



**RETURN BIDS TO:**

Parks Canada Agency Bid Receiving Unit  
 National Contracting Services  
 Bid Fax: 1-866-246-6893  
 Bid E-mail Address:  
[soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca)

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

**REQUEST FOR PROPOSAL**

**Quotation to: Parks Canada Agency**

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

**Comments:**

**Issuing Office:**

Parks Canada Agency  
 National Contracting Services  
 Calgary, AB

|  |                                 |
|--|---------------------------------|
| <b>Title:</b><br>SQS Field Camp Catering – Sidney Island, BC |                                 |
| <b>Solicitation No.:</b><br>5P420-23-0062/A                  | <b>Date:</b><br>August 25, 2023 |
| <b>Client Reference No.:</b><br>N/A                          |                                 |
| <b>GETS Reference No.:</b><br>N/A                            |                                 |

|  |                                 |
|--|---------------------------------|
| <b>Solicitation Closes:</b><br><b>At: 14:00</b><br><b>On: September 19, 2023</b> | <b>Time Zone:</b><br><b>MDT</b> |
|--|---------------------------------|

|  |                                   |
|--|-----------------------------------|
| <b>F.O.B.:</b><br>Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> |                                   |
| <b>Address Enquiries to:</b><br>Daniel Nguyen  |                                   |
| <b>Telephone No.:</b><br>403-836-2352  | <b>Fax No.:</b><br>1-866-246-6893 |
| <b>Email Address:</b><br><a href="mailto:daniel.nguyen@pc.gc.ca">daniel.nguyen@pc.gc.ca</a>  |                                   |
| <b>Destination of Goods, Services, and Construction:</b><br>Sidney Island, BC  |                                   |

**TO BE COMPLETED BY THE BIDDER**

|   |                       |
|---|-----------------------|
| <b>Vendor/ Firm Name:</b>   |                       |
| <b>Address:</b>   |                       |
| <b>Telephone No.:</b>   | <b>Email Address:</b> |
| <b>Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):</b> |                       |
| <b>Signature:</b>   | <b>Date:</b>          |

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

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## **IMPORTANT NOTICE TO BIDDERS**

**BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.**

**BIDS RECEIVED IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.**

The only acceptable email address for responses to the bid solicitation is [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca). Bids submitted by email directly to the Contracting Authority or to any email address other than [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca) will not be accepted.

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The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

### **Comprehensive Land Claims Agreement(s)**

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Tsawwassen First Nation Final Agreement

