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**REQUEST FOR SUPPLY ARRANGEMENT
(RFSA)**

**DEMANDE D'ARRANGEMENTS EN
MATIÈRE D'APPROVISIONNEMENT
(DAMA)**

Proposal to: Fisheries and Oceans 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ



Title – Sujet Request for Supply Arrangement for Charter Vessels		Date January 24, 2022
Solicitation No. – N° de l'invitation 30000316		
Client Reference No. - No. de référence du client 30000316		
Solicitation Closes – L'invitation prend fin At / à : 14 :00 Atlantic Time On / le : December 31, 2029		
Initial bidding period January 24, 2022 - February 28, 2022 For additional bidding periods see section 6.7		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Kimberly Walker Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Requirement, the Basis of Payment and any other annexes.

1.2. Summary

1.2.1. The purpose of this requirement is to establish a list of pre-qualified vessels and vessel charters capable of performing at-sea projects / missions as they relate to different ocean science operations (e.g. oceanography, marine mammal studies, hydrography, etc.) and fisheries science (e.g., stock assessment, biodiversity, habitat management, etc.). The projects / missions at-sea will vary in requirements as they relate to different ocean and fishery operations. The requirements for vessel and vessel charters will also vary depending on the location of the projects / mission(s) (e.g. Atlantic, Pacific, Central and Arctic regions) including both near-shore and offshore missions within Canadian waters as the need arises.

1.2.2. The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

A Supply Arrangement is established by prequalifying a vessel using our categorization document on the Request for Supply Arrangement (RFSA).

Examples of some potential requirements for vessel operations include:

- Availability for multiple field programs ranging from 1 to 265 days annually with options for multiple years
- Ability to perform a variety of oceanographic operations

- Ability to perform a variety of trawls
- Ability to support up to 20 science crew for several weeks at a time
- Ability to catch and allow for processing of large quantities of fish of various species
- Ability to stay at sea for extended periods (weeks to months) at a time
- Ability to have mission specific required equipment installed onboard (permanent and non-permanent)

1.3 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

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

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008 \(2020-05-28\)](#) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Arrangements

Offers must be submitted only to the Department of Fisheries and Oceans (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

Due to the nature of the Request for Supply Arrangements, transmission of offers by facsimile to DFO will not be accepted.

2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than 10 calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force **in the province or territory where the goods and/or services are to be rendered.**

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

2.7 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 – SUPPLY ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (1 soft copy in PDF format);
- Section II: Certifications (1 soft copy in PDF format);

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

Emails with links to bid documents will not be accepted.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

Section I: Technical Offer

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

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

3.2 Request for Supply Arrangement (RFS) Procurement Process

The creation of a supply arrangement with DFO will be completed in 3 steps:

- 1) Submission of proposal for the RFS (Request for Supply Arrangement);
- 2) Receipt and evaluation of proposal for a Supply Arrangement
- 3) Approval / Award of a Supply Arrangement and addition of the vessel(s) to DFO's internal database.

Step 1: Submission of proposal for the RFS (Request for Supply Arrangement)

Download, review, complete and submit all of the required forms requested in the RFS. This includes all required administrative forms, Vessel Categorization Criteria document and relevant certifications.

Step 2: Receipt and evaluation of proposals for a Supply Arrangement

Once received, the proposal will be evaluated by DFO to confirm that the bidder has submitted their proposal in accordance with the RFS.

Step 3: Approval / Award of a Supply Arrangement and addition of the vessel to DFO's internal database

All proposals must comply with all requirements of the bid solicitation to be declared responsive. All responsive proposals meeting the mandatory criteria will be awarded a Supply Arrangement by the DFO Contracting Authority and the vessel information will be added to a DFO internal database of vessels.

The resulting database of vessels will be used to identify lists of suitable vessels and suppliers that can be used for any future science missions through a Request for Proposals solicitation process.

General Notes:

DFO understands that vessel(s) may change over time and in this case, the vessel may remain in the internal DFO database as long as:

- a. The Supply Arrangement remains in effect.
- b. Any changes or modifications to the vessel are updated via submission during the open periods each year via email.
- c. Certifications must be maintained by the vessel operator for the duration of the Supply Arrangement. Failure to maintain certifications may result in removal from the database of vessels to be considered for a Request for Proposal (RFP).

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex "D"

4.2 Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **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 the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.2.2.1 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 awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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.

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 FPSs 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](#).

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.

Signature: _____ Date: _____

5.2.2.2 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail: _____

5.2.2.3 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

b) The status of the contractor (individual, unincorporated business, corporation or partnership:

c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Requirement at Annex A.

