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Attention:

Julie Barrette

REQUEST FOR PROPOSAL

Proposal To: Employment and Social Development 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 or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Instructions : See Herein

Vendor/Firm Name and address

Title: Moving Services	
Solicitation No.: 100022595	Date: March 29, 2023
File No. – N° de dossier:	
<u>Solicitation Closes</u> At 02 :00 PM / 14 h April 24, 2023	Time Zone Eastern Daylight Time EDT
Address Inquiries to : Julie Barrette 343-551-9889 Julie.barrette@hrsdc-rhdcc.gc.ca	
Destination: See Herein	

Vendor/firm Name and address :	
Facsimile No. : Telephone No. :	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print):	
Name:	
Title:	
Signature:	Date:

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the General Conditions, Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments and any other annexes.

1.2 Summary

The primary objective is the moving of furniture inventory from Employment and Social Development Canada centers to other locations. This includes the loading, transportation and unloading of furniture from Service Canada sites to other sites. A comprehensive list is provided for this purpose.

The requested deliveries are for several different sites and the delivery dates are spread over a period from contract award to March 31, 2024. The requested delivery dates can be found in the attached annex (Delivery List).

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

2.1.1 Integrity provisions—bid

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the bid solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the bid solicitation. The Bidder must comply with the Policy and Directives, which can be found at [*Ineligibility and Suspension Policy*](#).
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the bid solicitation, the Bidder must provide the following:
 - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
 - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [*Declaration form for procurement*](#).
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
 - a. it has read and understands the [*Ineligibility and Suspension Policy*](#);
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Bidder is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [*Declaration form for procurement*](#).
6. Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Bidder provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Bidder to be ineligible for award of a contract for providing a false or misleading certification or declaration.

2.1.2 Standard instructions, clauses and conditions

Pursuant to the [*Department of Public Works and Government Services Act*](#) (S.C. 1996, c.16), the instructions, clauses and conditions identified in the bid solicitation and resulting contract by number, date, and title are incorporated by

reference into and form part of the bid solicitation and resulting contract as though expressly set out in the bid solicitation and resulting contract.

2.1.3 Definition of Bidder

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

2.1.4 Submission of bids

1. Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 2.1.15.
2. It is the Bidder's responsibility to:
 - a. obtain clarification of the requirements contained in the bid solicitation, if necessary, before submitting a bid;
 - b. prepare its bid in accordance with the instructions contained in the bid solicitation;
 - c. submit by solicitation closing date and time a complete bid;
 - d. send its bid only to the e-mail address specified on Page 1;
 - e. ensure that the Bidder's name, return address, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,
 - f. provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.
3. Canada will make available Notices of Proposed Procurement (NPP), bid solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Bidder to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Bidder's part nor for notification services offered by a third party.
4. Bids will remain open for acceptance for a period of not less than 90 days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of 3 days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.
5. Bid documents and supporting information may be submitted in either English or French.
6. Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to the provisions of the [Access to Information Act](#) (R.S. 1985, c. A-1) and the [Privacy Act](#) (R.S., 1985, c. P-21).
7. Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.
8. A bid cannot be assigned or transferred in whole or in part.

2.1.5 Late bids

Canada will delete bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in section 2.1.6.

Late physical bids will be returned, and for bids submitted electronically, the late bids will be deleted.

2.1.6 Legal capacity

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to bidders submitting a bid as a joint venture.

2.1.7 Rights of Canada

Canada reserves the right to:

- a. reject any or all bids received in response to the bid solicitation;
- b. enter into negotiations with bidders on any or all aspects of their bids;
- c. accept any bid in whole or in part without negotiations;
- d. cancel the bid solicitation at any time;
- e. reissue the bid solicitation;
- f. if no responsive bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and,
- g. negotiate with the sole responsive Bidder to ensure best value to Canada.