### **Direct Deposit**

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

Solicitation No.:  
5P420-23-0062/A

Amendment No.:  
00

Contracting Authority:  
Daniel Nguyen

Client Reference No.:  
N/A

Title:  
SQS Field Camp Catering – Sidney Island, BC

---

## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>PART 1 – INFORMATION AND INSTRUCTIONS</b>                                     | <b>5</b>  |
| 1.1. SECURITY REQUIREMENTS   | 5         |
| 1.2. STATEMENT OF WORK   | 5         |
| 1.3. COMPREHENSIVE LAND CLAIMS AGREEMENT(S)                                      | 5         |
| 1.4. DEBRIEFINGS   | 5         |
| <b>PART 2 – BIDDER INSTRUCTIONS</b>  | <b>6</b>  |
| 2.1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS                               | 6         |
| 2.2. SUBMISSION OF BIDS  | 6         |
| 2.3. ENQUIRIES – BID SOLICITATION  | 6         |
| 2.4. APPLICABLE LAWS   | 7         |
| 2.5. BID CHALLENGE AND RECOURSE MECHANISMS                                       | 7         |
| <b>PART 3 – BID PREPARATION INSTRUCTIONS</b>                                     | <b>8</b>  |
| 3.1. BID PREPARATION INSTRUCTIONS  | 8         |
| <b>PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION</b>                     | <b>9</b>  |
| 4.1. EVALUATION PROCEDURES   | 9         |
| <b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION</b>                        | <b>10</b> |
| 5.1. CERTIFICATIONS REQUIRED WITH THE BID  | 10        |
| 5.2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION       | 10        |
| <b>PART 6 – RESULTING CONTRACT CLAUSES</b>                                       | <b>12</b> |
| 6.1. SECURITY REQUIREMENTS   | 12        |
| 6.2. COMPREHENSIVE LAND CLAIMS AGREEMENT(S)                                      | 12        |
| 6.3. STATEMENT OF WORK   | 12        |
| 6.4. STANDARD CLAUSES AND CONDITIONS   | 12        |
| 6.5. TERM OF CONTRACT  | 12        |
| 6.6. AUTHORITIES   | 13        |
| 6.7. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS               | 14        |
| 6.8. PAYMENT   | 14        |
| 6.9. INVOICING INSTRUCTIONS  | 15        |
| 6.10. CERTIFICATIONS AND ADDITIONAL INFORMATION                                  | 15        |
| 6.11. APPLICABLE LAWS  | 16        |
| 6.12. PRIORITY OF DOCUMENTS  | 16        |
| 6.13. SACC MANUAL CLAUSES  | 16        |
| 6.14. INSURANCE REQUIREMENTS   | 16        |
| 6.15. INSPECTION AND ACCEPTANCE  | 16        |
| 6.16. OPTIONAL GOODS AND/OR SERVICES   | 16        |
| <b>ANNEX A</b>   | <b>17</b> |
| STATEMENT OF WORK  | 17        |
| <b>ANNEX B</b>   | <b>20</b> |
| BASIS OF PAYMENT   | 20        |
| <b>ANNEX C</b>   | <b>23</b> |
| ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY<br>(OHS) | 23        |
| <b>ANNEX D TO PART 4 OF THE BID SOLICITATION</b>                                 | <b>25</b> |

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

---

TECHNICAL EVALUATION..... 25

**ANNEX E TO PART 5 OF THE BID SOLICITATION ..... 27**

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM ..... 27

**ANNEX F TO PART 5 OF THE BID SOLICITATION..... 29**

FORMER PUBLIC SERVANT ..... 29

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

---

## **PART 1 – INFORMATION AND INSTRUCTIONS**

### **1.1. Security Requirements**

1.1.1. There is no security requirement associated with the bid solicitation.

### **1.2. Statement of Work**

The Work to be performed is detailed under **Article 6.3** of the resulting contract clauses.

### **1.3. Comprehensive Land Claims Agreement(s)**

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Tsawwassen First Nation Final Agreement

### **1.4. 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 in person.

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

---

## **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.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

Subsection 2. entitled Canada Post Corporation's Connect service of section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

### **2.2. Submission of Bids**

Bids must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

**Bids submitted in-person or by courier will not be accepted.**

The only acceptable facsimile for responses to bid solicitations is 1-866-246-6893.

The only acceptable email address for responses to bid solicitations is [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca).

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Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

### **2.3. Enquiries – Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

---

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.

#### **2.4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

The Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of its choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder.

#### **2.5. Bid Challenge and Recourse Mechanisms**

**2.5.1.** Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

**2.5.2.** 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)

**2.5.3.** 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.

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

---

## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **3.1. Bid Preparation Instructions**

Canada requests that the bid be gathered per section and separated as follows:

Section I:      Technical Bid  
Section II:     Financial Bid  
Section III:    Certifications

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

#### **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.

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

Bidders must submit their financial bid in accordance with the Basis of Payment at **Annex B**.

##### **3.1.1. Exchange Rate Fluctuation**

SACC *Manual* clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section III:    Certifications**

Bidders must submit the certifications and additional information required under Part 5.



**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

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

#### **4.1.1. Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

Technical bids will be evaluated against the mandatory technical evaluation criteria at **Annex D to Part 4 of the Bid Solicitation**.