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Supply Arrangement, however resulting RFP processes could entail security requirements.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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

[2020 \(2020-07-01\)](#) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins upon award of a Supply Arrangement.

6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Kimberly Walker
Title: Senior Contracting Officer
Department: Fisheries and Oceans Canada
Directorate: Procurement Services
Address: 301 Bishop Drive, Fredericton, NB E3C 2M6
E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5.2 Supplier's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Fax: _____
E-mail: _____

6.6 Identified Users

The Identified User is: Fisheries and Oceans Canada.

6.7 On-going Opportunity for Qualification

A Request for Supply Arrangements will be issued in accordance with the process set out below to allow new Suppliers to become qualified.

A Notice will be posted "twice a year" on the buyandsell.gc.ca to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new bid proposal.

Suppliers wishing to add new vessel(s) to their Supply Arrangement or amend their vessel specifications can do so during the posting period by completing and submitting Appendix B the Vessel Categorization Criteria Declaration Document(s).

Supply arrangements may be suspended or cancelled if information submitted is proven to be false or a misrepresentation of the vessel.

New applicants throughout the RFSA:

- a. **The RFSA application process will be posted on the buyandsell.gc.ca for 7 years with the option to expend if DFO chooses. After the initial bidding period, bidders may submit bids ONLY during the following months:**

July 2022
February 2023
July 2023
February 2024
July 2024
February 2025
July 2025
February 2026
July 2026
February 2027
July 2027
February 2028
July 2028
February 2029
July 2029

6.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2020-0701), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Vessel Categorization Criteria;
- (e) Annex C, Marine Liability Insurance
- (f) the Supplier's arrangement dated _____ (*insert date of arrangement*) (*if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on _____" or "as amended _____". (Insert date(s) of clarification(s) or amendment(s), if applicable).*

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in **in the province or territory where the goods and/or services are to be rendered.**

B. BID SOLICITATION - through a Request for Proposal Process (RFP)

6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

Note: References to the HC, MC and Simple templates in Fisheries and Oceans Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements;

" Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications;
 - **Federal Contractors Program (FCP) for Employment Equity - Notification**
 - SACC Manual A3005T, A3010T for service requirements when specific individuals will be proposed for the work;
 - **Integrity Provisions - Declaration of Convicted Offences;**
 - **COVID-19 Vaccination Requirement Certification (*if applicable*)**
- (i) conditions of the resulting contract.

6.2 Bid Solicitation Process – (RFP) Request for Proposal

6.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

- 6.2.2** DFO Contracting Authority will issue Request for Proposals (RFP) as the need arises to all SA Holders who have prequalified vessel(s) and vessel charters capable of performing the at-sea projects / mission(s) in the location of the projects / mission(s) (e.g. Atlantic, Pacific, Central and Arctic regions) including both near-shore and offshore missions within Canadian waters.
- 6.2.3** DFO will maintain a database of prequalified vessels and vessel charters which will be used to match the vessel capabilities / configurations from the SAs with the requirements of the at-sea projects / mission(s). Prior to award, vessels may be inspected by DFO Government of Canada employees to verify the accuracy of the information provided.
- 6.2.4** Bidders will be provided with a minimum of ten (10) calendar days to respond to Request for Proposals.
- 6.2.5** The DFO Contracting Authority will award the contract.
- 6.2.6** Supply arrangements may be suspended or cancelled if information submitted is proven to be false or a misrepresentation of the vessel.
- 6.2.7** The bid solicitation will be sent directly to Suppliers.

C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions [2029](#) will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions [2010C](#) will apply to the resulting contract;
- (c) **HC** (for high complexity requirements), general conditions [2035](#) will apply to the resulting contract.

Note: References to the HC, MC and Simple templates in Fisheries and Oceans Canada Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

ANNEX "A" STATEMENT OF REQUIREMENT

Objective

Fisheries and Oceans Canada (DFO) is developing a database of SA Holder with vessels and vessel charters pre-qualified to be considered for future at-sea projects / missions as they relate to different ocean science operations (e.g. oceanography, marine mammal studies, hydrography, etc.) and fisheries science (e.g., stock assessment, biodiversity, habitat management, etc.). The projects / missions at-sea will vary in requirements as they relate to different ocean and fishery operations. The requirements for vessel and vessel charters will also vary depending on the location of the projects / mission(s) (e.g. Atlantic, Pacific, Central and Arctic regions) including both near-shore and offshore missions within Canadian waters as the need arises.

