

REQUEST FOR PROPOSALS

**CANADIAN COMMERCIAL CORPORATION (CCC)
Project #101106-HAITI-HNP TRAINING FACILITIES**

FOR:

**DEPARTMENT OF FOREIGN AFFAIRS AND
INTERNATIONAL TRADE (DFAIT)**

PORTABLE CLASSROOMS AND TOILET BLOCKS

**BID CLOSING:
23 August 2010, 6:00am EST**

REQUEST FOR PROPOSALS (RFP)

Haiti National Police (HNP) Training Facilities

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CCC Representative:

Address: Canadian Commercial Corporation
50 O'Connor, Suite 1100
Ottawa, Ontario
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Fax: 613-995-2121

Attention:
Stefan Dery, Project Officer
E-mail: sdery@ccc.ca

A. Title Haiti National Police Training Facilities, Port-au-Prince, Haiti

DFAIT Project No.: GPSF 09-166
CCC Project No.: 101106

B. Introduction

The Department of Foreign Affairs and International Trade Canada (DFAIT), in conjunction with the Canadian Commercial Corporation (CCC), intends to engage a contractor (Hereinafter referred to as the “Contractor”) for the purpose of the provisioning of classrooms and toilet blocks for the Haiti National Police Training Facilities in Port-au-Prince, Haiti (hereinafter referred to as the “Project”) in support of Canada’s commitment to providing equipment and material support to the Haiti National Police(HNP).

The aim of this Project is to provide the HNP with an increased capacity to train both new recruits and existing officers through the installation of twelve (12) portable classrooms and one (1) toilet block at the Police School in Port-au-Prince, together with an option to supply additional classrooms and toilet blocks at other sites within Haiti. Delivery and installation of all equipment and material is to be completed no later than 31 March 2011.

The funding is provided by DFAIT which is responsible for the administration of the Global Peace and Security Fund, pursuant to which assistance, often in the form of in-kind contributions of goods, services, and equipment, is to be delivered to foreign recipients to enable those recipients to respond to civilian protection, conflict prevention and stabilization initiatives in fragile and failed states. CCC is the administrator of the funds for this project.

C. Request for Proposals Documents

1. The following are the Request for Proposals (RFP) documents:
 - a) Request for Proposals (consisting of : (Section C);
Supplementary Instructions to Proponents (SI) (Section D);
General Instructions to Proponents (GI) (Section E);
Proposal Requirements and Evaluation (Section F);
 - b) Contract Brief (Appendix A);
 - c) Price Component Form (Appendix B);
 - d) Declaration Form (Appendix C);
 - e) Supply Arrangement Agreement (including Supplementary and General Conditions and Terms of Payment) (Appendix D); and
 - f) Any amendment to the RFP documents issued prior to the date set for receipt of Proposals.
2. Submission of a Proposal constitutes acknowledgment that the Proponent has read, understood and agrees to be bound by the Proposal Documents.

D. Supplementary Instructions to Proponents (SI)

1. Proposals must be submitted by email in Adobe Acrobat PDF format, to bids@ccc.ca. Proposals should be received by CCC no later than 23 August, 2010 at 06:00am EST, and include “*Request for Proposal: HNP Training Facilities*” in the subject line of the email.
2. The Proposal must remain valid for 90 days from deadline date for submission.
3. Proposals will be evaluated behind closed doors.

E. General Instructions to Proponents (GI)

General Instructions to Proponents (GI)

- GI1 Definitions;
- GI2 Overview of Selection Procedure;
- GI3 Not Used;
- GI4 Responsive Proposals;
- GI5 Completion of Submission;
- GI6 Proposal Price;
- GI7 Enquiries during the Proposal Period;
- GI8 Limitation of Submissions;
- GI9 Licensing Requirements;
- GI10 Eligibility of Proponents Requirements;
- GI11 Not Used;
- GI12 Insurance Requirements;
- GI13 Security Requirements;
- GI14 Composition of Contractor Team;
- GI15 Submission of Proposal;
- GI16 Late Submissions;
- GI17 Revision of Proposal;
- GI18 Acceptance of Proposal;
- GI19 Disbursements;
- GI20 Debriefing;
- GI21 Financial Confirmation; and
- GI22 Performance Evaluation.

GI1 -- Definitions

1. In this Request for Proposals (RFP), the following words or phrases have the corresponding meaning:

Agreement: means the legally binding contract (Supply Arrangement Agreement for HNP Training Facilities) including any Annexes, provisions incorporated by reference and amendments) in substantially the same form as found under Appendix D.

Canada, Crown, Her Majesty or the Government: means Her Majesty the Queen in right of Canada.

Contractor: means the team of contractors, subcontractors and other firms or individuals, including the Proponent, proposed by the Proponent to complete the Project.

