit the erection of any sign or advertising at the site of the work without the expressed written consent of the Agency Representative.

15. MEMBERS OF THE HOUSE OF COMMONS. No member of the House of Commons shall be admitted to any share or part of the contract or any benefit arising therefrom.

16. INTERPRETATION. Should any dispute arise concerning the meaning or intent of the contract, the decision of the Agency representative shall be final.

17. RECORDS TO BE KEPT. The Contractor shall during the term of this contract and for a period of two years from the date of completion of the contract maintain and keep full records of their estimates of and actual cost to them of the work together with all proper quotations, contracts, correspondence, invoices, receipts and vouchers relating hereto, and shall make them available for copy, audit or inspection by any person acting on behalf of the Agency Representative.

18. TERMINATION. the Agency Representative may terminate the contract by giving notice in writing to the Contractor to that effect. Her Majesty's obligation to make payment to the Contractor shall cease when payment for work satisfactorily performed has been made.

19. PAYMENT. The Contractor may submit monthly progress claims. Subject to verification by the Agency Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. If, within 15 days of receipt of the invoice, additional information is requested by the Agency Representative, the 30-day payment period shall commence upon receipt of the requested information. Any monthly progress payment made to the Contractor shall be subject to a 10% holdback, which shall be released to the Contractor with the final payment unless the amount held back is required by Her Majesty to remedy any defect in the Contractor's work. The Contractor's invoice is to show the amount being claimed for work satisfactorily performed, excluding GST charges, and a separate amount for the GST calculated in accordance with the applicable tax legislation.

20. INTEREST ON OVERDUE ACCOUNTS. (a) If Canada delays in making a payment that is due in accordance with section 19 above, the Contractor shall be entitled to receive interest on the amount that is overdue, from the date on which the amount is overdue to the day previous to the date on the negotiable instrument. (b) Simple interest shall be paid at the Average Bank Rate plus 3% per year on any amount, which is overdue. This interest shall be paid automatically, except that, in respect of amounts, which are less than 15 days overdue, no interest shall be paid in respect of payment made within such 15 days unless the Contractor so demands. (c) The "Average Bank Rate" means the simple arithmetic mean of the Bank Rate in effect at 4:00 p.m. Eastern Standard Time each day during the calendar month which immediately precedes the calendar month in which payment is made. The "Bank Rate" means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which it makes short term advances to members of the Canadian Payments Association."

21. PERFORMANCE EVALUATION. Performance of the Contractor during and upon completion of the work shall be evaluated by the Agency Representative. The evaluation will be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely. An electronic version of the form (2913) used to record the performance is available on the PWGSC website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>.

22. INSURANCE NO SPECIFIC REQUIREMENT. The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the contract and to ensure compliance with any applicable law. Any insurance

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acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the contract.