



**Return Bids to:  
Retourner Les Soumissions à:**

Natural Resources Canada/ Ressources naturelles  
Canada Bid Receiving/ Réception des  
soumissions

See herein for bid submission instructions/ Voir  
ici pour les instructions de soumission des offres

**Request for Proposal (RFP)  
Demande de proposition (DDP)**

**Proposal To: Natural Resources Canada**  
We hereby offer to sell to His Majesty the King in right  
of Canada, in accordance with the terms and  
conditions set out herein, referred to herein or  
attached hereto, the goods, services, and construction  
listed herein and on any attached sheets at the  
price(s) set out therefor.

**Proposition à: Ressources Naturelles Canada**  
Nous offrons par la présente de vendre à Sa Majesté  
le  
Roi du chef du Canada, aux conditions énoncées ou  
incluses par référence dans la présente et aux  
annexes ci-jointes, les biens, services et construction  
énumérés ici sur toute feuille ci-annexée, au(x) prix  
indiqué(s).

**Comments – Commentaires**

**Issuing Office – Bureau de distribution**

Finance and Procurement Management Branch  
Natural Resources Canada  
580 Booth Street  
Ottawa, Ontario K1A 0E4

<b>Title – Sujet</b> Commercial Building Stock Database	
<b>Solicitation No. – No de l’invitation</b> NRCan- 5000078841	<b>Date:</b> February 20, 2024
<b>Requisition Reference No. - N° de la demande</b> 179744	
<b>Solicitation Closes – L’invitation prend fin: at – à 02:00 PM</b> (Eastern Standard Time (EST))  <b>on – le March 07, 2024</b>	
<b>Address Enquiries to: - Adresse toutes questions à:</b>  <b>Roya Ayam</b> <a href="mailto:Roya.Ayam@NRCan-RNCan.gc.ca">Roya.Ayam@NRCan-RNCan.gc.ca</a>	
<b>Destination – of Goods and Services:</b> <b>Destination – des biens et services:</b>  See herein.	
<b>Security – Sécurité</b>  There no security requirements associated with this requirement.	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l’entrepreneur</b>  <b>Telephone No.:- No. de téléphone:</b>  <b>Email – Courriel :</b>	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)</b>	
_____	_____
<b>Signature</b>	<b>Date</b>



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The Articles contained in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP.

**Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.**

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.

By signing its bid, the bidder confirms that they have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and certifies that:

1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.



## **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:

Annex A – Statement of Work

Annex B – Basis of Payment

The Appendices include:

Appendix 1 – Evaluation Criteria

Appendix 2 – Financial Proposal Form

### **1.2 Summary**

1.2.1 By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders for:

CanmetENERGY-Ottawa (CE-O) to gather information on the composition and characteristics of the Canadian building stock. CE-O would like as the types and characteristics of existing Canadian commercial and institutional buildings.

1.2.2. There are no security requirements associated with this requirement.

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

1.2.4 The requirement is not subject to the provisions of the International Trade Agreements.

### **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 fifteen (15) working days from receipt of the results of the bid solicitation process. The debriefing will be done in writing, by email.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2023-06-08), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- **In the complete text content (except Section 1 and 3)**  
**Delete:** Public Works and Government Services Canada” and “PWGSC”  
**Insert:** “Natural Resources Canada.” and “NRCan”
- **At 02 Procurement Business Number:**  
**Delete:** “Suppliers are required to”  
**Insert:** “It is suggested that suppliers”
- **At 08 Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 1:**  
**Delete:** in its entirety
- **At 08 Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 2a:**  
**Delete:** : The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC headquarters is: [tpsgc.pareceptiondessaoumissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessaoumissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca). or, if applicable, the email address identified in the bid solicitation.  
**Insert:** The only acceptable email address to use with CPC Connect for responses to bid solicitation issued by NRCan is: [procurement-appvisionnement@NRCan-RNCan.gc.ca](mailto:procurement-appvisionnement@NRCan-RNCan.gc.ca)
- **At 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 2b:**  
**Delete:** “six business days”  
**Insert:** “five business days”
- **At 20, Further information, article 2b:**  
**Delete:** in its entirety

Subsection 5.4 of [2003](#) (2023-06-08), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 180 days

### 2.2 Submission of Bids

Bidders must submit all proposals using the Canada Post Canada (CPC) Connect service. Given the current constraints on NRCan’s networks, the electronic mail system has a limit of 1GB per single message received and a limit of 20GB per conversation.

Bids must be submitted no later than the date and time indicated on page 1 of the bid solicitation.