#### **4.1.2. Financial Evaluation**

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

#### **4.1.3. Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

---

## **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.

### **5.2. Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### **5.2.1. Integrity Provisions – Required Documentation**

In accordance with the 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.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must provide the information requested at **Annex E to Part 5 of the Bid Solicitation** prior to contract award.

#### **5.2.2. Former Public Servant**

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Bidder must provide the information requested at **Annex F to Part 5 of the Bid Solicitation** prior to contract award.

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

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### **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.

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

---

## **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**

**6.1.1.** There is no security requirement applicable to the Contract.

### **6.2. Comprehensive Land Claims Agreement(s)**

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Tsawwassen First Nation Final Agreement

### **6.3. Statement of Work**

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

### **6.4. 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.

#### **6.4.1. General Conditions**

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

#### **6.4.2. Supplemental General Conditions**

##### **6.4.2.1. Compliance with On-site Measures, Standing Orders, Policies, and Rules**

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

### **6.5. Term of Contract**

#### **6.5.1. Period of the Contract**

The period of the Contract is from Date of Contract to April 15, 2024 inclusive.

#### **6.5.2. Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period from April 16, 2024 to April 30, 2025 inclusive 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.

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

---

Canada may exercise this option at any time by sending a written notice to the Contractor 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.

## **6.6. Authorities**

### **6.6.1. Contracting Authority**

The Contracting Authority for the Contract is:

Daniel Nguyen  
Contracting Officer  
Parks Canada Agency  
National Contracting Services  
Chief Financial Officer Directorate  
Calgary, AB

Telephone: 403-836-2352  
Facsimile: 1-866-246-6893  
E-mail address: [daniel.nguyen@pc.gc.ca](mailto:daniel.nguyen@pc.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.

### **6.6.2. Project Authority**

The Project Authority for the Contract is:

**\*\*\* to be provided at contract award \*\*\***

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

Solicitation No.:  
5P420-23-0062/A

Amendment No.:  
00

Contracting Authority:  
Daniel Nguyen

Client Reference No.:  
N/A

Title:  
SQS Field Camp Catering – Sidney Island, BC

### 6.6.3. Contractor's Representative

The Contractor's Representative for the Contract is:

\*\*\* to be completed by the bidder \*\*\*

|  |                                 |                         |
|--|---------------------------------|-------------------------|
| <b>Representative's Name:</b>  |                                 |                         |
| <b>Representative's Title:</b>   |                                 |                         |
| <b>Legal Vendor/ Firm Name:</b>  |                                 |                         |
| <b>Operating Vendor/ Firm Name</b><br>(if different than above):                     |                                 |                         |
| <b>Physical Address:</b>   |                                 |                         |
| <b>City:</b>   | <b>Province/<br/>Territory:</b> | <b>Postal<br/>Code:</b> |
| <b>Telephone:</b>  |                                 | <b>Facsimile:</b>       |
| <b>Email Address:</b>  |                                 |                         |
| <b>Procurement Business Number (PBN) or<br/>Goods and Services Tax (GST) Number:</b> |                                 |                         |

### 6.7. Proactive Disclosure of Contracts with Former Public Servants

\*\*\* SACC Manual clause A3025C to be inserted at contract award, if applicable \*\*\*

### 6.8. Payment

#### 6.8.1. Basis of Payment: Limitation of Expenditure – Cost Reimbursable

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work in accordance with the Basis of payment in **Annex B**, to a limitation of expenditure of \$ **\*\*\* to be inserted at contract award \*\*\***. Customs duties are included and Applicable Taxes are extra.

#### 6.8.2. Limitation of Expenditure

**6.8.2.1.** Canada's total liability to the Contractor under the Contract must not exceed \$ **\*\*\* to be inserted at contract award \*\*\***. Customs duties are included and Applicable Taxes are extra.

**6.8.2.2.** No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

---

total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.

**6.8.2.3.** If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.8.3. 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 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.

