



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving PWGSC/TPSGC reception des  
soumissions

Victory Building/Édifce Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

Bid Fax: (418) 566-6167

**INVITATION TO TENDER**

**APPEL D'OFFRES**

**Tender 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.

**Soumission 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 et 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**

Public Works and Government Services Canada -  
Western Region

Victory Building/Édifce Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

<b>Title - Sujet</b> General Contracting and Constructio General Contracting and Construction Services For Tenant Improvement Project	
<b>Solicitation No. - N° de l'invitation</b> EW038-230488/A	<b>Date</b> 2022-08-10
<b>Client Reference No. - N° de référence du client</b> ECCC-EW038-230488	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWZ-304-11364
<b>File No. - N° de dossier</b> PWZ-2-45007 (304)	<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> Central Daylight Saving Time CDT <b>on - le 2022-08-26</b> Heure Avancée du Centre HAC	
<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> Guilford, Alison	<b>Buyer Id - Id de l'acheteur</b> pwz304
<b>Telephone No. - N° de téléphone</b> (204) 228-7215 ( )	<b>FAX No. - N° de FAX</b> (418) 566-6167
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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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## INVITATION TO QUALIFY

### IMPORTANT NOTICE

#### COMPREHENSIVE LAND CLAIMS AGREEMENT(S)

This procurement is subject to the following Comprehensive Land Claims Agreement(s): Tłı̨chǫ Land Claims and Self-Government Agreement.

#### TWO PHASE SELECTION PROCESS

This is the first phase (Phase One) of a two-phase process: the first phase will evaluate the qualifications of all interested suppliers; the second phase (Phase Two) will invite the qualified suppliers to provide a financial bid on the project based on the specifications and drawings. The qualification list will expire within 90 days or upon award of a contract in Phase Two, whichever is earlier, and the prequalification list will not be used in any other solicitation.

#### LIST OF INTERESTED SUPPLIERS (LIS):

During the first Phase of the solicitation all bidders/suppliers/sub-contractors are encouraged to self-identify their interest in a specific tender notice through the List of Interested Suppliers (LIS), which we have provided step by step instruction below. By registering on the LIS this enables suppliers and sub-contractors to identify who may be bidding on a project or for bidders to see suppliers and sub-contractors who may be interested in providing a quote. Once the tender closing date has passed, the LIS is closed but will still remain visible for reference. The LIS will no longer be visible when the tender notice is archived (i.e. the tender is cancelled or awarded).

Follow these steps to add your name to the List of Interested Suppliers

1. Go to the tender notice, that you are interested in becoming a supplier for, on [www.Buyandsell.gc.ca](http://www.Buyandsell.gc.ca).
2. Click on the tender notice of interest. Under "find out who is interested in this tender" click the link that is listed below "access the list of interested suppliers for this tender"
3. Click on the link under "Become an interested supplier".
4. Provide the following mandatory contact information in the form:
  - Name
  - Title
  - Company Name
  - Email (this will be verified as active)
  - Submit the completed online form.
5. A confirmation email will be sent immediately to your email address asking you to confirm your interest in joining the LIS. **Note:** You must conserve this confirmation email as it contains information that will allow you to remove your business contact information from an active LIS at a later date.

For further information, refer to: <https://buyandsell.gc.ca/procurement-data/tenders/get-started/join-a-list-of-interested-suppliers>

#### DEBRIEFING:

Should a supplier desire a debriefing, the supplier should contact the person identified as the Contracting Authority below within 15 working days of the notification of the results of the qualification process. The confidentiality of information relating to other submissions will be protected. The debriefing may be provided in writing, by telephone or in person.

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**LIST OF QUALIFIED SUPPLIERS:**

A list of qualified suppliers from Phase One will be released in Phase Two to all qualified suppliers at time of solicitation. Contract award notice of the successful bidder of Phase Two will be posted on <https://buyandsell.gc.ca>.

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## INSTRUCTIONS TO SUPPLIERS

### 1. TWO PHASE SELECTION PROCESS

Suppliers responding to this selection process are requested to submit in two phases. Phase One qualification covers only the qualifications and experience of the supplier. Following the evaluation of the submissions, suppliers will be advised of their qualification result and the status of the Phase Two tender. Phase Two suppliers will be provided an Invitation to Tender (ITT) for the financial evaluation in relation to the specifications and drawings.

Documents may be submitted in either official language of Canada.