**Only bids submitted using CPC Connect service will be accepted.**



At least five (5) business days before the bid solicitation closing date, it is necessary for the Bidder to send an email requesting to open CPC Connect conversation to the following address:

[procurement-provisionnement@NRCan-RNCan.gc.ca](mailto:procurement-provisionnement@NRCan-RNCan.gc.ca)

**Note 1:** Bids will not be accepted if e-mailed directly to this address. This e-mail address is to be used to open CPC Connect conversation, as detailed in the Standard Instructions [2003 \(article 08, paragraph 2\)](#), or to send bids through CPC Connect message if the bidder is using its own licensing agreement for CPC Connect.

**Note 2:** Send as early as possible in order to ensure a response, Requests to open a CPC Connect conversation received after that time may not be answered.

**IMPORTANT:** It is requested that you write the bid solicitation number in "Subject" of the email:

[NRCan-5000078841- Commercial Building Stock Database](#)

**NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the bid is submitted correctly using CPC Connect service. Not complying with the instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

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

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made of former public servants; or
- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian](#)



Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a) name of former public servant;
- b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 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 five (5) business 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 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting





Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) business days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Bid Challenge and Recourse Mechanisms

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



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

The Bidder must submit its bid electronically and in accordance with section 08 of 2003 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 PDF File, electronic copy)

Section II: Financial Bid (1 PDF File, electronic copy) in a separate file and document

Section III: Certifications (1 PDF File, electronic copy) in a separate file and document

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

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

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

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

### **3.2 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 and describe their approach 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.

### **3.3 Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Appendix 2 - Financial Proposal Form.

#### **3.3.1 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### **3.4 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 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 Appendix "1" – Evaluation Criteria.

### **4.2 Basis of Selection**

#### **4.2.1 Lowest Price Per Point**

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 number of points specified in Appendix "1" – Evaluation Criteria for the point rated technical criteria.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



## 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.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Indigenous Designation

Who is eligible?

An Indigenous business can be:

- a band as defined by the Indian Act
- a sole proprietorship
- a limited company
- a co-operative
- a partnership
- a not-for-profit organization

in which Indigenous persons have at least 51% ownership and control.

An Indigenous business can also be a joint venture consisting of 2 or more Indigenous businesses or an Indigenous business and a non-Indigenous business, provided that the Indigenous business or businesses have at least 51% ownership and control of the joint venture.

In instances where 1 or more Indigenous businesses, as defined under the rules of PSIB, are involved in a contract with 1 or more non-Indigenous businesses or individual contractors, 33% of the total monetary value of the work contracted for must be performed by Indigenous businesses.

The bidder must certify in its submitted bid that it is an Indigenous business, or a joint venture constituted as described above.

Our Company is NOT an Indigenous Firm

Our Company is an Indigenous Firm, as identified above.



## 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 [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 Contractor must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

All applicants, regardless of their status under the policy, must have the following information at the time to participate in a procurement process:

- Suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners;
- Suppliers that are a partnership do not need to provide a list of names.

Supplier’s Legal Name: \_\_\_\_\_

OR

Name of each member of the joint venture:

Member 1: \_\_\_\_\_

Member 2: \_\_\_\_\_

Member 3: \_\_\_\_\_

Member 4: \_\_\_\_\_

#### Organizational Structure:

- corporate entity (shareholders) - provide the names of the current Board of directors
- privately owned corporation - provide a list of the owner’s names
- sole proprietor - provide a list of the owner’s names

#### LIST OF NAMES

LAST NAME	FIRST NAME	TITLE



**5.2.2 Former Public servant**

<p><b>Former Public Servants</b></p> <p>See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".</p>	<p>Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p>
	<p>Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p>

**SIGNATURE for CERTIFICATION**

The Contractor certifies having read and understood the information included in the present document and acknowledges receipt.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative



## **PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

There are no security requirements associated with this requirement.



## 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 and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_. (*to be completed at contract award*)

### 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

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

- As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

#### 7.2.2 Supplemental General Conditions

[4006](#) (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information.

### 7.3 Security Requirements

7.3.1 There are no security requirements associated with this contract.

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

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

#### 7.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Contract is not subject to any Comprehensive Land Claims Agreements.

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Roya Ayam**  
Title: Senior Procurement Specialist  
Organization: Natural Resources Canada (NRCan)  
Address: 580 Booth Street, Ottawa, ON K1A 0E4  
E-mail address: [Roya.Ayam@NRCan-RNCan.gc.ca](mailto:Roya.Ayam@NRCan-RNCan.gc.ca)

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





### 7.5.2 Project Authority

The Project Authority for the Contract is: *(to be provided at contract award)*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 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 provided at contract award)*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 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- Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex A for a cost of \$ \_\_\_\_\_ *(To be provided at contract award)*. Customs duties are included, and Applicable Taxes are extra.