### **6.9. Invoicing Instructions**

**6.9.1.** 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 the invoices, receipts, vouchers for all direct expenses.

**6.9.2.** Invoices must be distributed as follows:

- a. Invoices must be forwarded electronically to the Project Authority for certification and payment.

### **6.10. Certifications and Additional Information**

#### **6.10.1. Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

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### 6.11. Applicable Laws

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

### 6.12. Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The general conditions [2010C](#) (2022-12-01), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (f) The Contractor's bid dated **\*\*\* to be inserted at contract award \*\*\***.

### 6.13. SACC Manual Clauses

- [A1009C](#) (2008-05-12) Work Site Access
- [A9068C](#) (2010-01-11) Government Site Regulations
- [B6802C](#) (2007-11-30) Government Property
- [B9028C](#) (2007-05-25) Access to Facilities and Equipment

### 6.14. Insurance Requirements

SACC *Manual* clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement.

### 6.15. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### 6.16. Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Table 5 of **Annex B – Basis of Payment** of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.



Solicitation No.:  
5P420-23-0062/A

Amendment No.:  
00

Contracting Authority:  
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Client Reference No.:  
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Title:  
SQS Field Camp Catering – Sidney Island, BC

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## ANNEX A

### STATEMENT OF WORK

**Provision of cooking support and catering for SQS field camp (SKƧÁMEN QENÁŁ,ENEØ SƧÁ (SQS), means “Taking Care of Sidney Island Project”).**

#### 1. Background

SKƧÁMEN QENÁŁ,ENEØ SƧÁ (SQS) means “Taking Care of Sidney Island Project” in SENCOTEN, the language of the WSÁNEĆ peoples. Sidney Island is a large island east of Sidney, BC, comprised of Parks Canada administered property in the northern third, and privately owned strata property in the south. There is no regularly scheduled ferry service to Sidney Island and access is primarily by small vessel or contracted barge. There is a road network to allow vehicles and trailers to access most sites. Regular cellular service is usually available. The SQS Project will have a crew of up to 25 - 45 project personnel in a field camp performing field work on Sidney Island. Crews may work day or night shifts, depending on their role. Parks Canada requires a cook with self-sufficient enclosed cook trailer to provide food for all people in camp.

#### 2. Objective

Parks Canada is seeking an experienced camp cook with an enclosed cook trailer with appropriate cooking equipment to provide food for a field camp on Sidney Island during fall/winter.

#### 3. Scope of Work – Required Services (Phase 1 Camp)

Phase 1 of the field operations camp will last for a period of 10-20 days. Duration of camp is dependent on weather, as some of the work is weather dependent. The camp will occur between November 15, 2023 – March 31, 2024, but exact dates are not yet known.

The Contractor must provide 3 healthy meals per day, cooking breakfast, lunch, and dinner, preparing a subset of lunches to go, and providing snacks, light baking, coffee and tea. Late night snack may be requested to be left out for crews that are working late.

The Contractor must provide the implements necessary to eat the food, such as plates, bowls, cups, mugs, cutlery, napkins, etc. The Contractor is also responsible to wash dishes and provide clean dishes for each meal, if disposable implements are not being used.

Parks Canada will provide a source of clean drinking water, but the Contractor must ensure there is a water station available at all times for staff to obtain drinking water.

The Contractor must menu plan around food needs of the Contractors and Parks Canada Agency (PCA) Staff (crew) that will be in camp. The PCA logistics manager will provide a spreadsheet of food needs and food allergies for the successful Contractor prior to the first grocery order.

The Contractor must arrange for the purchase and delivery of all food and supplies. Food and supplies (fuel) must be delivered to the Sidney Operations Center (2220 Harbour Rd, Sidney BC). not more than once per week. Parks Canada will arrange for the food and supplies to be transported from the Sidney Operations Centre to the field camp on Sidney Island. The maximum cost for food is \$50/person/per day and the cook is expected to manage within that maximum.

