



Canadian Food
 Inspection Agency

Agence canadienne
 d'inspection des aliments

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

Bid Receiving / Réception des
 sousmissions :

[cfia.bidreceipt-receptiondesoumission.
 acia@inspection.gc.ca](mailto:cfia.bidreceipt-receptiondesoumission.acia@inspection.gc.ca)

**REQUEST FOR
 PROPOSAL**

**DEMANDE DE
 PROPOSITION**

Proposal to: **Canadian Food Inspection
 Agency (CFIA)**

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, services, and
 construction listed herein and on any
 attached sheets at the price(s) set out
 therefor.

Proposition à : **Agence canadienne
 d'inspection des aliments (ACIA)**

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, services et construction
 énumérés ici sur toute feuille ci-annexée,
 au(x) prix indiqué(s).



Title – Sujet IT Equipment Storage in Moncton, NB		Date June 29 th , 2023
Solicitation No. – N ° de l'Invitation 2024-00079		
Client Reference No. – N ° de Référence du Client 2024-00079		
Solicitation Closes – L'Invitation Prend Fin		
At – À :	2pm	EDT HAE
On – Le :	Friday July 28, 2023	
Delivery – Livraison	Taxes	Duty – Droits
See herein – Voir aux présentes	See herein – Voir aux présentes	See herein – Voir aux présentes
Destination of Services – Destination des Services		
See herein – Voir aux présentes		
Instructions		
See herein – Voir aux présentes		
Address Inquiries To – Adresser toutes demande de renseignements à : Catherine Clairoux		
Telephone No. - N ° de téléphone (343) 596-9265	Email Address – Adresse Courriel catherine.clairoux@inspection.gc.ca	
Vendor or Firm Name, Address and Representatives – Nom du fournisseur ou de l'entreprise, adresse et les représentants :		
Telephone No. - N ° de téléphone	Email Address – Adresse Courriel	
Name and Title of the Authorized Person signing on behalf of the Vendor or Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur ou de l'entrepreneur (taper ou en caractères d'imprimerie)		

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PART 1 - GENERAL INFORMATION

1.1 Summary

This bid Solicitation is being issued to satisfy the requirement of the **Canadian Food Inspection Agency** (CFIA) (the « **Client** ») for the Transportation, Storage and Warehousing Services of IT Equipment in Moncton, NB.

1.2 Security Requirements

- a. There are no security requirements associated with this requirement.
- b. For additional information on security requirements, 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 Statement of Work

The Work to be performed is detailed under Annexe A – Statement of Work (SOW) of the resulting contract clauses.

1.4 Trade Agreements

This requirement is subject to the Canadian Free Trade Agreement (CFTA), the Canada-Chili Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Korea Free Trade Agreement, and the Canada-Panama Free Trade Agreement.

1.5 Comprehensive Land Claims Agreement(s)

The resulting contract will not include deliveries in locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries in locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to be treated as a separate procurement, outside of this bid solicitation.

1.6 Conditional Reserved Bidding under the Federal Government Procurement Strategy for Indigenous Business (PSIB)

This procurement is conditionally set-aside under the federal government Procurement Strategy for Indigenous Businesses. For more information on Aboriginal business requirements of the Set-Aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is conditionally set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal 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.

“**Indigenous Business**” or “**Indigenous Businesses**” mean an entity or entities that have duly completed the Attachment 1 to Part 5 – PSIB Certifications and submitted it with their bid.

This is a competitive bid solicitation however, this solicitation will be reserved for Indigenous Businesses if both of the following conditions are met:

- a. bids from two (2) or more Indigenous Businesses are responsive with the mandatory requirements of the solicitation including any minimum points required for any point-rated criteria,

-
- b. bids from two (2) or more Indigenous Businesses are, in the evaluation team's opinion, not affiliated within the meaning used in the [Competition Act](#), R.S.C., 1985, c. C-34.

If the above conditions are not met, the procurement will remain open for competition among all suppliers.

1.7 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 via Teams.

1.8 Conflict of Interest

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.

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.

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.

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.

Subsection 5.4 of **2003**, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Submission of Bids

Bids must be submitted electronically to the Contracting Authority at the generic Bid Receiving email address cfia.bidreceipt-receptiondesoumission.acia@inspection.gc.ca by the date and time indicated on page 1 of the Bid Solicitation.

