

Revised April 24, 2023

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre
d'approvisionnement
Fisheries and Oceans Canada | Pêches et
Océans Canada
200 Kent Street | 200 rue Kent
Ottawa, ON, K1A 0E6

Email / Courriel : [DFOtenders-
soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)
Be

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : Pêches et Océans Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Title / Titre Janitorial Services – Canadian Coast Guard Southside Base Facility		Date April 18, 2023
Solicitation No. / N° de l'invitation 30000348		
Client Reference No. / No. de référence du client(e) 30000348		
Solicitation Closes / L'invitation prend fin At / à: 14 :00 EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) On / le: May 19, 2023		
F.O.B. / F.A.B. Destination	Taxes See herein — Voir ci- inclus	Duty / Droits See herein — Voir ci-inclus
Destination of Goods and Services / Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to: Adresser toute demande de renseignements à: Beverly Shawana, Contracting Officer (consultant) Email / Courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca c.c. Beverly.shawana@dfo-mpo.gc.ca		
Delivery Required / Livraison exigée See herein — Voir en ceci	Delivery Offered / Livraison proposée	
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur		
Telephone No. / No. de téléphone	Facsimile No. / No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses.
 - (b) the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses;
3. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

1.3 Mandatory Site Visit

- i. It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held at 280 Southside Road, St. John's NL on **Wednesday May 03, 2023**. The site visit will begin at **14h:00 Newfoundland Daylight Time (NDT)**.
- ii. Bidders must communicate with the Contracting Authority **no later than 14h:00 NDT on Tuesday May 02, 2023** to confirm attendance and provide the names of the person(s) who will attend the mandatory site visit and provide the following information:
 - Business name
 - Business address
 - Business phone number
 - Bidder's representative name(s), with email address and phone number
- iii. Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend, will not be allowed access to the site.
- iv. The representative of the Bidder will be required to sign a Department of Fisheries and Oceans attendance form at the mandatory site visit. Bidders must confirm in their bid submission that their firm's representative has attended the site visit. Bids submitted by Bidders who have not signed the attendance sheet will not be accepted. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant.

Bidders must note that **all questions must be sent, by email, to the attention of the Contracting Officer**. DFO delegate(s) on site are not authorized to take and/or respond to any