2.1.8 Rejection of bid

1. Canada may reject a bid where any of the following circumstances is present:
 - a. the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Bidder ineligible to bid on the requirement;
 - b. an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform;
 - c. the Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of the bid;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Bidder, a subcontractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with the Government of Canada:
 - i. Canada has exercised its contractual remedies of suspension or termination for default with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of the bid;
 - ii. Canada determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder performed the Work in accordance with contractual clauses and conditions, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
2. Where Canada intends to reject a bid pursuant to a provision of subsection 1. (f), the Contracting Authority will so inform the Bidder and provide the Bidder 10 days within which to make representations, before making a final decision on the bid rejection.
3. Canada reserves the right to apply additional scrutiny, in particular, when multiple bids are received in response to a bid solicitation from a single bidder or a joint venture. Canada reserves the right to:

- a. reject any or all of the bids submitted by a single bidder or joint venture if their inclusion in the evaluation has the effect of prejudicing the integrity and fairness of the process, or;
- b. reject any or all of the bids submitted by a single bidder or joint venture if their inclusion in the procurement process would distort the solicitation evaluation, and would cause a result that would not reasonably have been expected under prevailing market conditions and/or would not provide good value to Canada.

2.1.9 Communications—solicitation period

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only to the Contracting Authority identified in the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.

To ensure consistency and quality of information provided to bidders, significant enquiries received and their replies will be posted on the Government Electronic Tendering Service (GETS). For further information, consult subsection 3 of section 2.1.4.

2.1.10 Price justification

In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price justification:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or
- e. any other supporting documentation as requested by Canada.

2.1.11 Bid costs

No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid, as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

2.1.12 Conduct of evaluation

1. In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:
 - a. seek clarification or verification from bidders regarding any or all information provided by them with respect to the bid solicitation;
 - b. contact any or all references supplied by bidders to verify and validate any information submitted by them;
 - c. request, before award of any contract, specific information with respect to bidders' legal status;
 - d. conduct a survey of bidders' facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the bid solicitation;
 - e. correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation; in the case of error in the extension of prices, the unit price will govern.
 - f. verify any information provided by bidders through independent research, use of any government resources or by contacting third parties;
 - g. interview, at the sole costs of bidders, any bidder and/or any or all of the resources proposed by bidders to fulfill the requirement of the bid solicitation.

2. Bidders will have the number of days specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

2.1.13 Joint venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a. the name of each member of the joint venture;
 - b. the Procurement Business Number of each member of the joint venture;
 - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - d. the name of the joint venture, if applicable.
2. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
3. The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solitarily liable for the performance of any resulting contract.

2.1.14 Conflict of interest—unfair advantage

1. In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:
 - a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
2. The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.
3. Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

2.1.15 Entire requirement

The bid solicitation documents contain all the requirements relating to the bid solicitation. Any other information or documentation provided to or obtained by a bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the bid solicitation. Bidders should also not assume that their existing capabilities meet the requirements of the bid solicitation simply because they have met previous requirements.

2.1.16 Further information

For further information, bidders may contact the Contracting Authority identified in the bid solicitation.

2.1.17 Code of Conduct for Procurement—bid

The [Code of Conduct for Procurement](#) provides that Bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. By submitting a bid, the Bidder is certifying that it is complying with the [Code of Conduct for Procurement](#). Failure to comply with the [Code of Conduct for Procurement](#) may render the bid non-responsive.

2.2 Submission of Bids

Bids must be submitted only to Employment and Social Development Canada (ESDC) by the date, time and place or email address indicated on page 1 of the bid solicitation.

It is the Bidders responsibility to ensure their proposal and all associated documents are received in full and on time. It is advised that Bidders send the proposal in advance of the closing time to ensure confirmation of receipt.

Bidders must ensure e-mails do not exceed 13MB to avoid problems with transmission. For security reasons, any information submitted on a USB key will not be evaluated.

Due to the nature of the bid solicitation, bids transmitted by facsimile to ESDC will not be accepted.

2.3 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 FPS, 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: 2019-01](#) 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their full company name and address, e-mail address, as well as contact name, and telephone number.

Canada requests that bidders provide their bid in separate files, as follows:

Section I: Technical Bid, 1 soft copy via e-mail;

Section II: Financial Bid, 1 soft copy via e-mail;

Section III: Certifications, 1 soft copy via e-mail.

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

Canada requests that Bidders use a numbering system that corresponds to the bid solicitation when preparing their bid.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the "Basis of Payment in Annex "B").

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex "C".

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.2.1 Mandatory Financial Criteria

SACC A0068T – Rates – Resources

Bidders must submit firm rates for one or more resource category groups. Bidders must, however, submit firm rates for all resource categories within the group(s) for which they are submitting rates. The resource category groups are as follows:

Please refer to the Statement of Work - Delivery List and Contact and Delivery Info for each category.