#### 4. Optional Services (Phase 2 Camp)

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described herein under the same conditions and at the prices and/or rates stated in the Contract.

Phase 2 of the field operations will include a camp of 25-45 staff and will last for a period of 3-5 months. Duration of camp will not be known until the operation is complete, as it depends upon many factors outside of human control (weather, deer behaviour, etc). The camp will occur within the time window of October 1 2024 – March 31, 2025, but exact dates are not yet known.

#### 5. Contractor Responsibilities

The Contractor must:

- Have Food Safe Level 1
- Have experience cooking in remote field camps for large groups of people from diverse cultural backgrounds
- Upon contract award speak with the project manager and the technical field lead about meal plans to ensure that all food needs of the crews are met and expectations are aligned
- Work with crews on site to respond to concerns or requests during provision of food
- Provide all cooking equipment necessary
- Work with project manager to ensure that food and fuels required are ordered and able to arrive on time

#### 6. Parks Canada Responsibilities

- Parks Canada Agency (PCA) will provide transport to and from Sidney Island for Contractor(s) and arrange for barge transportation of cook trailer to site
- PCA can assist with logistical tasks; ie propane and fuel transportation, as well as assorted tasks that may come up
- PCA will provide the cook(s) their own tent accommodation on Sidney Island and will provide cot and sleeping bag
- PCA will provide any food allergies or sensitivities to the Contractor 10 days before food ordering dates
- There is no power or running water on Sidney Island, however, PCA will provide adequate generator capacity to meet Contractor's needs if required
- PCA will provide drinking water.
- Parks Canada will provide parking for 1 Contractor vehicle at 2245 Harbour Road, Sidney BC, during the completion of the contract.

#### 7. Schedule

- (a) Required Services: All work is to be completed by April 15, 2024.
- (b) Optional Services (as exercised): All work is to be completed by April 30, 2025. Timelines associated with sub-components of the work are to be developed and agreed to by Parks Canada and the Contractor during ongoing meetings. Contractor will provide an invoice for the work within 30 days of project completion.

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

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## **8. Constraints**

The logistics of barge travel may require the cook trailer to be moved to Sidney Island up to 7 days in advance of the camp activities, and may require up to 7 days to return to Vancouver Island (via Tulista Boat Ramp in Sidney).

Due to the many complexities involved in all aspects of the project, PCA is unable to provide a firm start date at this time- the time window is referenced under **Section 7. Schedule**. All efforts will be made to establish and communicate a firm start date to the Contractor as soon as possible.

## **9. Official Languages**

The language required for communication verbally and in writing is English.

Solicitation No.:  
5P420-23-0062/A

Amendment No.:  
00

Contracting Authority:  
Daniel Nguyen

Client Reference No.:  
N/A

Title:  
SQS Field Camp Catering – Sidney Island, BC

## ANNEX B

### BASIS OF PAYMENT

**\*\* to be completed by the bidder\*\***

#### Financial Bid Submission Requirements

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) The Bidder must submit their financial bid in accordance with the Basis of Payment.
- (c) All prices are in Canadian dollars, FOB destination
- (d) Customs duties are included and Applicable Taxes are extra.
- (e) Total Combined Evaluated Estimated Bid Price Calculation: For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of **Table A through E**.

#### 1. Required Services: Firm Unit Price(s) – Contract Year: Date of Contract to April 15, 2024 inclusive.

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm price in Canadian funds for all costs, including but not limited to all professional, materials, supplies, labour, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

| Item No. | Description  | Unit of Measurement | Firm Unit Price (a) | Estimated Quantity (b) | Extended Total = a x b |
|----------|--|---------------------|---------------------|------------------------|------------------------|
| 1.1      | Mobilization / Demobilization Costs  | Each                | \$                  | 2                      | \$                     |
| 1.2      | For all daily operational costs while camp is active (excluding meal expenses and period identified in 8. Constraints of Annex A)                    | Per Day             | \$                  | 10                     | \$                     |
| A        | <b>TOTAL FIRM UNIT PRICE(S) – Sum of 1.1 and 1.2<br/>Contract Year: Date of Contract to April 15, 2024 inclusive.<br/>(excluding applicable tax)</b> |                     |                     |                        | <b>\$</b>              |