Evaluation Board: means the board established to evaluate and rate Proposals.

Price Score: means the total of all scores assigned to the price components of a Proposal and subsequently used for inclusion in the Total Score.

Proponent: means the entity which submits a Proposal.

Proposal(s): means the response of the Proponent(s) to the RFP.

Responsive Proposal: means a Proposal that meets all mandatory requirements.

Services: means all the services, including goods if applicable, required to complete the Agreement as set forth in the Statement of Services and the Contract Brief.

Technical Score: means the total of all scores assigned to the various technical components of a Proposal and subsequently used for inclusion in the Total Score.

GI2 - Overview of Selection Procedure

2.1 Proposal

1. Proposals are submitted pursuant to a "two-envelope" procedure, in which Proponents submit the Technical Component of their Proposal in one Adobe Acrobat PDF format file and the price component for the Services in a second Adobe Acrobat PDF format file.
2. Submissions must be made in either the French or English language.

2.2 Proposal Evaluations and Scoring

1. Technical components of all Responsive Proposals will be reviewed, evaluated and rated by the Evaluation Board in accordance with the criteria, components and weight factors set out in this RFP. Upon completion of the evaluation, Technical Scores will be established in accordance with Section F.
2. Proposals achieving at least the minimum technical score specified in the Proposal Requirements and Evaluation section of the RFP will have the price component evaluated.
3. The price components of all Responsive Proposals are opened upon completion of the technical evaluation.
4. The price components are scored as follows:
 - (a) One hundred percent (100%) of the total price rating will be determined by the Total Maximum Fee for Required Services, as set out in Appendix "B";
 - (b) The Price Score of Responsive Proposals are calculated as follows:
$$\frac{[(\text{Lowest price for all Proposals for Services}) / (\text{Proponent's price for Services})] \times 40}{1}$$

2.3 Total Score

1. The total overall score (Total Score) assigned to each Proponent's complete Proposal is calculated as the aggregate of:
 - (a) The Technical Score (first “envelope” of the Proposal); and
 - (b) The Price Score (second “envelope” of the Proposal).
2. Subject to any provisions in this RFP to the contrary, the Proponent receiving the highest Total Score will be the first entity that the Evaluation Board will recommend as being the successful Proponent and may award a contract to that Proponent in the capacity as “Contractor” on the basis of the Agreement or in accordance with GI18, negotiate with the Proponent the contractual arrangement.

2.4 Notification

1. The successful Proponent will be notified in writing within 48 hours of the Evaluation Board determining the Total Scores.

2.5 Reservation of Rights by CCC and DFAIT

1. CCC or DFAIT may investigate the proposal of any bidder under consideration, may require confirmation of information furnished by the bidder, and may require additional evidence of qualifications described in the RFP.
2. CCC or DFAIT reserves the right, in its sole discretion, to:
 - a) Reject any or all of the bids with no financial liability to any bidder;
 - b) Issue a new RFP, to temporarily or permanently abandon the procurement in whole or in part with no financial liability to any bidder;
 - c) Issue addenda for the purpose of clarification, information, supplements or changes to this RFP;
 - d) Request additional information or documents and conduct discussions and correspondence from any or all bidders, including supplements or corrections to the RFP; and
 - e) Waive deficiencies, informalities, and irregularities in any proposal.
3. DFAIT and/or CCC reserve the right to cancel or suspend the RFP process at any time with no financial liability to any Proponent in the event that the requirements of the *Canadian Environmental Assessment Act* as they relate to the Project have not been complied with prior to contract award.

GI3 - Not Used

GI4 - Responsive Proposals

1. No further consideration in the selection procedure will be given to a Proponent submitting a Proposal that is not a Responsive Proposal.

GI5 - Completion of Submission

1. The Proponent shall base the Proposal on the applicable RFP documents. It is the responsibility of the Proponent to obtain clarification of any terms, conditions or technical requirements contained in the RFP according to the procedure described in GI7.

GI6 - Proposal Price

1. Unless specified otherwise in the RFP documents:
 - (a) The price component shall be in both Canadian (CAD) and United States (USD) currency. The Proponent must accept any resulting contract in either CAD or USD currency;
 - (b) The price component shall not include and shall be free of any amount for the Canadian Goods and Services Tax or the Harmonized Sales Tax as may be applicable. The Services to be supplied by the Proponent under this RFP are intended for export from Canada and as such would constitute a "zero-rated supply" as this expression is defined in Part IX of the *Excise Tax Act*. The Goods and Services Tax and/or the Harmonized Sales Tax should not therefore, as a rule, be added to the value of the Services. The Proponent shall maintain evidence satisfactory to the Canada Revenue Agency to support the "zero-rated supply". Any customs duties paid on imported materials, parts and components incorporated or to be incorporated in the Supplies are to be included in and form part of the quoted prices;
 - (c) The price component shall include any amount for Haiti taxes, customs, duties or similar charges as may be applicable;
 - (d) Exchange rate fluctuation protection is not offered; and
 - (e) Any request for exchange rate fluctuation protection will not be considered, and will render the Proposal non-responsive.