- a. Group A: All resource categories listed.
- b. Group B: All resource categories listed.
- c. Group C: All resource categories listed.
- d. Group D: All resource categories listed.
- e. Group E: All resource categories listed.
- f. Group F: All resource categories listed.
- g. Group G: All resource categories listed.
- h. Group AA: All resource categories listed.
- i. Group BB: All resource categories listed.
- j. CC Group: All resource categories listed.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and

- c. obtain the required minimum of 30 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 40 points.
2. Bids not meeting choose a and b and c, will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
8. If two or more responsive bids achieve an identical score (total number of points) and this score is determined to be the Highest Combined Rating of Technical Merit and Price, the bidder who achieved the highest technical merit score will be recommended for contract award.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

2. Bids not meeting (a) and (b) and (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Security Requirements – Required Documentation

In accordance with the requirements of the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Contract Security Program [Application for Registration \(AFR\)](#) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There are no security requirements associated with this solicitation.

6.2 Insurance Requirements

SACC – G1001C - (2013-11-06) – Insurance – Specific Requirements

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

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

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

SACC G1007T – (2016-01-28) - Insurance – Proof of Availability Prior to Contract Award

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

SACC G3010C (2018-06-21) – All Risk in Transit Insurance

1. The Contractor must obtain on the Government's Property and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$ 2,000,000 per shipment. Government Property must be insured on Replacement Cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
3. The All Risk Property in Transit insurance must include the following:
 - a. Notice of Cancellation: The Contractor will provide the Contracting Authority at least thirty (30) days prior written notice of any policy cancellation or any changes to the insurance policy.
 - b. Loss Payee: Canada as its interest appears or as it may direct.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Employment Social Development Canada/Service Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

SACC 2010C – (2022-12-01) General conditions: Services (medium complexity), apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2024 inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is: **to be completed at contract award**

Name: _____
Title: _____
Employment and Social Development Canada
Directorate: _____
Address: _____
Telephone: ____ - ____ - _____
E-mail address: _____

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

7.5.2 Project Authority

The Project Authority for the Contract is: **to be completed at contract award**

Name: _____
Title: _____
Employment and Social Development Canada
Address: _____
Telephone: ____ - ____ - _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract.

Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative to be completed at contract award

Name: _____
Title: _____
Company: _____
Address: _____
Telephone: ____ - ____ - _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

Provided it satisfactorily performs all of its obligations under the Contract, the Contractor will be paid the firm hourly rates inclusive of all charges specified in annex "B", for work performed under the Contract. Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7.7.4 Electronic Payment of Invoices – Contract

The Government of Canada is switching from cheques to direct deposit as primary payment method, an electronic transfer of funds deposited directly into your bank account. Direct deposit is faster, more convenient and more secure. Enroll for direct deposit or update the banking information you already have on file by sending your completed [Direct Deposit Enrollment Form](#) at the following email address: nc-cfob-dgapf-fournis-vendors-gd@hrsdc-rhdcc.gc.ca.

7.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) General conditions 2010C – (2022-12-01) General conditions: Services (medium complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Technical criteria;
- (f) Annex D, Electronic payment;
- (g) the Contractor's bid dated _____,

7.12 Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.13 Insurance – Specific Requirements

SACC – G1001C - (2013-11-06) – Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out

business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

SACC G1007T – (2016-01-28) - Insurance – Proof of Availability Prior to Contract Award

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

SACC G3010C (2018-06-21) – All Risk in Transit Insurance

1. The Contractor must obtain on the Government's Property and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$ 2,000,000 per shipment. Government Property must be insured on Replacement Cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
3. The All Risk Property in Transit insurance must include the following:
 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority at least thirty (30) days prior written notice of any policy cancellation or any changes to the insurance policy.
 - e. Loss Payee: Canada as its interest appears or as it may direct.
 - f. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Employment Social Development Canada/Service Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

7.14 Environmental Considerations

As part of the Greening Government Strategy (GGS), the Government of Canada is committed to aid the transition to a net-zero, circular economy through green procurement that includes life-cycle assessment principles and the adoption of clean technologies and green products and services. To align with departmental efforts to reduce Canada's carbon footprint, when applicable, the Contractor should undertake the following measures to improve environmental performance and support the transition to a low-carbon economy:

- a. Provide and transmit draft reports, final reports, other documents and bids in electronic format. Should printed material be required, double-sided printing in black and white format is the default.
- b. Provide printed material on a minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- c. Recycle unneeded printed documents (in accordance with Security Requirements).
- d. Use video and/or teleconferencing where possible to cut down unnecessary travel.
- e. Use of public/green transit where feasible.
- f. Use of Properties with Environmental Ratings, including accommodations while travelling.
- g. Take actions to reduce the amount of fuel consumed by its vehicles. This can include such provisions as promoting good driving behaviour (eg - anti-idling, speed, car-sharing initiatives, green driving habits, etc) and purchasing fuel efficient and hybrid vehicles.
- h. Select and operate IT and office equipment in a manner that reduces energy consumption and material usage.
- i. Use and/or provide consumables that minimize environmental impacts through reduce, recycle, reuse and elimination of packaging.

7.15 Dispute Resolution

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

ANNEX "A" - STATEMENT OF WORK

APPENDIX "A" - STATEMENT OF WORK

1. Title

Moving furniture inventory from Employment and Social Development Canada centers

2. Objectives

The primary objective is the loading, transportation and unloading of furniture from Service Canada sites to other sites. A comprehensive list is provided for this purpose.

The requested deliveries are for several different sites and the delivery dates are spreadover a period from contract award to March 31, 2024. The requested delivery dates can be found in the attached annex (Delivery List).

3. Context

Canada Employment and Social Development (CESD) is in the process of refitting of its service centers and offices. Essentially, we have sites that are closing and sites that need to expand their space and some furniture needs to be moved to meet the needs.

4. Scope of work

Relocation services (2023) between different EDSC sites.

The supplier shall pick up the identified furniture at the specified sites and deliver it on the dates indicated in the attached table (Delivery List).

It is important to note that all deliveries from Gare-du-Palais must be made before May 31,2023 as the site will be closed on that date.

Please note that 224 of the 249 24x54 tables to be picked up at Gare du Palais and delivered to the warehouse must be delivered disassembled. Please note that they do not need to be reassembled afterwards.

The rest of the furniture does not require disassembly or assembly. However, if the supplier deems it necessary to disassemble certain furniture in order to move it in pieces and reassemble it once at destination, this must be included in its bid.

Please note that no assistance from EDSC personnel is expected in the performance of the tasks. The supplier must provide the necessary resources (labor, equipment, etc.) for transportation, loading and unloading.

Please note that under no circumstances should the furniture be unloaded prior to arrival at the destination. The supplier must keep the furniture in his truck/cube at all times until delivery at destination.

5. Deliverables, milestones and timelineSee Appendix (Delivery List) for delivery schedule.

See appendix (List of deliveries) to see the delivery schedule.

6. Location of the work

The targeted locations are all present in the following delivery table.



Request for Proposal: xxxxxxxx

Delivery list					
Delivery list	Departure point	Items to be delivered	Number of units	Delivery point	Delivery date
1	GDP (Gare du Palais)	Adjustable table 30x54 maple	185	Warehouse (Montréal)	Before 19-05-2023
		Power Bar	385		
		Trash can	352		
		Recycle bin	429		
		2 drawers metal box cabinet	25		
		3 drawers metal box cabinet	31		
		Adjustable table 24x54 maple	249		
		Power Supply	188		
		Boot tray	337		
		Chair with mesh back	33		
		Standard model ergo chair	90		
		Rounded back chair	12		
Old model ergo chair	10				
2	GDP (Gare du Palais)	Adjustable table 30x54 maple	5	Guy Favreau Center (Montréal)	Before 19-05-2023
3	GDP (Gare du Palais)	Old model ergo chair	2	CSC Châteauguay	Before 19-05-2023