#### 2. Required Services: Meal Expenses – Contract Year: Date of Contract to April 15, 2024 inclusive.

The Contractor will be reimbursed for the authorized meal expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit and/or administrative overhead. **Daily per person meal expenses must not exceed \$50.00 per day, any deviations require pre-approval by the Project Authority.**

| Item No. | Description  | Unit of Measurement | Firm Unit Price (a) | Estimated Quantity (b) | Limitation of Expenditure = a x b |
|----------|--|---------------------|---------------------|------------------------|-----------------------------------|
| 2.1      | Required Meals – Estimated 25 people for 10 days   | Per Person Per Day  | \$ 50.00            | 250                    | \$ 12,500.00                      |
| B        | <b>TOTAL ESTIMATED FIRM UNIT PRICE<br/>Contract Year: Date of Contract to April 15, 2024 inclusive.<br/>(excluding applicable tax)</b> |                     |                     |                        | <b>\$ 12,500.00</b>               |

Solicitation No.:  
5P420-23-0062/A

Amendment No.:  
00

Contracting Authority:  
Daniel Nguyen

Client Reference No.:  
N/A

Title:  
SQS Field Camp Catering – Sidney Island, BC

**3. Required Services: Firm Unit Price(s) – Option Year 1: April 16, 2024 to April 30, 2025 inclusive.**

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm price in Canadian funds for all costs, including but not limited to all professional, materials, supplies, labour, technical, and administrative fees, costs, and travel as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

| Item No. | Description   | Unit of Measurement | Firm Unit Price (a) | Estimated Quantity (b) | Extended Total = a x b |
|----------|---|---------------------|---------------------|------------------------|------------------------|
| 3.1      | Mobilization / Demobilization Costs   | Each                | \$                  | 2                      | \$                     |
| 3.2      | For all daily operational costs while camp is active (excluding meal expenses and period identified in 8. Constraints of Annex A)                 | Per Day             | \$                  | 90                     | \$                     |
| C        | <b>TOTAL FIRM UNIT PRICE(S) – Sum of 3.1 and 3.2<br/>Option Year 1: April 16, 2024 to April 30, 2025 inclusive.</b><br>(excluding applicable tax) |                     |                     |                        | \$                     |

**4. Required Services: Meal Expenses – Option Year 1: April 16, 2024 to April 30, 2025 inclusive.**

The Contractor will be reimbursed for the authorized meal expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit and/or administrative overhead. **Daily per person meal expenses must not exceed \$50.00 per day. Any deviations require pre-approval by the Project Authority.**

| Item No. | Description   | Unit of Measurement | Firm Unit Price (a) | Estimated Quantity (b) | Limitation of Expenditure = a x b |
|----------|---|---------------------|---------------------|------------------------|-----------------------------------|
| 4.1      | Required Meals – Estimated 25 people for 90 days  | Per Person Per Day  | \$ 50.00            | 2,250                  | \$ 112,500.00                     |
| D        | <b>TOTAL ESTIMATED FIRM UNIT PRICE<br/>Option Year 1: April 16, 2024 to April 30, 2025 inclusive.</b><br>(excluding applicable tax) |                     |                     |                        | \$ 112,500.00                     |

Solicitation No.:  
5P420-23-0062/A

Amendment No.:  
00

Contracting Authority:  
Daniel Nguyen

Client Reference No.:  
N/A

Title:  
SQS Field Camp Catering – Sidney Island, BC

## 5. Optional Services

If additional personnel and/or days are required, the following optional services may be exercised.