### 2. ENQUIRIES

All enquiries are to be submitted to the Contracting Authority:

Name: Alison Guilford

Telephone: 204-228-7215

Email: [alison.guilford@pwgsc-tpsgc.gc.ca](mailto:alison.guilford@pwgsc-tpsgc.gc.ca)

Enquiries are to be made in writing and should be received no less than seven (7) working days prior to the closing date to allow sufficient time to respond.

### 3. SUBMISSION OF QUALIFICATIONS

Qualifications must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1:

#### **PWGSC Western Region Bid Receiving Unit**

Suppliers are strongly encouraged to submit qualifications electronically using the Canada Post Corporation's (CPC) Connect Service application for the subject bid solicitation. The supplier must send an email requesting to open a CPC Connect conversation to the following address:

[roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca)

**Note:** Submissions will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation or to send bids through a CPC Connect message if the supplier is using its own licensing agreement for CPC Connect.

It is the supplier's responsibility to ensure the request for opening an CPC Connect conversation is sent to the email address above.

- a. To submit a bid using CPC Connect service, the Bidder must either:
  - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for CPC Connect provided by Canada Post Corporation; or
  - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open a CPC Connect conversation. Requests to open a CPC Connect conversation received after that time may not be answered.
- b. If the Bidder sends an email requesting CPC Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate a CPC Connect conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation

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prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.

- c. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the CPC Connect conversation open until at least 30 business days after the solicitation closing date and time.
- d. **The bid solicitation number should be identified in the CPC Connect message field of all electronic transfers.**
- e. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
- f. For bids transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
  - i. receipt of a garbled, corrupted or incomplete bid;
  - ii. availability or condition of the CPC Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or,
  - viii. inability to create an electronic conversation through the CPC Connect service.
- g. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- h. Bidders must ensure that that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
- i. A bid transmitted by CPC Connect service constitutes the formal bid of the Bidder.

**Transmission by facsimile (if applicable)**

- a. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
  - i. receipt of garbled, corrupted or incomplete bid;
  - ii. availability or condition of the receiving facsimile equipment;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid; or
  - vii. security of bid data.
- b. A bid transmitted by facsimile constitutes the formal bid of the Bidder.

**Faxed submissions will be accepted at 1-418-566-6167.**

**Hard copy (submitted in person or via mail/courier) submissions will not be accepted.**

#### 4. TŁĬCHQ LAND CLAIMS AND SELF- GOVERNMENT AGREEMENT

This procurement is subject to the Tłıchq Land Claims and Self-Government Agreement.

**Following the evaluation of the submissions, suppliers will be advised of their qualification result and the status of the Phase Two tender.**

Phase Two suppliers are requested to maximize Indigenous employment, subcontracting and on-the-job training opportunities, and involve Indigenous citizens and businesses, in carrying out the work under this project.

The CLCA contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles. These socio-economic bid criteria are often referred to as Indigenous Opportunity Considerations (IOC), and bidders propose Indigenous opportunities in their bid submission.

The proposed requirement is subject to the Tłıchq Land Claims and Self- Government Agreement. The requirements of the Tlıcho Land Claim and Self Government Agreement will apply to this procurement. The provisions that apply are contained in: Chapter 26 – Economic Measures, of the Tłıchq Land Claims and Self- Government Agreement, clauses 26.3, 26.3.1 (a).

<https://www.rcaanc-cirnac.gc.ca/eng/1292948193972/1543262085000#chp26>

#### 26.3 GOVERNMENT EMPLOYMENT AND CONTRACTS

26.3.1 Where government carries out public activities wholly or partly in Mqwhì Gogha Dè Nı̄ttàèè (MGD) (NWT) which give rise to employment or other economic opportunities and government elects to enter into contracts with respect to those activities, (a) the Government of Canada shall follow its contracting procedures and approaches intended to maximize local, regional and Aboriginal employment and business opportunities, including the provision of opportunities for potential contractors to become familiar with bidding systems

For purposes of interpretation:

“Tłıchq entity” means an entity which complies with the legal requirements to carry on business in the Northwest Territories and which is

- a) a corporation with more than 50 percent of the corporation’s voting shares beneficially owned by Tłıchq Citizens or the Tłıchq Government;
- b) a co-operative controlled by Tłıchq Citizens or the Tłıchq Government;
- c) a sole proprietorship operated by a Tłıchq Citizen; or
- d) a partnership in which at least 50 percent of the partners are Tłıchq Citizens or the Tłıchq Government

“Tłıchq person” means a person

- a) of Aboriginal ancestry who resided in and used and occupied any part of Mqwhì Gogha Dè Nı̄ttàèè on or before August 22, 1921 and who received Treaty 11 benefits, or a descendant of such person;
- b) who is a band member, or a descendant of such person; or
- c) who was adopted as a child, under the laws of any jurisdiction or under any Tłıchq custom, by a Tłıchq person within the meaning of (a) or ( b) or by a Tłıchq Citizen, or is a descendant of any such adoptee.