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

#### 7.8 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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;  
the Work delivered has been accepted by Canada

### 7.9 Invoicing Instructions

Invoices shall be submitted using **the following method**:

E-mail:
---------



[Invoicing-Facturation@nrcan-rncan.gc.ca](mailto:Invoicing-Facturation@nrcan-rncan.gc.ca)

**Note:** Attach "PDF" file. No other formats will be accepted.

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the Contract number: \_\_\_\_\_ (to be provided at contract award)

**Invoicing Instructions to suppliers:** <http://www.nrcan.gc.ca/procurement/3485>

## 7.10 Certifications and Additional Information

### 7.10.1 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.

### 7.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (to be inserted at contract award).

### 7.12 Priority of Documents

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

- a) the Articles of Agreement;
- b) the supplemental general conditions [4006](#) (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information.
- c) the general conditions 2035 (2022-12-01), General Conditions – Higher Complexity - Services;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) the Contractor's bid dated \_\_\_\_\_, (to be completed at date of contract award)

### 7.13 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

### 7.14 Insurance - No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### 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**

### **SW.1.0 TITLE**

Commercial Building Stock Database

### **SW.2.0 BACKGROUND**

CanmetENERGY-Ottawa (CE-O) is a part of Natural Resources Canada (NRCan) that conducts research and development in many areas of energy related science and technology. CE-O is currently using building energy modelling to determine the cost-effectiveness of retrofits to existing buildings to minimize their energy consumption and greenhouse gas (GHG) emissions. To this end, CE-O needs to understand the composition and characteristics of typical Canadian commercial and institutional buildings. CE-O is seeking access to a commercial real property database or to be provided with this information.

### **SW.3.0 OBJECTIVES**

The objective of this contract is for CE-O to gather information on the composition and characteristics of the Canadian building stock. CE-O would like as the types and characteristics of existing Canadian commercial and institutional buildings in at least 20, but not limited to, the regions defined in Section 4.1.1. CE-O intends to analyze this data and use it to create energy models of typical Canadian commercial and institutional buildings.

### **SW.4.0 PROJECT REQUIREMENTS**

#### **SW.4.1 Tasks, Deliverables, Milestones and Schedule**

##### **SW.4.1.1 Tasks and Deliverables**

Provide the following data:

- Building address (containing at least Province and City)
- Floor area (m<sup>2</sup>)
- Year of construction

For a total of at least 10,000 buildings in at least 20 of the following metropolitan areas:

- Vancouver, BC
- Victoria, BC
- Calgary, AB
- Edmonton, AB
- Fort McMurray, AB
- Saskatoon, SK
- Regina, SK
- Winnipeg, MB
- Toronto, ON
- Ottawa, ON/Gatineau, QC
- Sudbury, ON
- Sault Ste. Marie, ON
- Windsor, ON
- London, ON
- Kitchener, ON
- Hamilton, ON
- St. Catherines/Niagara Falls, ON
- Kingston, ON
- Montreal, QC
- Quebec City, QC
- Saguenay, QC
- Trois Rivières, QC



- Saint-Jean-sur-Richelieu, QC
- Sherbrooke, QC
- Fredericton, NB
- Saint John, NB
- Halifax, NS
- Cape Breton/Sydney, NS
- Charlottetown, PE
- St. John's, NL

Provide building characteristics such as, but not limited to, the following:

- Number of people occupying the building
- Organizations occupying the building if not the owner
- Primary building type (e.g. office, hotel, retail, etc.)
- Year of major renovation
- Number of stories above grade
- Number of stories below grade (excluding parking garages)
- Window to wall ratio
- Wall construction (e.g. block wall, curtainwall, precast panel on structural steel, etc.)
- Conditioned floor area (either in m<sup>2</sup> or % of total floor area)
- Predominant space system type and fuel type (e.g. radiant hot water system with boilers, electric baseboards, heat pumps, etc.)
- Predominant cooling system type (e.g. fan coils with chiller, hydronic heat pumps, window units, forced air roof-top units, etc.)
- Predominant ventilation system (e.g. variable air volume system, constant volume multizone system, make-up air units, etc.)
- Predominant service hot water system type and fuel type (tank, dedicated boiler, boiler coil, etc.)
- Number of elevators

The deliverable will be the data above provided in machine readable format.

