



**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

**Email / Courriel :** [DFO.tenders-  
soumissions.MPO@dfo-mpo.gc.ca](mailto:DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca)

**REQUEST FOR  
QUALIFICATIONS / DEMANDE  
DE QUALIFICATION**

Comments: - Commentaires :

<b>Title / Titre</b> Harbour Improvements – Berens River – Sigurdsson Island, Manitoba		<b>Date</b> August 10, 2023
<b>Solicitation No. / N° de l'invitation</b> 30004622		
<b>Client Reference No. / No. de référence du client(e)</b> 30004622		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 2 :00pm EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) <b>On / le :</b> August 25, 2023		
<b>F.O.B. / F.A.B.</b> Destination	<b>Taxes</b> See herein — Voir ci-inclus	<b>Duty / Droits</b> See herein — Voir ci- inclus
<b>Destination of Goods and Services / Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to / Adresser toute demande de renseignements à :</b> Marie-France Chrétien <b>Email / Courriel:</b> <a href="mailto:DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca">DFO.tenders-soumissions.MPO@dfo- mpo.gc.ca</a> <b>c.c. email / courriel :</b> <a href="mailto:marie-france.chretien@dfo-mpo.gc.ca">marie-france.chretien@dfo-mpo.gc.ca</a>		

<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. / No. de téléphone</b>	<b>Facsimile No. / No. de télécopieur</b>
<b>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)</b>	
<b>Signature</b>	<b>Date</b>



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## IMPORTANT NOTICE TO BIDDERS

### TWO PHASE SELECTION PROCESS

This is the first phase (Phase 1) of a two-phase competition: the first phase will evaluate the qualifications of all bidders; second phase (Phase 2) will invite the qualified bidders to provide a financial bid on the project based on the specifications and drawings. Upon award of contract in Phase Two the pre-qualification list will be terminated, no additional contracts will be awarded.

### DEBRIEFING

Should a bidder desire a debriefing, the bidder should contact the person identified on the front page of the Request for Qualifications within 15 working days of the notification of the results of the solicitation. The debriefing will include an outline of the strengths and weaknesses of the submission, referring to the evaluation criteria. The confidentiality of information relating to other submissions will be protected. The debriefing may be provided in writing, by telephone or in person.

### 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)

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$30,300 for goods and \$121,200 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

- (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.

### LIST OF PRE-QUALIFIED BIDDERS

A list of pre-qualified bidders from Phase 1 will not be released. Contract award notice of the successful bidder of Phase Two will be posted on [CanadaBuys](#).



## INSTRUCTIONS TO BIDDERS

1. This is a two phase selection process. Bidders responding to this selection process are requested to submit a bid in two phases. Phase 1 bid covers only the qualifications and experience of the Bidder. Following the evaluation of the submissions, Bidders will be advised of their standings. Pre-Qualified Bidder(s) will advance to Phase Two. Bidders will be sent via email an Invitation to Tender (ITT) including the specification and drawings for the financial evaluation in relation to the requirement.

2. **ENQUIRIES:** All enquiries are to be submitted in writing to the Contracting Authority at [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca).

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

3. **Qualification Submittal** - Appendix 2 – Phase 1 Qualification Form must be submitted **ONLY** to the Fisheries and Oceans Canada by the date, time and place indicated on page 1 of the Request for Qualifications. Fisheries and Oceans Canada will not assume responsibility for submissions directed to any other location.

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by Fisheries and Oceans Canada. It is suggested that you compress the email size to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for Fisheries and Oceans Canada to receive the proposal by the closing period indicated in the Phase 1 – Request for Qualifications. Emails with links to bid documents will **not** be accepted.

For bids transmitted by email, Fisheries and Oceans Canada will not be responsible for any failure attributable to the transmission or receipt of the email bid.

Bids transmitted by facsimile to Fisheries and Oceans Canada will not be accepted.

4. Appendix 2 – Phase 1 Qualification Form, **front page of the Request for Qualifications** and any required associated document(s) shall be submitted by email as a pdf attachment with the following information clearly typed in the subject line:
  - Phase 1 Qualification Form; and
  - Solicitation Number.