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**5. SUPPLIER'S CONTACT INFORMATION**

Legal Name: \_\_\_\_\_

Operating Name (if any): \_\_\_\_\_

Procurement Business Number (PBN): \_\_\_\_\_

Address: \_\_\_\_\_

**SUPPLIER'S REPRESENTATIVE:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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## PHASE ONE QUALIFICATION FORM

### PROJECT DESCRIPTION:

Project is for provision of full commercial construction services for a mixed-use tenant improvement project within a light-industrial building and associated compound space at 124 Bristol Ave, Yellowknife, NT. Scope includes architectural, structural, mechanical, electrical, and security improvements. Project covers a combination of roughly 200m<sup>2</sup> of conventional office and 900m<sup>2</sup> of special purpose space (warehouse storage, vehicle bays, workrooms, specialized storage). Project also includes minor exterior improvements as well as supply and installation of some specialized equipment, primarily related to warehouse storage. The projected in-service date is March 1, 2023.

### CONDITIONS TO QUALIFY:

At Phase One closing, the supplier must:

- a) comply with the following Mandatory Requirements; and
- b) provide the necessary documentation to support compliance.

### Mandatory Requirements:

M1: Suppliers must provide two (2) reference projects undertaken by the supplier within the last 5 years relating to commercial, if possible, mixed-use, construction. The supplier is requested to use the below table to provide the response.

M2: Suppliers are required to have a Procurement Business Number (PBN). Suppliers may register for a PBN online at [Supplier Registration Information](#).

Failure by the supplier to provide the required documentation in Phase One will result in the supplier being disqualified and no further consideration will be given to the supplier and the submission will be deemed non-responsive.

### BASIS OF QUALIFICATION:

A qualification submission must comply with the mandatory requirements to be declared responsive in Phase One.

#	Mandatory Requirements	MET (Yes/No)
M1	<p>Suppliers must provide two (2) **commercial construction (if possible, mixed-use light-industrial) reference projects undertaken by the bidder within the last 5 years.</p> <p>**Commercial construction is defined as any construction of an exclusively non-residential nature, where the final purpose of the structure is for either:</p> <ul style="list-style-type: none"> <li>a) commerce - whether public or private; or</li> <li>b) ***service – whether public or private; or</li> </ul> <p>***Service is defined as a system, program or method satisfying a public or private need, and which complies with the definition of commercial construction above.</p> <p>Commercial construction includes all structures sub-defined under the definition of an institutional structure.</p> <p>Institutional structure is defined as any publicly-owned building designed for the purpose of a public service or function. Publicly-owned can apply to any level of government, whether municipal, provincial, territorial or federal.</p> <p><b>Note:</b> Supplier to provide substantiation of above Mandatory Requirement using Project 1 and Project 2 Tables below.</p>	

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<b>PROJECT 1:</b>	
<b>Project Start Date (YYYY/MM/DD):</b>	<b>Project 100% Completion Date (YYYY/MM/DD):</b>
<b>Project Location:</b>	
<b>Project Title:</b>	
<b>Was the project 100% completed in the past five years?      Yes or No</b>	
<b>Was the project a **commercial construction project?      Yes or No</b>	
<b>Provide an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented.</b> <b>Name:</b> <b>Email:</b> <b>Phone #:</b>	
<b>Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)</b>	

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<b>PROJECT 2:</b>	
<b>Project Start Date (YYYY- MM-DD):</b>	<b>Project 100% Completion Date (YYYY-MM-DD):</b>
<b>Project Location:</b>	
<b>Project Title:</b>	
<b>Was the project 100% completed in the past five years?      Yes or No</b>	
<b>Was the project a **commercial construction project?      Yes or No</b>	
<b>Provide an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented.</b> <b>Name:</b> <b>Email:</b> <b>Phone #:</b>	
<b>Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)</b>	

#	Mandatory Requirements	MET (Yes/No)
M2	Suppliers are required to have a Procurement Business Number (PBN). Suppliers may register for a PBN online at <a href="#">Supplier Registration Information</a> .	