#### SW.4.1.2 Tasks, Deliverables and Schedule

The data must be provided to the project authority by June 28<sup>th</sup>, 2024.

Tasks/Activities	Deliverables	Time Schedule
4.1.1	Data and documentation as per the Section 4.0	2024-06-28

#### SW.4.2 Reporting Requirements

Monthly progress updates must be provided to the project authority by email describing the progress of the contract and an estimated delivery date. No regular meetings are required though the project authority may contact the consultant periodically via electronic means to receive updates on the progress of the contract or to clarify questions.

#### SW.4.3 Method and Source of Acceptance

The data must be provided to the project authority in a machine-readable format. This must include one, or a combination of, the following file types:

- Text file in comma separated value, tab separated value, JSON, or YAML format
- SQLite database
- Microsoft Excel spreadsheet

The contractor must provide a detailed description of all the fields in a report with a valid data schema where possible.



All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory or require their correction before payment is authorized.

## **SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW**

### **SW.5.1 NRCan's Obligations**

Natural Resources Canada is committed to making our Department more inclusive for everyone and fostering an equitable workplace culture that values diversity and creates an environment that is welcoming and rewarding for all. We encourage the businesses that work with us to reflect these values. More information can be found at: <https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service2.html>

### **SW.5.3 Location of Work, Work Site and Delivery Point**

The work will be completed at the contractor's place of business. The work will be delivered electronically (email, or other digital file transfer) in the format described in Section SW 4.3 above to the project authority.



## **ANNEX "B" - BASIS OF PAYMENT**

*To be completed at contract award.*



**APPENDIX “1” - EVALUATION CRITERIA**

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

**1. Technical Criteria**

**1.1 Mandatory Evaluation Criteria**

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Criterion ID	Mandatory Criteria	Bid Page # /Reference	Pass/Fail
<b>M1</b>	<p>In the technical bid, the Bidder <b>MUST</b> demonstrate that they can provide the following information* for at least 10,000 buildings by providing the total number of buildings in Canada for which they can provide the information*:</p> <p>*Information:</p> <ul style="list-style-type: none"> <li>• Building address (including at least City and Province);</li> <li>• Floor area (m2); and</li> <li>• Year of construction.</li> </ul>		

**1.2 Evaluation of rated criteria**

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required overall for the rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

Criterion ID	Point Rated Technical Criteria	Maximum Points	Proposal Page #
<b>R1</b>	In the technical bid, the bidder should provide which of the following metropolitan areas they can provide the information* below for:	<b>Up to 33 points</b>	





	<ul style="list-style-type: none"> <li>• Vancouver, BC</li> <li>• Victoria, BC</li> <li>• Calgary, AB</li> <li>• Edmonton, AB</li> <li>• Fort McMurray, AB</li> <li>• Saskatoon, SK</li> <li>• Regina, SK</li> <li>• Winnipeg, MB</li> <li>• Brandon, MB</li> <li>• Toronto, ON</li> <li>• Ottawa, ON/Gatineau, QC</li> <li>• Sudbury, ON</li> <li>• Sault Ste. Marie, ON</li> <li>• Windsor, ON</li> <li>• London, ON</li> <li>• Kitchener/Waterloo, ON</li> <li>• Hamilton, ON</li> <li>• St. Catherines/Niagara Falls, ON</li> <li>• Kingston, ON</li> <li>• Montreal, QC</li> <li>• Saguenay, QC</li> <li>• Trois Rivières, QC</li> <li>• Saint-Jean-sur-Richelieu, QC</li> <li>• Sherbrooke, QC</li> <li>• Fredericton, NB</li> <li>• Saint John, NB</li> <li>• Halifax, NS</li> <li>• Cape Breton/Sydney, NS</li> <li>• Charlottetown, PE</li> <li>• St. John's, NL</li> <li>• Yellowknife, NT</li> <li>• Whitehorse, YT</li> <li>• Iqaluit, NU</li> </ul> <p>*Information:</p> <ul style="list-style-type: none"> <li>• building address, floor area, and year of construction for at least 50 buildings.</li> </ul> <p>1 point will be awarded for each metropolitan area</p>		
<p><b>R2</b></p>	<p>In the technical bid, the Bidder should provide any additional Canadian metropolitan areas for which they can provide the following information* beyond the metropolitan areas described in R1:</p> <p>*Information:</p> <ul style="list-style-type: none"> <li>• building address, floor area, and year of construction for at least 50 buildings.</li> </ul> <p>0.5 points will be awarded for every additional Canadian location beyond the metropolitan areas described in R1</p>	<p><b>Up to 5 points</b></p>	
<p><b>R3</b></p>	<p>In the technical bid, the Bidder should provide the total number of buildings in Canada, beyond the minimum 10,000 buildings identified in M1, that they can provide the following information* for.</p>	<p><b>Up to 10 points</b></p>	



