



**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> Wharf Repairs - St. Lewis, Newfoundland & Labrador (NL)		<b>Date</b> September 8 , 2023
<b>Solicitation No. / N° de l'invitation</b> 30004839		
<b>Client Reference No. / No. de référence du client(e)</b> 30004839		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à : 2 :00 pm</b> EST (Eastern Standard Time / HNE (Heure Normale de l'Est) <b>On / le : September 22 , 2023</b>		
<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> Tammy O'Toole / Contracting Specialist <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>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 website](#)



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## 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 [DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca](mailto:DFO.tenders-soumissions.MPO@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 buy and sell 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. **Procurement Strategy for Indigenous Business**

### ***Conditional Set-Aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)***

This is an open tender. However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been



received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory (<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658>).

If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

If the bids from the Indigenous businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Indigenous businesses remain, bids from all of the non-Indigenous businesses that had submitted bids will then be considered by the contracting authority.



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

Wharf Repairs  
St. Lewis, NL  
P/N: C2-00589

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The scope of work for this project consists of the furnishing of all plant, labour, equipment and material for wharf repairs at St. Lewis, NL, in strict accordance with specifications and accompanying drawings and subject to all terms and conditions of the Contract.

In general, the work under this contract consists of, but will not necessarily be limited to, the following:

- .1 Partial or total demolition and removal of required components.
- .2 Removal and replacement of the existing wheel guard and wheel guard blocking.
- .3 Removal and replacement of existing top horizontal hardwood fender.
- .4 Remove existing electrical trench concrete and replace with new.
- .5 Repair existing concrete deck.
- .6 Remove existing aluminum electrical pedestal and replace with a galvanized electrical pedestal that is currently on site.
- .7 Remove two (2) existing light fixtures from the existing jib crane and turn over to owner. Supply and install two (2) LED solar light fixtures on the existing jib crane.
- .8 Refurbish existing Type A and Type BI mooring cleat anchor blocks.
- .9 Supply and install new mooring rings.
- .10 Remove and dispose of 13 existing bollards including removal of existing material from around existing waste oil tank foundation.
- .11 Supply and install 13 new bollards and new Type 1 material around existing waste oil tank foundation.
- .12 Removal and disposal of existing slipway hardwood runners, pressure treated sleepers and beams.
- .13 Removal and disposal of 1 existing winch house including concrete foundation and support blocks.
- .14 Removal and disposal of existing concrete winch cable blocks.
- .15 Supply and placement of new rock fill and granular materials for the new upland area.

### FAMILIARIZATION WITH SITE

Before submitting a bid, bidders can visit the site and its surroundings, at their own expense and schedule, to review and verify the form, nature, and extent of the work, materials needed for the completion of the work, the means of access to the site, site remoteness, severity, exposure, and uncertainty of weather, soil conditions, any accommodations they may require, and in general shall obtain all necessary information as to risks, contingencies, and other circumstances which may influence or affect their bid. No allowance shall be made subsequently in this connection on account of error or negligence to properly observe and determine the conditions that will apply.

Contractors, bidders, or those they invite to site are to review specification Section 01 35 28 – Health and Safety Requirements before visiting site. Take all appropriate safety measures for any visit to site, either before or after acceptance of bid.

The Contractor **must** perform and complete the Work by **March 31, 2024**.



**APPENDIX 2 – PHASE 1 QUALIFICATION FORM**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 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.

<b>No.</b>	<b>Mandatory Criteria</b>	<b>Meets Criteria (✓)</b>
<b>M1</b>	<p>The bidder <b>must</b> provide two (2) reference projects undertaken by the bidder within the last eighty-four (84) months (7 years) relating the marine construction.</p> <p><b>Bidder to provide</b></p> <ul style="list-style-type: none"> <li>• Project Title</li> <li>• Project Location</li> <li>• Project start and end date (month and year);</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>	



Mandatory Project 1: (M1) Please list all projects for a total time period of eighty four (84) months:	
<b>Project Start Date (YYYY/MM/DD):</b>	<b>Project 100% Completion Date (YYYY/MM/DD):</b>
<b>Project Location:</b>	
<b>Project Title:</b>	
<b>Was this project 100% completed in the past eighty four (84) months? _____ Yes or----- No</b>	
<b>Was this project a **commercial construction project? _____Yes or _____No</b>	
<b>Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)</b>	

**Insert more tables as required**



### **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.**