GI7- Enquiries during the Proposal Period

1. Any enquiries or requests for clarification during the Proposal period must be submitted by the Proponent to the CCC Project Officer identified on the front page of the RFP by e-mail. Responses will be sent by CCC to the Proponent by e-mail.
2. To ensure equality of information provided to Proponents, answers to significant enquiries will be forwarded simultaneously to each Proponent by e-mail.
3. Communications regarding this RFP, including enquiries must be directed ONLY to the CCC Project Officer identified on the front page of the RFP. Non-compliance with this condition during the Proposal period may, for that reason alone, result in the disqualification of the Proposal.
4. All questions regarding this RFP must be submitted no later than 7 days prior to the deadline for submission of the Proposal in order to ensure a response from CCC.

GI8 - Limitation of Submissions

1. Only one submission per Proponent will be accepted, whether it is submitted by an individual Proponent or by an individual Proponent in combination with other(s) either as a joint venture or other legal entity. If more than one Proposal is received from a Proponent acting either individually or in combination with other(s), all Proposals involving the Proponent shall be rejected.
2. A joint venture for the purposes of this RFP is defined as an association of two or more parties which combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise.
3. An arrangement whereby DFAIT contracts directly with a Contractor who may retain sub-contractors or specialist contractors to perform portions of the services is not a joint venture arrangement.
4. In order to avoid any conflict of interest or any perception of conflict of interest, no firm or corporation acting as an individual Proponent or as part of a joint venture Proponent, shall be proposed as a member of another Proponent's Contractor team, either as a sub-contractor or specialist contractor or as part of another joint venture Proponent. Failure to comply with this limitation will result in all so affected Proposals being rejected.
5. Any joint venture must be in full compliance with the requirements of any provincial or territorial law pertaining thereto.

GI9- Licensing Requirements

1. The Contractor shall be licensed, certified or otherwise authorized, to provide the necessary Services at the time of submission of the Proposal and during the term of the Agreement.
2. The Contractor warrant and represents that the Contractor possesses language proficiency in reading, writing and speaking in the English language.

GI10 - Eligibility of Proponents Requirements

1. Proponents are advised that a Proponent may be deemed to be ineligible for selection at any time if:
 - (a) The Contractor has been convicted under section 121 ("Frauds on the Government" & "Contractor subscribing to election fund"), 124 ("Selling or purchasing office"), or 418 ("Selling defective stores to Her Majesty") of the *Criminal Code*;
 - (b) The Contractor has been declared ineligible for selection, following unsatisfactory performance in a previous project as determined in accordance with Her Majesty's performance review procedures;
 - (c) The Contractor has been declared ineligible for selection for work with Her Majesty in accordance with the performance review procedure referred to in paragraph 1(b), which ineligibility would render the individual ineligible for selection for the work, or the portion of the work the individual is to perform, under any contractual arrangement resulting from submission of the Proposal;
 - (d) With respect to current or prior transactions,
 - (i) The Contractor is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
 - (ii) Evidence of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Contractor;
 - (iii) Her Majesty has previously exercised or intends to exercise the contractual remedy of taking the services out of the Contractor's hands with respect to any commission or contract; and
 - (iv) Her Majesty determines that the performance of the Contractor on other contracts or commissions, including the quality and timeliness of the services or goods provided was sufficiently poor to jeopardize the successful completion of the Project;
 - (e) Any evidence of agreement or collusion among Proponents and prospective Proponents acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, will render the proposals of such proponents void.
2. Where DFAIT or CCC intends to declare a Proponent ineligible pursuant to the provisions contained in paragraph 1 above, other than provision 1(b), DFAIT or CCC will so inform the Proponent and provide the Proponent ten (10) days within which to make written representations, prior to making a final decision regarding the ineligibility of the Proponent.

GI11 - Not Used

GI12 -Insurance Requirements

1. The Contractor shall obtain and maintain comprehensive general (or third party) liability insurance in the amount of US\$2,000,000 per occurrence/aggregate. Goods shall be insured during transit at 110% of their replacement cost value.

GI13 - Security Requirements

1. Proponents shall take note of, and comply with, security requirements stipulated in the Proposal documents.
2. In all sub-contractual arrangements with persons or entities that are to be utilized in the performance of the Agreement, the successful Proponent shall make provision in its contractual arrangements for the performance of any obligation that may be required by Proponent under the provisions of this clause.