Request for Proposal: xxxxxxxx

4	GDP (Gare du Palais)	Rounded back chair	10	CSC Brossard - 2nd floor	Before 19-05-2023
		Adjustable table 30x54 maple	1		
5	GDP (Gare du Palais)	Square back chair	2	CSC Terrebonne	Before 19-05-2023
6	GDP (Gare du Palais)	Rounded back chair	9	Québec Topaze	Before 19-05-2023
		Square back chair	57		
7	GDP (Gare du Palais)	Old model ergo chair	10	CSC Ste-Foy	Before 19-05-2023
8	GDP (Gare du Palais)	Standard model ergo chair	15	CSC Lévis	Before 19-05-2023
9	GDP (Gare du Palais)	Square back chair	5	Limoilou	Before 19-05-2023
		Adjustable table 30x54 maple	2		
10	GDP (Gare du Palais)	Square back chair	2	CSC Granby	Before 19-05-2023
11	GDP (Gare du Palais)	Square back chair	2	CSC Cowansville	Before 19-05-2023



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12	GDP (Gare du Palais)	Adjustable table 30x54 maple	1	CSC Magog	Before 19-05-2023
		Square back chair	4		
13	GDP (Gare du Palais)	Adjustable table 30x54 maple	1	CSC Sherbrooke	Before 19-05-2023
		Square back chair	5		
14	GDP (Gare du Palais)	Square back chair	3	CSC Coaticook	Before 19-05-2023
15	GDP (Gare du Palais)	Square back chair	2	CSC Lac Mégantic	Before 19-05-2023
16	GDP (Gare du Palais)	Square back chair	2	CSC Val des Sources	Before 19-05-2023
17	GDP (Gare du Palais)	Rounded back chair	10	CSC Trois-Rivières	Before 19-05-2023
18	GDP (Gare du Palais)	Square back chair	2	CSC La Tuque	Before 19-05-2023
19	GDP (Gare du Palais)	Adjustable table 30x54 maple	92	Shawinigan	Before 19-05-2023
		Square back chair	4		



Request for Proposal: xxxxxxxx

20	GDP (Gare du Palais)	Square back chair	3	CSC New-Richmond	Before 19-05-2023
21	GDP (Gare du Palais)	Square back chair	3	CSC Chandler	Before 19-05-2023
22	GDP (Gare du Palais)	Adjustable table 30x54 maple	1	Gaspé	Before 19-05-2023
		Square back chair	2		
23	Warehouse (Montréal)	Sonic chair	4	Limoilou	28-04-2023
24	Warehouse (Montréal)	Sonic chair	2	Ste-Agathe-Des-Monts	28-04-2023
		Adjustable table 30x54 Cherry	2		
		Standard Ergo model chair	6		
25	Warehouse (Montréal)	Cabinet	1	Val d'Or CSC	28-04-2023
		Standard Ergo model chair	5		



Request for Proposal: xxxxxxxx

Site	Adress	Name and contact info	Delivery hours	Loading dock Yes/No	If yes, dock specs :	Commercial goods elevator	Elevator
Gare du Palais (GDP)	330 rue de la Gare du Palais, Québec, Qc, G1K 3X2	Roxanne Benoit Roxanne.Benoit@servicecanada.gc.ca Tel : 438-356-0147	To be verified with contact person	Yes	13'8" max height and 11'6" max width Maximum 53 feet truck and 17 250 kg maximum	Yes	Yes
Warehouse (Montréal)	740 rue Bel-Air, Montréal, QC H4X 2K3	Javier Garcia Areosa javier.garcia@hrsdcc-rhdcc.gc.ca 514-496-1948	8h to 16h Monday to Friday Need to confirm with contact person (48h at least in advance)	No	53 feet truck maximum	No	No
Québec Topaze	1305 rue du Blizard (Edifice Topaze), 2nd floor , Québec, QC, G2K 0A1	Jean-Philippe Chaussé jeanphilippe.chasse@servicecanada.gc.ca 418-998-3717	To be verified with contact person	No	NA	No	Yes
Guy-Favreau (Montréal)	Guy-Favreau Center 200, boulevard René-Lévesque Ouest, suite 034 Montréal, Québec, H2Z1X4	Lena Diabira Email : lena.diabira@servicecanada.gc.ca	To be verified with contact person	No	NA	No	No
CSC Châteauguay	245 Bd Saint-Jean-Baptiste Suite 101, Châteauguay, QC J6K 3C3	Sabrina Edouard sabrina.edouard@hrsdcc-rhdcc.gc.ca Tel: 438-843-8384	Chair only / delivery hours to be confirmed with contact person				
CSC Brossard -2nd floor	2501, boulevard Lapinière, Brossard (Québec) J4Z 3P1	Sabrina Edouard sabrina.edouard@hrsdcc-rhdcc.gc.ca Tel: 438-843-8384	Chair only / delivery hours to be confirmed with contact person				
CSC Granby	82, rue Robinson Sud, Granby (Québec) J2G 7L4	Sabrina Edouard sabrina.edouard@hrsdcc-rhdcc.gc.ca Tel: 438-843-8384	Chair only / delivery hours to be confirmed with contact person				