The Contractor will be reimbursed for the authorized meal expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit and/or administrative overhead.

**Daily per person meal expenses will be reimbursed at cost and must not exceed \$50.00 per day. Any deviations require pre-approval by the Project Authority.**

| Item No. | Description  | Unit of Measurement | Firm Unit Price (a) | Estimated Quantity (b) | Extended Total = a x b |
|----------|--|---------------------|---------------------|------------------------|------------------------|
| 5.1      | Optional Daily Operational Expenses: Phase 1<br>Contract Year: Date of Contract to April 15, 2024 inclusive.   | Per Day             | \$                  | 10                     | \$                     |
| 5.2      | Optional Meals: Maximum \$50.00 per person per day Phase 1. For up to an additional 20 people for 10 days - Contract Year: Date of Contract to April 15, 2024 inclusive. | Per Person Per Day  | \$ 50.00            | 200                    | \$ 10,000.00           |
| 5.3      | Optional Daily Operational Expenses: Phase 2 - Option Year 1: April 16, 2024 to April 30, 2025 inclusive.  | Per Day             | \$                  | 10                     | \$                     |
| 5.4      | Optional Meals: Maximum \$50.00 per person per day Phase 2. For up to an additional 20 people for 60 days - Option Year 1: April 16, 2024 to April 30, 2025 inclusive.   | Per Person Per Day  | \$ 50.00            | 1,200                  | \$ 60,000.00           |
| E        | <b>TOTAL FIRM UNIT PRICE(S)</b><br>Sum of Extended Total(s) 5.1 through 5.4<br>(excluding applicable tax)  |                     |                     |                        | \$                     |

## 6. Estimated Total Combined Evaluated Price

The total evaluated price is the sum of Tables A through E.

|   |    |
|---|----|
| <b>ESTIMATED TOTAL COMBINED EVALUATED PRICE</b><br><b>(A + B + C + D + E)</b><br>(excluding applicable tax) | \$ |
|---|----|

### Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
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**Title:**  
SQS Field Camp Catering – Sidney Island, BC

## ANNEX C

### ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

\*\*\* to be completed after contract award \*\*\*

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

| <b>Parks Canada Responsible Authority/Project Lead</b>      | <b>Address</b> | <b>Contact Information</b> |
|---|----------------|----------------------------|
| <b>Project Manager</b>                                      |                |                            |
| <b>Prime Contractor</b>                                     |                |                            |
| <b>Subcontractor(s)</b> (add additional fields as required) |                |                            |

|                         |
|-------------------------|
| <b>Location of Work</b> |
|-------------------------|

|  |
|--|
| <b>General Description of Work to be Completed</b> |
|--|

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

**Mark “Yes” where applicable.**

|  |  |
|--|--|
|  | A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)   |
|  | The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.   |
|  | The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.  |
|  | The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.   |
|  | The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.  |
|  | The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.   |
|  | Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death. |
|  | The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.  |

I, \_\_\_\_\_ (*contractor*), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
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**Client Reference No.:**  
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**Title:**  
SQS Field Camp Catering – Sidney Island, BC

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## **ANNEX D TO PART 4 OF THE BID SOLICITATION**

### **TECHNICAL EVALUATION**

#### **1. Technical Bid Format**

The technical bid must 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 strongly 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.

The Bidder is advised to pay careful attention to the wording used throughout this Request for Proposal (RFP). Failure to satisfy a term or condition of this RFP may result a bid being deemed non-responsive.

All information required for evaluation purposes must be included directly in the Bidder's technical bid. The evaluation team cannot consider information not provided directly in the technical bid (e.g. links to additional website content, references checks, etc.).

#### **2. Mandatory Technical Criteria**

Technical bids will be evaluated against the mandatory technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet all of the mandatory technical criteria. Bids declared non-responsive to the mandatory technical criteria will be given no further evaluation.