Any clarifications or changes to the Phase 1 – Request for Qualifications will result in an addendum being posted on the CanadaBuys will be included as an amendment to the Request for Qualifications to the bid solicitation. The first page of all addendum(s) that have been duly signed/initialed verifying proof of receipt or written acknowledgement of receipt of addendum(s) should be submitted with the bid but may be submitted afterwards. If any addendum(s) are not acknowledged as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the documentation within the time frame specified will render the bid non-responsive.

5. Set-aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)

This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see [Annex 9.4: Requirements for the Set-aside Program for Indigenous Business](#) of the Supply Manual.



This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Indigenous peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.



## **APPENDIX 1 - DESCRIPTION OF PROJECT – STATEMENT OF WORK**

### **Harbour Improvements – Berens River – Sigurdsson Island, Manitoba**

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#### **Scope:**

The project involves the construction of a new 45 pad pre-cast concrete launch ramp including demolition of the existing pre-cast launch ramp. It also includes various harbour repairs at the Sigurdsson Island harbour site including timber fender installation, ladder installation and timber cribwork repair.



**APPENDIX 2 – PHASE 1 QUALIFICATION FORM**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Cell: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

Bidder Instructions: The Bidder is requested to respond to the Phase 1 Evaluation Criteria using the table below.

**MANDATORY REQUIREMENTS**

At Phase 1 bid closing time, the Bidder must:

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

Phase 1 – Qualification Form mandatory requirements, as described below, all mandatories **MUST** be included with the bidder's submission at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the submission will be deemed non responsive.

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

No.	Mandatory Criteria	Meets Criteria (✓)
M1	<p>Suppliers must provide two (2) reference projects undertaken by the supplier within the last 6 years relating to wharf construction and/or marine infrastructure construction and maintenance.</p> <p><i>Note: Marine infrastructure includes but not limited to work related to timber crib wharves, steel sheet pile wharves, timber floating wharves, launch ramps, breakwaters, dredging.</i></p> <p>Bidder to provide:</p> <ul style="list-style-type: none"> <li>• Project Title</li> <li>• Project Location</li> <li>• Project start and end date (year, month and day)</li> <li>• Brief description of the project (i.e.: cost and scope)</li> <li>• Verifier's contact information (i.e.: name, email, phone number)</li> </ul> <p><i>Note: Please provide justification for the mandatory requirement above using the tables for project 1 and project 2 below.</i></p>	



No.	Mandatory Criteria	Meets Criteria (✓)
M2	Supplier must be a member of Workers Compensation Board (WCB) and have a clearance status of "good standing" in the province of work and provide a copy of clearance	

**NOTE:** In Phase 1, the Bidders do not need to demonstrate they are registered, but at the time of closing of Phase 2, the bidder must be a registered Indigenous business. Firms can register at: [Indigenous Business Directory](#).

<b>Mandatory 1 Project 1</b>	
Project Start Date (YYYY/MM/DD):	Project 100% Completion Date (YYYY/MM/DD):
Project Location:	
Project Title:	
Was this project 100% completed in the past 6 years? _____Yes or _____No	
Was this project a marine construction project? _____Yes or _____No	
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)	
<p>Provide an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented.</p> <p>Name:</p> <p>Email:</p> <p>Phone #:</p>	



<b>Mandatory 1 Project 2</b>	
<b>Project Start Date (YYYY/MM/DD):</b>	<b>Project 100% Completion Date (YYYY/MM/DD):</b>
<b>Project Location:</b>	
<b>Project Title:</b>	
Was this project 100% completed in the past 6 years? _____Yes or _____No	
Was this project a marine construction project? _____Yes or _____No	
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)	
Provide an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented.	
Name:	
Email:	
Phone #:	





### **APPENDIX 3 - BID SUBMISSION CHECK LIST**

#### **Submission of Bid:**

- Front page of the Request for Qualifications:** completed and signed
- Appendix 2 – Phase One Qualification Form:** completed
- Front page of Addendum(s) (if applicable):** signed or initialed

**To be submitted by the date, time and place indicated on page 1 of the bid solicitation.**