Request for Proposal: xxxxxxxx

CSC Cowansville	224, rue du Sud, 2e étage, Cowansville (Québec) J2K 2X4	Roxanne Benoit Roxanne.Benoit@servicecanada.gc.ca Tel : 438-356-0147	Chair only / delivery hours to be confirmed with contact person
CSC Ste-Foy	3229, chemin des Quatre-Bourgeois, 3ième étage Sainte-Foy (Québec) G1W 0C1	Roxanne Benoit Roxanne.Benoit@servicecanada.gc.ca Tel : 438-356-0147	Chair only / delivery hours to be confirmed with contact person
CSC Lévis	50, route du Président-Kennedy, bureau 175 Lévis (Québec) G6V 6W8	Camille Belle-Isle camille.belleisle@hrsdcc-rhdcc.gc.ca (819) 661-2613	Chair only / delivery hours to be confirmed with contact person
CSC Coaticook	289, rue Baldwin, Coaticook (Québec) J1A 2A2	Camille Belle-Isle camille.belleisle@hrsdcc-rhdcc.gc.ca (819) 661-2613	Chair only / delivery hours to be confirmed with contact person
CSC Trois-Rivières	1660 rue Royale, suite 100 Trois-Rivières, Qc G9A4K3	Camille Belle-Isle camille.belleisle@hrsdcc-rhdcc.gc.ca (819) 661-2613	Chair only / delivery hours to be confirmed with contact person
CSC Terrebonne	835, Montée Masson, Terrebonne (Québec) J6W 2C7	Camille Belle-Isle camille.belleisle@hrsdcc-rhdcc.gc.ca (819) 661-2613	Chair only / delivery hours to be confirmed with contact person
CSC La Tuque	290, rue Saint-Joseph, bureau 14 La Tuque (Québec) G9X 3Z8	Camille Belle-Isle camille.belleisle@hrsdcc-rhdcc.gc.ca (819) 661-2613	Chair only / delivery hours to be confirmed with contact person
CSC Lac Mégantic	5550, rue Frontenac, Lac Mégantic (Québec) G6B 1H5	Camille Belle-Isle camille.belleisle@hrsdcc-rhdcc.gc.ca (819) 661-2613	Chair only / delivery hours to be confirmed with contact person



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CSC Val des Sources	309, rue Chassé, bureau 200, Val-des-Sources (Québec) J1T 2B4	Camille Belle-Isle camille.belleisle@hrsdcc.gc.ca (819) 661-2613	Chair only / delivery hours to be confirmed with contact person				
CSC New-Richmond	152 Bd Perron O, New Richmond, QC G0C 2B0	Camille Belle-Isle camille.belleisle@hrsdcc.gc.ca (819) 661-2613	Chair only / delivery hours to be confirmed with contact person				
CSC Chandler	75, boulevard René-Levesque Est, bureau 201 Chandler (Québec) G0C 1K0	Camille Belle-Isle camille.belleisle@hrsdcc.gc.ca (819) 661-2613	Chair only / delivery hours to be confirmed with contact person				
Shawinigan	444, 5e rue de la Pointe, Shawinigan, Québec, G9N 1E6	Camille Belle-Isle camille.belleisle@hrsdcc.gc.ca (819) 661-2613	To be verified with contact person	No	NA	No	Yes
Ste-Agathe-Des-Monts	118, rue Principale Est, bureau 200, Sainte-Agathe-des-Monts, Québec, J8C 1K1	Laurie-Anne Giroux laurianne.giroux@servicecanada.gc.ca 819-431-2734	To be verified with contact person	No	NA	No	Yes
CSC Val d'Or	400 Avenue Centrale, Val d'Or, Québec, J9P 1P3	Laurie-Anne Giroux laurianne.giroux@servicecanada.gc.ca 819-431-2734	To be verified with contact person	No	NA	No	No
Limoulu	Complexe du Littoral, 2500, boul. Montmorency suite 101, Québec, G1J 5C7	Laurie-Anne Giroux laurianne.giroux@servicecanada.gc.ca 819-431-2734	To be verified with contact person	No	NA	No	No
CSC Sherbrooke	50, Place de la Cité, Sherbrooke, Québec, J1H 4G9	Sabrina Edouard sabrina.edouard@hrsdcc.gc.ca Tel: 438-843-8384	To be verified with contact person	Yes	53 feet truck maximum	Yes	Yes
CSC Gaspé	98 rue de la Reine, 2eme étage, Gaspé, Québec, G4X 2V4	Camille Belle-Isle camille.belleisle@hrsdcc.gc.ca (819) 661-2613	To be verified with contact person	No	NA	No	Yes
CSC Magog	1700 rue Sherbrooke, Bureau 100A, Magog, Québec, J1X 5B4	Sabrina Edouard sabrina.edouard@hrsdcc.gc.ca Tel: 438-843-8384	To be verified with contact person	No	NA	No	No