Note: Any dates provided should indicate months and years (e.g. November 2008 – July 2015).

Solicitation No.:  
5P420-23-0062/A

Amendment No.:  
00

Contracting Authority:  
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Client Reference No.:  
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Title:  
SQS Field Camp Catering – Sidney Island, BC

| Item No. | Evaluation Criteria   | Met / Not Met                          |                                  | Remarks / Notes |
|----------|---|--|----------------------------------|-----------------|
|          |   | **To Be Completed by Evaluation Team** |                                  |                 |
| 2.1      | The Bidder must have three (3) years experience providing cooking services to remote field camps.   | <input type="checkbox"/> Met           | <input type="checkbox"/> Not Met |                 |
| 2.2      | The Bidder must provide information on two (2) field camp cooking operations of similar or larger scope and scale that has occurred within the past five (5) years where the Bidder is clearly identified as the lead cook/food provider. The Bidder should provide number of people served and how many days were worked on the field camp operations.   | <input type="checkbox"/> Met           | <input type="checkbox"/> Not Met |                 |
| 2.3      | The Bidder must outline their proposed approach and methodology on how the Bidder will meet the objectives and deliverables described at Annex "A" – Statement of Work. The Bidder must provide the following: <ul style="list-style-type: none"> <li>• An example menu for 3 days</li> <li>• An example daily schedule showing when meals would be prepared and when served</li> <li>• Description of how meals would be served (Self-service/buffet/other)</li> <li>• Description of how plates, utensils etc to be provided and how they will be cleaned/disposed of.</li> </ul> | <input type="checkbox"/> Met           | <input type="checkbox"/> Not Met |                 |

**Bids that do not demonstrate and meet all of the mandatory technical criteria will be given no further evaluation.**

Solicitation No.:  
5P420-23-0062/A

Amendment No.:  
00

Contracting Authority:  
Daniel Nguyen

Client Reference No.:  
N/A

Title:  
SQS Field Camp Catering – Sidney Island, BC

## ANNEX E TO PART 5 OF THE BID SOLICITATION

### LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

\*\*\* to be completed by the bidder \*\*\*

#### Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder's or Offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

#### Supplier Information

|  |                                  |                         |
|--|----------------------------------|-------------------------|
| <b>Supplier's Legal Name:</b>  |                                  |                         |
| <b>Organizational Structure:</b> ( ) Corporate Entity<br>( ) Privately Owned Corporation<br>( ) Sole Proprietor<br>( ) Partnership |                                  |                         |
| <b>Supplier's Legal Address:</b>   |                                  |                         |
| <b>City:</b>   | <b>Province /<br/>Territory:</b> | <b>Postal<br/>Code:</b> |
| <b>Supplier's Procurement Business Number (optional):</b>  |                                  |                         |

#### List of Names

| Name | Title |
|------|-------|
|      |       |
|      |       |
|      |       |
|      |       |

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

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**Declaration**

I, \_\_\_\_\_, **(name)**  
\_\_\_\_\_, **(position)** of

\_\_\_\_\_, **(supplier's name)** declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Solicitation No.:  
5P420-23-0062/A

Amendment No.:  
00

Contracting Authority:  
Daniel Nguyen

Client Reference No.:  
N/A

Title:  
SQS Field Camp Catering – Sidney Island, BC

## ANNEX F TO PART 5 OF THE BID SOLICITATION

### FORMER PUBLIC SERVANT

\*\*\* to be completed by the bidder \*\*\*

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 ( <input type="checkbox"/> ) No ( <input type="checkbox"/> ) |
|--|

If so, the Bidder must provide the following information, for all FPS 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.

**Solicitation No.:**  
5P420-23-0062/A

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Nguyen

**Client Reference No.:**  
N/A

**Title:**  
SQS Field Camp Catering – Sidney Island, BC

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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: 2019-1](#) 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? <b>Yes ( ) No ( )</b> |
|---|

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.