SOLICITATION CLOSES : at **2pm EDT on Friday July 28th, 2023.**

The Bid Receiving Email Address is solely for the delivery of bids – for the sole purpose of bid submission. No other communication is to be sent to this email address.

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** or **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** or **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

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.

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 **New Brunswick, Canada**.

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 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 17.

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 specified Bid Receiving Unit specified in the bid solicitation, to the email address specified in the bid solicitation;
- e. ensure that the Bidder's name, 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.

Bid documents and supporting information may be submitted in either English or French. Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada. 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).

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. A bid cannot be assigned or transferred in whole or in part.

Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I:** Technical Bid
- Section II:** Financial Bid
- Section III:** Certifications
- Section IV:** Additional Information

Submission of Only One Bid:

A Bidder, including related entities, will be permitted to submit only one (1) bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one (1) bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with two (2) working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.

For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc.), an entity will be considered to be "**related**" to a Bidder if

- a. they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
- b. they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
- c. the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship);
- d. the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work described in Annex A – Statement of Work.

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.

Section II: Financial Bid

Bidders must submit their Financial Bid in Canadian funds and in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. Bidders must submit their rates FOB destination, Canadian customs duties and excise taxes included, as applicable, and Applicable Taxes excluded.

When preparing their Financial Bid, Bidders should review clause 4.1.2. Financial Evaluation, of Part 4 of the bid solicitation; and article 6.7. Payment, of Part 6 of this Bid Solicitation.

In their Financial Bid, bidders must provide a price breakdown for the firm price in accordance of the requested labour in response to the Pricing Scheduled detailed in Attachment 1 to Part 3. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

3.1.1 Electronic Payment of Invoices – Bid

The Bidder accepts to be paid by the following Electronic Payment Instrument: **Direct Deposit**

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders should provide the certifications required under Part 5.

Section IV: Additional Information

Bidders should complete and provide Attachment 1 to Part 6 – Bid Submission Form including:

- a. their legal name;
- b. their Procurement Business Number (PBN);
- c. the name of the Contact Person (mailing address, phone number and email address) authorized by the Bidder to enter into communication with Canada in regards to their bid, and any Contract that may result from their Bid;
- d. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and,
- e. the proposed location (address) where the Work will be performed, containing the following:

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File No. - N° du dossier

Buyer ID - Id de l'acheteur

E12

CCC No./N° CCC - FMS No./N° VME

Bidder's Proposed Site

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its Financial Bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below, its quoted all-inclusive firm rate (in Can \$) for the services identified.

In respect of the "Level of Effort" listed below, the estimated number of days is for evaluation purposes only during the solicitation process and does not represent a commitment of the future usage. For the purpose of price evaluation, Bidders are asked to provide an estimated monthly cost (thirty [30] days). **For the purpose of price evaluation, a day is defined as 7.5 hours of work.**

The rate included in this pricing schedule include the total estimated cost and any expenses that may need to be incurred for the Work described in Part 6 of the bid solicitation. Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

Initial Contract Period from Award to March 31 st , 2024			
Services	Description	Firm Rate	Level of Effort (Monthly - 30 days)
Delivery and Transportation	<p>a. Local delivery to or from CFIA, to or from the Contractor's warehouse. Includes one (1) vehicle and one (1) driver.</p> <p>b. Additional Person</p>	<p>a. \$ _____ hourly rate</p> <p>b. \$ _____ hourly rate</p>	<p>a. \$__(150 hours)</p> <p>b. \$__(150 hours)</p>
Warehousing Facility	<p>All inclusive Storage including the provision of Monthly Inventory Reports. Equipped with the necessary equipment, materials and handling aids to safely store the IT Equipment, minimizing the risk of damage.</p>	\$ _____ monthly cost	\$_____(monthly)
Personnel	<p>Warehousing Handling : Receive, inspect, record and store IT Equipment. Pick and pack IT Equipment in the vehicle for transportation. Inventory counts as requested to include on the monthly reports.</p>	\$ _____ hourly rate	\$_____(150 hours)
Total Estimated Cost for Initial Contract Period (Monthly Cost X 8* months)			\$