A Supply Arrangement is established by prequalifying a vessel using our categorization document on the Request for Supply Arrangement (RFSA).

ANNEX "B" VESSEL CATEGORIZATION CRITERIA DECLARATION DOCUMENT

Table of Contents

Voyage Types
List of Acronyms
List of Terms
Credentials
1.0 Vessel Certifications and Policies
2.0 Vessel Particulars
3.0 Vessel Safety
4.0 Vessel Tenders and Accessory Craft
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6.0 Vessel Facilities
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8.0 Laboratory Spaces
9.0 Laboratory Facilities
10.0 General Deck Machinery
11.0 Deck Requirements
12.0 Deck Power Specifications
13.0 Internal Storage Options
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15.0 Science Onboard
16.0 Onboard Communications
17.0 Outfitted Ship Tackle (Rigging, Lines, Rope, Cabling etc.)
18.0 Fishing and Fishing Equipment
19.0 Additional Equipment

Voyage Types

As per the Canada Shipping Act, 2001, (<https://laws-lois.justice.gc.ca/eng/regulations/SOR-2007-31/section-1.html>)

1. Unlimited Voyage

Unlimited voyage means a voyage that is not a sheltered waters voyage, a near coastal voyage, Class 2 or a near coastal voyage, Class 1.

2. Near coastal voyage, Class 1 means a voyage

- (a) that is not a sheltered waters voyage or a near coastal voyage, Class 2;
- (b) that is between places in Canada, the United States (except Hawaii), Saint Pierre and Miquelon, the West Indies, Mexico, Central America or the northeast coast of South America; and
- (c) during which the vessel engaged on the voyage is always
 - (i) north of latitude 6°N, and
 - (ii) within 200 nautical miles from shore or above the continental shelf.

3. Near coastal voyage, Class 2 means a voyage

- (a) that is not a sheltered waters voyage; and
- (b) during which the vessel engaged on the voyage is always:
 - (i) within 25 nautical miles from shore in waters contiguous to Canada, the United States (except Hawaii) or Saint Pierre and Miquelon, and
 - (ii) within 100 nautical miles from a place of refuge.

4. Sheltered waters voyage:

- a) A voyage that is in Canada on a lake or a river above tidal waters – where a vessel can never be further than one nautical mile from the closest shore
- b) A voyage that is on the waters listed in column 1 of an item of Schedule 1 (see ‘Vessel Certificates Regulations’ document) during the period specified in column 2 of that item

List of Acronyms

ADCP	Acoustic Doppler Current Profiler
DFO	Department of Fisheries and Oceans
EPIRB	Emergency Position-Indicating Radio Beacon
LARS	Launch and Recovery System
RFI	Request for Information
RFP	Request for Proposal
RFSA	Request for Supply Arrangement

List of Terms

A	Amps or amperage
GT	Gross Tonnage
kg	Kilograms
m	Meters
V	Volts or voltage

Please complete all applicable fields as the information you provide will be used to establish a supplier list database to solicit Requests for Proposals for at-sea projects/missions as the need arises.

Credentials

Vessel Name:	
Vessel Official Number:	
Vessel Owner Name:	
Vessel Owner Phone:	
Vessel Owner Email:	
Most Common Vessel Port(s):	
Vessel Port of Registry:	
Voyage Type(s) the vessel is certified for (see Voyage Types section): 1, 2, 3, 4	

Capable Operational Areas of The Vessel – Please Indicate Locations for which you wish to be considered for future opportunities:

<i>Canadian Waters:</i>	<i>Great Lakes</i>	<i>Gulf of St. Lawrence</i>	<i>South Atlantic</i>	<i>North Atlantic</i>	<i>Arctic</i>	<i>North Pacific</i>	<i>South Pacific</i>	<i>Other*</i>
<i>Yes</i>								
<i>No</i>								

<i>* If other, please list specifics here: (e.g. specific canals, rivers, large lakes etc).</i>	
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1.0 Vessel Certifications and Policies

This information is required to ensure the safety and well-being of the Department of Fisheries and Oceans Canada (DFO) personnel. Note: *Proof of the below criteria will be required upon request.*

Criteria/Specifications	Yes	No
1.1 Is the vessel currently able to operate legally in Canadian waters?		
1.2 Does the vessel have a valid copy of the vessels Transport Canada (or international equivalent in English or French from the certifying agency) Minimum Safe Manning Document-Convention with Trading Area of the specified voyage(s) in the Credentials section?		
1.3 Does the vessel possess Transport Canada Safety Certificates or international Equivalents? They will need to be provided in English or French from the certifying agency for review upon request. <i>Note: Vessels under 15 GT are not expected to have these certificates.</i>		
1.4 Does the drinking water onboard meet or exceed the Guidelines for Canadian Drinking Water Quality? (Certificates may be requested).		