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ANNEX “B” - BASIS OF PAYMENT

SACC A0068T – (2007-05-25) – Rates – Resources

Bidders must propose firm rates for one or more groups of resource categories.

Bidders must, however, propose firm rates for all categories of resources belonging to the group(s) for which they propose rates. The groups of resource categories are as follows: **Please refer to the table: List of deliveries and Contact and delivery info for the places of departure and arrival of the furniture parts.**

Bidders will have to include a firm rate which includes but is not limited to: all labourers, trucks, loading equipment and others. NO other fees or surcharges will be accepted.

GROUPE A – Montreal Region			
DEPARTURE FROM	DIRECTION	DATE – ON or Before	FIRM PRICE
Gare du Palais	Montréal Warehouse	19-05-2023	
Gare du Palais	Centre Guy-Favreau Montréal	19-05-2023	

GROUPE B – Montérégie Region			
DEPARTURE FROM	DIRECTION	DATE – ON or Before	FIRM PRICE
Gare du Palais	CSC Châteauguay	19-05-2023	
Gare du Palais	CSC Brossard	19-05-2023	

GROUPE C - de Lanaudière Region			
DEPARTURE FROM	DIRECTION	DATE – ON or Before	FIRM PRICE
Gare du Palais	CSC Terrebonne	19-05-2023	

GROUPE D – Québec Region			
DEPARTURE FROM	DIRECTION	DATE – ON or Before	FIRM PRICE
Gare du Palais	Québec Topaze	19-05-2023	
Gare du Palais	CSC Ste-Foy	19-05-2023	
Gare du Palais	CSC Lévis	19-05-2023	
Gare du Palais	Limoilou	19-05-2023	

GROUPE E - de l’Estrie Region			
DEPARTURE FROM	DIRECTION	DATE – ON or Before	FIRM PRICE
Gare du Palais	CSC Granby	19-05-2023	
Gare du Palais	CSC Cowansville	19-05-2023	
Gare du Palais	CSC Magog	19-05-2023	
Gare du Palais	CSC Sherbrooke	19-05-2023	
Gare du Palais	CSC Coaticook	19-05-2023	
Gare du Palais	CSC Lac Mégantic	19-05-2023	
Gare du Palais	CSC Val des Sources	19-05-2023	



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GROUPE F - de la Mauricie Region			
DEPARTURE FROM	DIRECTION	DATE – ON or Before	FIRM PRICE
Gare du Palais	CSC Trois-Rivières	19-05-2023	
Gare du Palais	CSC La Tuque	19-05-2023	
Gare du Palais	Shawinigan	19-05-2023	

GROUPE G - de la Gaspésie Region			
DEPARTURE FROM	DIRECTION	DATE – ON or Before	FIRM PRICE
Gare du Palais	CSC New-Richmond	19-05-2023	
Gare du Palais	CSC Chandler	19-05-2023	
Gare du Palais	Gaspé	19-05-2023	

GROUPE AA – Quebec Region			
DEPARTURE FROM	DIRECTION	DATE – ON or Before	FIRM PRICE
Montreal Warehouse	Limoilou	28-04-2023	