Option Period One from April 1 st , 2024 to March 31 st , 2025			
Services	Description	Firm Rate	Level of Effort (Monthly - 30 days)
Delivery and Transportation	<p>a. Local delivery to or from CFIA, to or from the Contractor's warehouse. Includes one (1) vehicle and one (1) driver.</p> <p>b. Additional Person</p>	<p>a. \$ _____ hourly rate</p> <p>b. \$ _____ hourly rate</p>	<p>a. \$__(150 hours)</p> <p>b. \$__(150 hours)</p>
Warehousing Facility	<p>All inclusive Storage including the provision of Monthly Inventory Reports. Equipped with the necessary equipment, materials and handling aids to safely store the IT Equipment, minimizing the risk of damage.</p>	\$ _____ monthly cost	\$_____(monthly)

Personnel	Warehousing Handling : Receive, inspect, record and store IT Equipment. Pick and pack IT Equipment in the vehicle for transportation. Inventory counts as requested to include on the monthly reports.	\$_____ hourly rate	\$_____(150 hours)
Total Estimated Cost for Option Period One (Monthly X 12* months)			\$

Option Period Two from April 1 st , 2025 to March 31 st , 2026			
Services	Description	Firm Rate	Level of Effort (Monthly - 30 days)
Delivery and Transportation	a. Local delivery to or from CFIA, to or from the Contractor's warehouse. Includes one (1) vehicle and one (1) driver. b. Additional Person	a. \$_____ hourly rate b. \$_____ hourly rate	a. \$__(150 hours) b. \$__(150 hours)
Warehousing Facility	All inclusive Storage including the provision of Monthly Inventory Reports. Equipped with the necessary equipment, materials and handling aids to safely store the IT Equipment, minimizing the risk of damage.	\$_____ monthly cost	\$_____(monthly)
Personnel	Warehousing Handling : Receive, inspect, record and store IT Equipment. Pick and pack IT Equipment in the vehicle for transportation. Inventory counts as requested to include on the monthly reports.	\$_____ hourly rate	\$_____(150 hours)
Total Estimated Cost for Option Period Two (Monthly X 12* months)			\$

Option Period Three from April 1 st , 2026 to March 31 st , 2027			
Services	Description	Firm Rate	Level of Effort (Monthly - 30 days)
Delivery and Transportation	a. Local delivery to or from CFIA, to or from the Contractor's warehouse. Includes one (1) vehicle and one (1) driver. b. Additional Person	a. \$_____ hourly rate b. \$_____ hourly rate	a. \$__(150 hours) b. \$__(150 hours)
Warehousing Facility	All inclusive Storage including the provision of Monthly Inventory Reports. Equipped with the necessary equipment, materials and handling aids to safely store the IT Equipment, minimizing the risk of damage.	\$_____ monthly cost	\$_____(monthly)
Personnel	Warehousing Handling : Receive, inspect, record and store IT Equipment. Pick and pack IT Equipment in the vehicle for transportation. Inventory counts as requested to include on the monthly reports.	\$_____ hourly rate	\$_____(150 hours)
Total Estimated Cost for Option Period Three (Monthly X 12* months)			\$

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Buyer ID - Id de l'acheteur

E12

CCC No./N° CCC - FMS No./N° VME

Total Estimated Bid Price (Initial Contract Period + Option Period One + Option Period Two + Option Period Three)	
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\$

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 technical and financial evaluation criteria.
- b. An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

4.1.1.1 Mandatory Technical Criteria

Number	Mandatory Technical Criterion	Bid Preparation Instructions
MT1	The Bidder must have a secured warehouse facility capable of receiving, inspecting, recording and storing IT Equipment and must be equipped with : a. adequate locking devices; b. an alarm system for afterhours security; c. a fire detection system; d. sufficient pallets and materials as required to store the IT equipment at no additional cost; e. an area able to accommodate approximately fifty (50) pallets without double stacking; f. warehouse equipment and handling aids; g. a computerized system capable of tracking inventory count and for correspondence; h. telephone for communication during normal business hours.	To demonstrate, the Bidder must provide : a. their Warehouse Facility's address and available square footage; b. their Security Service Certificate; c. a valid certificate from the fire department; d. types of available packing materials; e. list of equipment and handling aids; f. name of computerized system; g. a valid email address, and; h. an active phone number.
MT2	The Bidder must have a vehicle large enough to transport three (3) pallets, and driver available to provide a local pickup and delivery service on request, within 24 to 48 hours, within the Moncton, NB area.	To demonstrate, the Bidder must provide : a. the vehicle's year, make and model; b. the driver's name and licence.
MT3	The Bidder must have personnel capable of receiving, inspecting, recording and storing IT Equipment as well as picking and packing the IT Equipment in the vehicle for transportation.	To demonstrate, the Bidder must identify and provide the name(s) and certification(s), if any, of the individuals performing the Warehouse Handling Services.