https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/water-quality/guidelines-canadian-drinking-water-quality-summary-table.html		
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2.0 Vessel Particulars

Criteria/Specifications	Specification
2.1 Vessel Overall Length (m)	
2.2 Vessel Breadth (m)	
2.3 Vessel Draft (m)	
2.4 Vessel Gross Tonnage (GT)	
2.5 Vessel Endurance (days)	
2.6 Vessel Cruising Speed (Knots)	
2.7 Vessel Max speed (Knots)	

Criteria/Specifications	Classification/Comments
2.8 What is the vessel's type/class? (i.e. workboat, passenger vessel, fishing, etc.)	

Criteria/Specifications	12hr	24hr	Other
2.9 Indicate Capable Hours of Operation (with adjusted crewing/manning if necessary):			

2.10 Crewing Profile	Yes	No
2.10a Is the vessel supplied with a crew that allows full operation of the vessel at sea?		
2.10b Does the vessel require science staff to act as essential vessel operation crew while onboard?		

3.0 Vessel Safety

This information is required to ensure the safety and well-being of the Department of Fisheries and Oceans Canada (DFO) personnel. *Note: Safety requirements will be inspected upon request.*

Criteria/Specifications	Yes	No
3.1 Does the vessel carry an EPIRB? (Emergency Position Indicating Radio Beacon)		
3.2 Does the vessel have an enclosed life raft / lifeboat?		

4.0 Vessel Tenders and Accessory Craft

Criteria/Specifications	Yes	No

4.1 Does the vessel carry a tender (e.g. Zodiac, skiff etc.) that qualified Government of Canada personnel may use utilize and operate for science operations?		
4.2 Does the vessel carry a tender (e.g. Zodiac, skiff etc.) that requires qualified vessel crew to operate but Government of Canada personnel may use utilize for science operations?		
4.3 Is the vessel capable of non-emergency helicopter support? (e.g. landing, staff transport, etc.)?		
4.5 Is the vessel capable of carrying unmanned accessory craft onboard? (e.g. EFO supplied Drone, unmanned tender etc.)		

5.0 Accommodations

Criteria/Specifications	Quantity Available	Total Number of Beds/Bunks (Grand total)
5.1 Total single occupancy cabins available to science personnel?		
5.2 Total of shared occupancy cabins available to science personnel?		

6.0 Vessel Facilities

Criteria/Specifications	Yes	No	Comments (For information only)
6.1 Will the vessel provide meals to science personnel while at sea?			
6.2 Is the vessel equipped with an internet connection for personal use?			

7.0 Washroom and Shower Facilities

Criteria/Specifications	Quantity
7.1 Total number of water closets onboard (toilet and sink)	
7.2 Total number of full washrooms onboard (toilet, sink and shower)	

8.0 Laboratory Spaces

Criteria/Specifications	Quantity
8.1 Total number of dry laboratory spaces (no running water, sinks or floor drains, etc.)	
8.2 Total number of wet laboratory spaces (access to running water, sinks, sea water, etc.)	

9.0 Laboratory Facilities

With the diversity of at-sea sample processing science personnel may require specific amenities within designated laboratory spaces.

Criteria/Specifications	Yes	No	Comments (For information only)
9.1 Is there a minimum of one (1) operational and certified fume hood that can fully enclose chemicals for science use?			
9.2 Is there space and infrastructure in the laboratory space(s) for the installation of a portable fume hood?			
9.3 Do any lab spaces have a conveyor system installed?			
9.4 Does the vessel have at least one (1) sink for science personnel use to dispose excess sea water and cleaning of sample vials? The sink must have hot and cold fresh water supplies.			
9.5 Does the vessel have a fresh supply of <u>clean</u> sea water available in at least one lab for science personnel use?			
9.6 Does the vessel have a room or cabinet approved for the storage of hazardous chemicals?			
9.7 Are there electronics racks in the lab spaces for installation of science equipment?			
9.8 Does the vessel have provisions for the safe storage of gas cylinders onboard?			
9.9 Does the vessel have freezers/refrigerators to hold scientific samples?			
9.10 Does the vessel have space to setup freezers/refrigerators for samples?			
9.11 Are work bench spaces available to science staff in the laboratories/laboratory space?			
9.12 Does the vessel have the ability to carry containerized labs?			