GROUPE BB – des Laurentides Region			
DEPARTURE FROM	DIRECTION	DATE – ON or Before	FIRM PRICE
Montreal Warehouse	Ste-Agathe-des-Monts	28-04-2023	

GROUPE CC – de l’Abitibi-Témiscaminque Region			
DEPARTURE FROM	DIRECTION	DATE – ON or Before	FIRM PRICE
Montreal Warehouse	Val d’Or	28-04-2023	



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ANNEX “C” - TECHNICAL MANDATORY AND RATED CRITERIA

Mandatory technical criteria		
Item #	Description (s)	Page / Paragraph no.
MTC 1	The bidder MUST demonstrate a minimum of 5 years experience in the industrial or commercial moving industry and long distance within the Province of Quebec.	
MTC 2	The bidder MUST demonstrate the following resources upon award of the contract: <ul style="list-style-type: none"> • Sufficient human resources to perform the work for the duration of the job. • The following material resources including: <ul style="list-style-type: none"> ○ Trucks ○ Loading equipment (loading trolley, elevator...) • Packaging supplies 	
MTC 3	The bidder MUST demonstrate that the trucks used in the shipment will be for Government of Canada use only, i.e. other items from other sources will be included in the shipment.	
MTC 4	Bidder MUST demonstrate the ability to mobilize physical resources (trucks and/or trailer) to ensure that items will remain inside the trucks until final delivery*. *Once the initial loading is complete, Government of Canada owned items must remain on the truck used and may not be stored in the supplier's warehouses, premises. The bidder must provide, at the time of initial pickup, the ability to make immediate delivery or if the items cannot be delivered the same day, the ability to store the items in the same trucks for later delivery.	
MTC 5	The bidder MUST demonstrate that trucks and/or trailers containing Government of Canada owned equipment will be parked in a secure location when not in final direction- see CTO 4 . A secure location is defined as: camera surveillance, fence, security guard, warehouse (where the entire trailer enters without removing the items from the truck and/or trailer).	

Rated technical criteria		
Item #	Description (s)	Page / Paragraph no.
RTC 1	The bidder shall demonstrate experience with at least 2 major moving projects including staged deliveries and various locations comparable to that described in the statement of work within the last 3 years. The bidder shall provide for the 2 projects the following references and information: <ul style="list-style-type: none"> • Name of company or department • Start and end date of the contract • Contract Value • Name of the project leader including: <ul style="list-style-type: none"> ○ Email address ○ Phone number 	



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	<p>The government of Canada reserves the right to contact the companies listed for verification.</p> <p>Option 1: 2 completed projects within the federal, provincial or municipal government project</p> <p>Option 2: 1 completed federal, provincial or municipal government project and 1 completed project in the private sector.</p> <p>Option 3: 2 completed projects within the private sector</p>	
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Score	
	0 point: no federal, provincial or municipal project
	10 points: 2 projects completed in the private sector
	20 points: 1 federal, provincial or municipal project and 1 private sector project
	30 points: 2 projects completed with federal, provincial or municipal

Rated technical criteria	
RTC 2	<p>In relation to CTO 4, the bidder will be required to demonstrate its ability to offer the best turnaround time for the work within the specified time frame while minimizing the downtime of the trucks and/or trailers (this refers to the number of days between the initial loading, the time the items are immobilized in the truck and/or trailer and the departure and unloading at the final location.</p> <p>Ex: Departure from Gare du Palais to Montreal Warehouse: 3 days total. Ex: Departure from Gare du Palais, 2 days in the truck, direction Val d'Or: 5 days.</p> <p>Each bid will be evaluated based on all bids submitted and not individually.</p>

Score	
	0 point: no offer in time and stop value
	10 points: offer in time and stop value

RTC 1	Points obtained	/30
RTC 2	Points obtained	/10

TOTAL POINTS OBTAINED RTC 1 and RTC 2	/40
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Request for Proposal: xxxxxxxx

ANNEX D – ELECTRONIC PAYMENT INSTRUMENTS

Canada requests that Bidders complete option 1 or 2 below:

1. Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instruments (s) are accepted:

Direct Deposit (Domestic and International);

Electronic Data Interchange (EDI)

Wire Transfer (International Only);

2. Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

Acceptance of Electronic Payment Instruments is not an evaluation criterion.