4.1.2 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The firm price must include the firm rate per category of services in Canadian dollars, applicable taxes extra.

SACC Manual Clause **A0220T** (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1. Lowest Priced Responsive

- a.** A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.
- b.** The evaluation team will determine if there are two (2) or more compliant bids with the PSIB Certifications at Attachment 1 to Part 5 with the bids coming from two or more Bidders that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those compliant bids will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more compliant bids with valid PSIB Certifications, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Indigenous Business certifications at any time in the evaluation process including doing so concurrently with other steps.
- c.** The responsive bid with the lowest evaluated price 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 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. Conditional Set-aside for Indigenous Business

This procurement is conditionally reserved under the federal government Procurement Strategy for Indigenous Business. If the PSIB Certifications at Attachment 1 to Part 5 are not provided by the Bidder, the bid will be evaluated as being from a non-Indigenous Business.

For more information on Indigenous Business requirements of the Set-aside Program for Indigenous Business, see Annex 9.4, Supply Manual.

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 provided 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 property 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

- a. There are no security requirements associated with this requirement.
- b. For additional information on security requirements, 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.

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.4.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) **Education and Experience**. The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

ATTACHMENT 1 to PART 5 – CERTIFICATION REQUIRED WITH THE BID

Federal Government's Procurement Strategy for Indigenous Business (PSIB)

PSIB Certifications

For additional information, visit:

- Annex 9.4 and section 9.40 of the Supply Manual (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/9>),
- Policy Notice 1996-2 (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13706>), and
- Policy Notice 1997-6 (https://www.tbs-sct.gc.ca/Pubs_pol/dcgpubs/ContPolNotices/97-6-eng.asp#defi)

Indigenous Business

1. By submitting this certification a Bidder certifies that the statements contained in this certification are accurate and complete.
2. The Bidder:
 - a. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in this annex;
 - b. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in this annex; and
 - c. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in this annex.
3. The Bidder must check the applicable box below:
 The Bidder is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 The Bidder is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.
4. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

Owner Certification – Indigenous Business

If requested by the Contracting Authority, the Bidder must provide the following certification completed for each owner who is Indigenous:

I am an owner of _____ (insert name of business), and an Indigenous person, as defined in [Annex 9.4](#) of the Supply Manual entitled « Requirements for the Set-Aside Program for Indigenous Business ».

I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

Printed Name of Owner

Signature of Owner

Date

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

- a. There are no security requirements applicable to the Contract.
- b. For additional information on security requirements, 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.

6.2 Statement of Work

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

6.3 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.

6.3.1 General Conditions

2010C (2022-12-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

A7017C (2008-05-12), **Replacement of Specific Individuals**, apply to and form part of the Contract.

- a. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- b. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - i. the name, qualifications and experience of the proposed replacement; and
 - ii. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- c. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

6.4 Term of Contract

6.4.1 Period of the Contract

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

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year Option Periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Comprehensive Land Claims Agreement(s)

The Contract does not include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to form part of a separate contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Catherine Clairoux

Senior Procurement and Contracting Officer
Contracting and Procurement Policy Division
Canadian Food Inspection Agency
59 Camelot Dr. Nepean, ON K2G 5W6
(343) 596-9265
catherine.clairoux@inspection.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.

6.5.2 Technical Authority

The Technical Authority for the Contract is:

(To be filled at Contract Award.)

The Technical 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 Technical Authority; however, the Technical 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.

6.5.3 Contractor's Representative

(To be filled at Contract Award.)

6.6 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.

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 or 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 or 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.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm rate, as specified in the Basis of Payment at Annex B. Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Price

*SACC Manual Clause **C6000C** (2017-08-17) Limitation of Price*

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.

6.7.3. T1204 - Direct Request by Customer Department

*SACC Manual Clause **A9117C** (2007-11-30), T1204 - Direct Request by Customer Department*

- a. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c. 1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
- b. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

6.7.4 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 such as the Monthly Inventory Report 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.

6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument:

- ✓ **Direct Deposit** (Domestic and International);

6.8 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses;
- d. a copy of the monthly inventory report.