10.0 General Deck Machinery

Science programs utilize a variety of research equipment that may be deployed below the ocean surface. The use of cranes, winches and/or launch and recovery systems may be required.

Criteria	Yes	No
10.1 Is the vessel equipped with a fan tail mounted A-Frame?		
10.2 Is the vessel equipped with a marine crane?		
10.3 Is the vessel equipped with a dedicated Launch and Recovery System (LARS)? For example, a CTD Rosette LARS, AUV LARS, etc.		

Criteria - 10.4 Winch Specifics	Yes	No
10.4a Is the vessel fitted with oceanographic winches?		
10.4b Is the vessel fitted with winches for trawling?		
10.4c Is the vessel fitted with sweep line winch(es)?		
10.4d Is the vessel fitted with Gilson winch(es)?		
10.4e Is the vessel fitted with other winch types?		
10.4f Can winches be added to the vessel?		

11.0 Deck Requirements

During science missions there is sometimes a need to carry equipment that is large and that needs to be stored on the deck of the vessel.

Criteria	Yes	No
11.1 Does the vessel have work space on deck for science personnel operations?		
11.2 Does vessel have space on deck for the storage of scientific equipment?		
11.3 Does the vessel have mechanisms to secure equipment on its' deck?		
11.4 Does the vessel have at least one (1) clean salt and fresh water supply on deck?		
11.5 Does the vessel have an enclosed space for deployment, recovery and sampling f/with science equipment?		
11.6 Does the vessel have a dedicated area for sampling with minimum dimensions of 2.4m X 2.4m [8ft X 8ft]. with a minimum overhead height of 2.4m [8ft]?		

12.0 Deck Power Specifications

12.1 Does the vessel have the following power specification available on the work deck:			
Criteria/Specifications	Yes	No	Comments (For information only)
12.1a 440VAC 60A			
12.1b 440VAC 30A			
12.1c 600VAC 100A			
12.1d 600VAC 60A			
12.1e 230VAC 60A			
12.1f 230VAC 30A			
12.1g 120VAC 60A			
12.1h 120VAC 30A			
12.1i Other power specification(s) (please specify)			

13.0 Internal Storage Options

During some science missions there are large quantities of equipment and sample boxes taken along. Science personnel may require a place to store these boxes and crates but still have them accessible at sea. Some of these boxes will have extra sample vials, spare equipment, etc.

Criteria/Specifications	Yes	No
13.1 Does the vessel have dry storage space for science equipment?		
13.2 Does the vessel have dry storage space for science equipment that can be accessed while the vessel is at sea?		

14.0 Vessel Mounted Transducers and Systems

Science operations may have equipment lowered to, or near to, the ocean floor. When this equipment is deployed on or near the ocean floor there is a requirement for reliable bottom tracking capabilities.

Criteria – Does the vessel have:	Yes	No
14.1 A hull mounted Acoustic Doppler Current Profiler (ADCP) and data acquisition system?		
14.2 Multibeam sonar		
14.3 Single beam sonar		
14.4 Wide band sonar		
14.5 Sound velocity profiling capabilities		
14.6 A 12 kHz transducer		
14.7 A 3.5 kHz transducer		
14.8 An acoustic release transducer		
14.9 An EK60 transducer suite		
14.10 An EK80 transducer suite		
14.11 Does the vessel have a trawl monitoring system?		

15.0 Science Onboard

During some science missions, scientific observer(s) may be required onboard. To ensure that correct sampling protocols are followed, these observers may conduct their surveys from the bridge or at other locations onboard.

Criteria/Specifications	Yes	No
15.1 Does the vessel allow science personnel access to the bridge for work purposes?		
15.2 Is there a work station on the bridge for science personnel to use for mission planning?		
15.3 Is there a source of power on the bridge for science personnel to use?		
15.4 Is there a network feed and navigation feed for science personnel on the bridge?		
15.5 Is there a safe location indoors other than the bridge that a science observer could be stationed?		
15.6 Is there a safe location on deck that is sheltered where science observers could be stationed?		

15.7 Is there a safe location on deck that is not sheltered where science observers could be stationed?		
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16.0 Onboard Communications

Some science operations involve lifting and lowering of specialized and or/heavy equipment. In addition to general ship announcements, there may be a requirement for constant communications between the deck and the bridge.