	<p>*Information:</p> <ul style="list-style-type: none"><li>• address, floor area, and year of construction.</li></ul> <p>1 point will be awarded for every additional 10,000 buildings in Canada</p>		
<b>R4</b>	<p>In the technical bid, the Bidder should provide the number of buildings in Canada for which they can provide the average number of people occupying each building.</p> <p>1 point for every 2000 buildings in Canada</p>	<b>Up to 5 points</b>	
<b>R5</b>	<p>In the technical bid, the Bidder should provide the number of buildings in Canada for which they can provide tenant information or the building is a multi-unit residential building.</p> <p>1 point for every 2000 buildings in Canada</p>	<b>Up to 5 points</b>	
<b>R6</b>	<p>In the technical bid, the Bidder should provide the number of buildings in Canada for which they can provide the primary building type (e.g. office, hotel, retail, etc.)</p> <p>1 point for every 2000 buildings in Canada</p>	<b>Up to 5 points</b>	
<b>R7</b>	<p>In the technical bid, the Bidder should provide the number of buildings In Canada for which they can provide the year(s) that major renovations (if any) took place.</p> <p>1 point for every 2000 buildings in Canada</p>	<b>Up to 5 points</b>	
<b>R8</b>	<p>In the technical bid, the bidder should provide the number of buildings in Canada for which they can provide the number of stories above grade.</p> <p>1 point for every 2000 buildings in Canada</p>	<b>Up to 5 points</b>	
<b>R9</b>	<p>In the technical bid, the Bidder should provide the number of buildings in Canada for which they can provide the number of stories below grade, excluding parking.</p> <p>1 point for every 2000 buildings in Canada</p>	<b>Up to 5 points</b>	
<b>R10</b>	<p>In the technical bid, the Bidder should provide the number of buildings in Canada for which they can provide the window to wall ratio.</p> <p>1 point for every 2000 buildings in Canada</p>	<b>Up to 5 points</b>	
<b>R11</b>	<p>In the technical bid, the Bidder should provide the number of buildings Canada for which they can provide the wall construction (e.g. concrete block wall, curtain wall, etc.)</p> <p>1 point for every 2000 buildings in Canada</p>	<b>Up to 5 points</b>	
<b>R12</b>	<p>In the technical bid, the Bidder should provide the number of buildings in Canada for which they can provide the conditioned floor area (either in m<sup>2</sup> or % of the total floor area).</p> <p>1 point for every 2000 buildings in Canada</p>	<b>Up to 5 points</b>	



<b>R13</b>	In the technical bid, the Bidder should provide the number of buildings in Canada for which they can provide the predominant space heating system type and fuel type (e.g. radiant hot water system with boilers, electric baseboards, etc.)  1 point for every 2000 buildings in Canada	<b>Up to 5 points</b>	
<b>R14</b>	In the technical bid, the Bidder should provide the number of buildings in Canada for which they can provide the predominant cooling system type (e.g. fan coils with chiller, hydronic heat pumps, window units, etc.)  1 point for every 2000 buildings in Canada	<b>Up to 5 points</b>	
<b>R15</b>	In the technical bid, the Bidder should provide the number of buildings in Canada for which they can provide the predominant ventilation system type (e.g. variable air volume system, constant volume multizone system, make-up air units, etc.)  1 point for every 2000 buildings in Canada	<b>Up to 5 points</b>	
<b>R16</b>	In the technical bid, the Bidder should provide the number of buildings in Canada for which they can provide the predominant potable hot water system type and fuel type (tank, dedicated boiler, boiler coil, etc.)  1 point for every 2000 buildings in Canada	<b>Up to 5 points</b>	
<b>R17</b>	In the technical bid, the Bidder should provide the total number of buildings in Canada for which they can provide the number of elevators.  1 point for every 2000 buildings in Canada	<b>Up to 5 points</b>	
<b>Total Points Available</b>		<b>118</b>	
<b>Minimum Points required to Pass</b>		<b>20</b>	



**APPENDIX - FINANCIAL PROPOSAL FORM**

**1. Firm Price**

Bidder tendered all-inclusive firm price to perform the work is Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

<b>Description</b>	<b>Firm Price (Applicable Taxes Excluded)</b>
Data and documentation as per the Section 4.0	\$ _____