Invoices must be distributed as follows:

An electronic copy of the invoice must be submitted to the attention of **Martine Sauv -Dezfouli** at the email address: cfia.PPMservices-servicesPGP.acia@inspection.gc.ca for certification and payment.

6.9 Certifications and Additional Information

6.9.1 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.

6.9.2 SACC Manual Clauses

SACC Manual clauses **A3000C** (2022-05-12), Indigenous Business Certification

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **New Brunswick, Canada**.

6.11 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. the supplemental general conditions **A7017C** (2008-05-12);
- c. the general conditions **2010C** (2022-12-01),
- d. **Annex A** – Statement of Work;
- e. **Annex B** – Basis of Payment;
- f. the Contractor's bid dated _____ (insert date at the time of Contract Award)

6.12 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.

6.13 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 (SOW)

1. **TITLE** : IT Equipment Storage in Moncton, NB

2. **BACKGROUND**

The **Canadian Food Inspection Agency** (CFIA) Deployment Center is located in Moncton, NB. Due to the limited space at the Moncton, NB location, IT Equipment was being stored in Ottawa, ON. Considering the high shipping and delivery costs, the IT Equipment has been recently relocated to Moncton, NB.

The Innovation, Business and Service Development Branch (IBSDB) has a requirement for the provision of Transportation, Storage and Warehousing Services for CFIA's IT Equipment in Moncton, NB,

3. **ACRONYMS**

BO Business Owner
CFIA Canadian Food Inspection Agency
SOW Statement of Work
IBSDB Innovation, Business and Service Development Branch

4. **APPLICABLE DOCUMENTS & REFERENCES**

None.

5. **TASKS**

5.1. Delivery Services : Provide delivery services including, but not limited to, the packing, crating, loading, transporting, unloading, unpacking and uncrating of CFIA IT Equipment, to or from the CFIA Moncton, NB, Office located at 1081 Main St. Moncton, NB E1C 1H1, to or from the Contractor's Warehouse in Moncton, NB.

The deliveries are to be completed using a vehicle suitable for transporting at least three (3) pallets at the time. Back-up vehicles must be readily available in case of a breakdown. The vehicle must be clean and in working order.

5.2. Warehousing Services : Provide a secure warehouse space suitable for storing approximately fifty (50) pallets without being double stacked, of various screens, workstation systems, and other IT equipment. Provide all warehouse handling, including loading and unloading from trucks at the warehouse dock. Provide lifting equipment, skids, commercial racking, wrapping material and any other appropriate packing materials to prevent breakage and damage.

5.3. Inventory Compilation : Create, provide and maintain a computerized inventory of all IT equipment being stored in Storage. Reports are to be generated on a monthly basis and submitted with the invoice.

5.4. Personnel : Personnel assigned to complete the Work must possess the knowledge related to sequential tasks related to packing, loading, transporting, unloading and unpacking as per industry standards.

6. **DELIVERABLES**

Number	Reference	Description of the Deliverables	Quantity and Format
6.1	5.1	To be completed using all necessary materials and measures to prevent breakage and damage; between twenty-four (24) to	On a « as and when requested basis »

		forty-eight (48) hours following Technical Authority Request.	throughout the Contract duration.
6.2	5.2	Provide warehousing services and all resources, tools, equipment and supplies, necessary to perform all tasks described in the SOW efficiently, safely and proficiently.	Throughout the whole duration of the Contract.
6.3	5.3	Provide inventory reports on a monthly basis and, within twenty-four (24) hours of the Technical Authority's request	Throughout the whole duration of the Contract.
6.4	5.4	Provide knowledgeable personnel to complete the Work as described in this SOW.	Throughout the whole duration of the Contract.

7. DATE OF DELIVERY

Deliverables	Delivery date
6.1	From Contract Award, on a « as and when requested » basis.
6.2	From Contract Award, until Contract Expiry.
6.3	One (1) month following Contract Award, on a monthly basis.
6.4	From Contract Award, until Contract Expiry.

8. LANGUAGE OF WORK

English.

9. LOCATION OF WORK

The Work must be performed at the Contractor's warehouse in Moncton, NB and at the Canadian Food Inspection Agency (CFIA).

The **Canadian Food Inspection Agency (CFIA)**
 1081 Main St. Moncton, NB E1C 1H1 Canada

10. TRAVEL

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

11. MEETINGS

Not required. In the event that a Meeting is required, Meetings can be scheduled by the Technical Authority and can be held remotely, via phone or in-person.