Criteria/Specifications	VHF/UHF	Intercom	Other
16.1 Please indicate if a reliable communication system is in place for communication between the labs, deck and bridge. <i>Note: Reception must be available in all critical areas onboard</i>			

17.0 Outfitted Ship Tackle (Rigging, Lines, Rope, Cabling etc.)

Criteria/Specifications	Yes	No	Comments (For information only)
17.1 Does the vessel have blocks available for science personnel to use?			

18.0 Fishing and Fishing Equipment

Criteria/Specifications	Yes	No	Comments (For information only)
18.1 Is the vessel equipped with tanks/holds for caught fish?			
18.2 Is the vessel equipped with a stern trawl ramp?			
18.3 Is the vessel equipped with warp winches			
18.4 Is the vessel equipped with a stern gantry?			
18.5 Is the vessel equipped with an outhaul boom for towing the trawl off the deck?			
18.6 Is the vessel equipped with trawl doors or otter boards. If so please specify type (i.e. bottom or mid water), make, model and weight.			
18.7 Is the vessel equipped with a net drum winch?			
18.8 Is the vessel equipped with sweep line winches?			
18.9 Is the vessel equipped with trawling gallows or ice davit(s) with trawling sheave(s)? (please specify)			

18.10 Is the vessel equipped with sheaves fitted to trawl warp wires?			
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18.11 Is the vessel capable of conducting the following fishing activities:			
Criteria/Specifications	Yes	No	Comments (For information only)
18.11a Bottom trawl			
I. Western IIA trawl			
II. Campelen trawl			
III. Nephrops trawl			
18.11b Mid Water Trawl			
I. NESS, Tucker/Multi-net trawl			
18.11c Trolling			
18.11d Trapping			
18.11e Seine			
18.11f Long line			

19.0 Additional Equipment

Some scientific missions require specific equipment onboard to collect appropriate data. Specific equipment installation may be requested as part of the RFP process. Please specify if the vessel owner is willing to complete the following options if required.

Installation of Permanent Equipment	Yes	No
19.1 Installation of new equipment on deck (cranes, winches etc.)		
19.2 Installation of new equipment on the bridge (electronics, work stations etc.)		
19.3 Installation of new equipment in designated laboratory space (conveyers etc.)		
19.4 Installation of new equipment in storage areas below deck (pumps, racks etc.)		
19.5 Installation of new equipment to the hull (flow meters, booms etc.)		

Installation of Removable Equipment (non-permanent)	Yes	No
19.6 Installation of equipment on deck (tables, containers etc.)		
19.7 Installation of equipment on the bridge (electronics, work stations etc.)		
19.8 Installation of equipment in designated laboratory space (electronics, tables etc.)		
19.9 Installation of equipment in storage areas below deck (fridge, lab equipment etc.)		
19.10 Installation of equipment to the hull (sensors, measurement devices etc.)		

ANNEX "C" MARINE LIABILITY INSURANCE

1. The Contractor must obtain protection and indemnity insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the [Marine Liability Act](#), S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) below.
2. The Contractor must obtain worker's compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the territory or province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is subject to an additional contravention, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.
3. The protection and indemnity insurance policy must include the following:
 - a. Additional insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Waiver of subrogation rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Fisheries and Oceans Canada and Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.
 - c. Notice of cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - d. Cross liability and separation of insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- e. **(Contracting officers must insert the following option, if applicable.)**
Litigation rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), R.S.C. 1985, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX "D" MANDATORY TECHNICAL CRITERIA**MANDATORY REQUIREMENTS:**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

The proponent may include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	Bidder must provide proof of Marine Liability Insurance with bid submission (Annex C)		
M2	Bidder must provide with bid submission proof that commercial vessel has a transport Canada certificate or equivalent from country of origin/registration for the voyage(s) the vessel is certified for <ul style="list-style-type: none"> • unlimited voyage, • Near costal voyage, class 1, • Near costal voyage, class 2 or • sheltered waters voyage (Annex B)		
M3	Bidder to provide official documentation certifying legal operation of the vessel in Canadian waters with bid submission. (Annex B)		
M4	Bidder to provide a valid copy of the vessels Transport Canada (or international equivalent in English or French from the certifying agency) Minimum Safe Manning Document-Convention with Trading Area of the specified voyage(s) in the Credentials section. (Annex B)		
M5	Vessel over 15 GT must provide a valid Transport Canada Safety Certificate or International Equivalent with bid submission. (Annex B)		

See Attached

Map_NearCoastal_Class1.pdf
Map_NearCoastal_Class2.pdf
En_Fr Vessel Certificates and Regulations.pdf