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

None.

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

None.

14. SPECIAL CONSIDERATIONS

None.

ANNEX B – Basis of Payment (BoP)

The rates submitted for the duration of the Contract are firm and inclusive of all fees and expenses related to the delivery of the Work as described in the Statement of Work at Annex A.

Initial Contract Period from Award to March 31 st , 2024		
Services	Description	Firm Rate
Delivery and Transportation	<p>a. Local delivery to or from CFIA, to or from the Contractor's warehouse. Includes one (1) vehicle and one (1) driver.</p> <p>b. Additional Person</p>	<p>a. \$ _____ hourly rate</p> <p>b. \$ _____ hourly rate</p>
Warehousing Facility	<p>All inclusive Storage including the provision of Monthly Inventory Reports. Equipped with the necessary equipment, materials and handling aids to safely store the IT Equipment, minimizing the risk of damage.</p>	<p>\$ _____ monthly cost</p>
Personnel	<p>Warehousing Handling : Receive, inspect, record and store IT Equipment. Pick and pack IT Equipment in the vehicle for transportation. Inventory counts as requested to include on the monthly reports.</p>	<p>\$ _____ hourly rate</p>
Option Period One from April 1 st , 2024 to March 31 st , 2025		
Services	Description	Firm Rate
Delivery and Transportation	<p>a. Local delivery to or from CFIA, to or from the Contractor's warehouse. Includes one (1) vehicle and one (1) driver.</p> <p>b. Additional Person</p>	<p>a. \$ _____ hourly rate</p> <p>b. \$ _____ hourly rate</p>
Warehousing Facility	<p>All inclusive Storage including the provision of Monthly Inventory Reports. Equipped with the necessary equipment, materials and handling aids to safely store the IT Equipment, minimizing the risk of damage.</p>	<p>\$ _____ monthly cost</p>
Personnel	<p>Warehousing Handling : Receive, inspect, record and store IT Equipment. Pick and pack IT Equipment in the vehicle for transportation. Inventory counts as requested to include on the monthly reports.</p>	<p>\$ _____ hourly rate</p>

Option Period Two from April 1st, 2025 to March 31st, 2026		
Services	Description	Firm Rate
Delivery and Transportation	a. Local delivery to or from CFIA, to or from the Contractor's warehouse. Includes one (1) vehicle and one (1) driver. b. Additional Person	a. \$ _____ hourly rate b. \$ _____ hourly rate
Warehousing Facility	All inclusive Storage including the provision of Monthly Inventory Reports. Equipped with the necessary equipment, materials and handling aids to safely store the IT Equipment, minimizing the risk of damage.	\$ _____ monthly cost
Personnel	Warehousing Handling : Receive, inspect, record and store IT Equipment. Pick and pack IT Equipment in the vehicle for transportation. Inventory counts as requested to include on the monthly reports.	\$ _____ hourly rate
Option Period Three from April 1st, 2026 to March 31st, 2027		
Services	Description	Firm Rate
Delivery and Transportation	a. Local delivery to or from CFIA, to or from the Contractor's warehouse. Includes one (1) vehicle and one (1) driver. b. Additional Person	a. \$ _____ hourly rate b. \$ _____ hourly rate
Warehousing Facility	All inclusive Storage including the provision of Monthly Inventory Reports. Equipped with the necessary equipment, materials and handling aids to safely store the IT Equipment, minimizing the risk of damage.	\$ _____ monthly cost
Personnel	Warehousing Handling : Receive, inspect, record and store IT Equipment. Pick and pack IT Equipment in the vehicle for transportation. Inventory counts as requested to include on the monthly reports.	\$ _____ hourly rate

ELECTRONIC PAYMENT INSTRUMENT:

The Contractor accepts the following Electronic Payment Instrument: **Direct Deposit**

ATTACHMENT 1 TO PART 6 - BID SUBMISSION FORM

BID SUBMISSION FORM	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name : Title : Address : Telephone # : Fax # : Email :
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]	
Jurisdiction of Contract: Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Bidder's Proposed Site	Address: City: Province: Postal Code: Country:
Former Public Servants See the Article 2.3. in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? <input type="checkbox"/> Yes or <input type="checkbox"/> No . If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:	
<ol style="list-style-type: none"> 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. 	
Signature of Authorized Representative of Bidder	