GI14 - Composition of Contractor Team

1. By submitting a Proposal, the Proponent represents and warrants that the entities proposed in the Proposal to perform the required Services will be the entities that will perform the Services in the fulfillment of the Agreement under any contractual arrangement arising from submission of the Proposal. The Proponent warrants that it has written permission from any entity and person (or the employer of such person) to propose the services of such person in relation to the Services to be performed.

GI15 - Submission of Proposal

1. It is the Proponent's responsibility to:
 - (a) Submit a signed Proposal, duly completed, IN THE FORMAT REQUIRED, on or before the closing date and time set;
 - (b) Direct Proposals ONLY to the CCC Project Officer identified on the front page of the RFP;
 - (c) The Proposal shall be signed in accordance with the following requirements:
 - (i) Corporation:
The signatures of the authorized signatories shall be affixed and their names and titles typed or printed.
 - (ii) Partnership:
The signatures of the partners having authority to bind the partnership shall be affixed and their names typed or printed. If not all of the partners sign or if the signatory is not a partner then a certified true copy of the agreement signed by all partners authorizing such person or persons to execute the document on their behalf shall accompany the Proposal.
 - (iii) Sole Proprietorship:
The signature of the sole proprietor shall be affixed and the name typed or printed. In the event that the signatory is not the sole proprietor then a certified true copy of the agreement signed by the sole proprietor authorizing such person or persons to execute the document shall accompany the Proposal.

- (d) Ensure that the following information is clearly visible:
 - (i) Proponent's name and address;
 - (ii) Name of Proponent's authorized representative;
 - (iii) Proposal Number and Description; and
 - (iv) Closing date and time for receipt of Proposals.
 - (e) Provide a comprehensive and sufficiently detailed Proposal that will permit a complete evaluation in accordance with the criteria set out in this RFP.
2. The technical and price components of the Proposal must be submitted in separate, easily identified Adobe Acrobat PDF format files in accordance with the instructions contained in the RFP Documents. Both Adobe Acrobat PDF format files shall be submitted at the same time, and both the technical and price components of the Proposal shall clearly and conspicuously display and indicate the information identified in paragraph 1(d) and (e) of GI 15.
 3. Timely and correct delivery of Proposals is the sole responsibility of the Proponent. Neither DFAIT nor CCC will assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of Proposals are the responsibility of the Proponent.
 4. The Proponent shall bear all costs of whatever nature, associated with the preparation and submission of its Proposal. CCC and or DFAIT shall bear no responsibility to the Proponent or any prospective proponent for any costs of whatever nature, associated with the preparation and submission of a proposal.
 5. No Proponent or prospective Proponent shall have any claim for compensation of any kind whatsoever, as a result of the Proponent's direct or indirect involvement in this RFP, and by submitting a Proposal, each Proponent is deemed to have agreed that it has no claim.

GI16 - Late Submissions

1. Proposals received after the stipulated closing date and time shall be automatically disqualified.

GI17 - Revision of Proposal

1. A Proposal submitted in accordance with these requirements may be amended by email provided the e-mail is received by the CCC Project Officer on or before the date and time set for the receipt of Proposals. The revision must be on the Proponent's letterhead or bear a signature that identifies the Proponent in accordance with GI15 1.(c), and must clearly identify the change(s) to be applied to the original Proposal. The revision must also include the information identified in GI15 1(e).

GI18 - Acceptance of Proposal

1. This RFP is not an offer or commitment and is not capable of being accepted to form a binding agreement. CCC/DFAIT reserves the right, in its sole discretion, to withdraw or modify the RFP at any time, to reject any and all Proposals for any reason, or no reason, and to enter into further discussions or interviews with any one or more Proponent.
2. In the case of error in the extension or addition of unit prices, the unit price will govern.

3. While CCC/DFAIT may enter into the Agreement or other contractual arrangement without prior negotiation, CCC/DFAIT reserves the right to negotiate with Proponents.

GI19 - Not Used

GI20 - Debriefing

1. A debriefing will be provided, on request, only following entry by DFAIT into a contractual arrangement with the successful Proponent. Should an unsuccessful Proponent desire a debriefing, the Proponent should notify the CCC Project Officer identified on the front page of the RFP. The debriefing will be in writing.

GI21 - Financial Confirmation

1. The Proponent must provide a written confirmation that all corporate entities whose financial capacity is represented in the financial statement provided are willing to provide a cross guarantee for the Project should it be requested prior to contract award.
2. Proponents must submit audited financial statements for the last two (2) financial years for the legal entity that will enter into the final contract.

GI22 - Performance Evaluation

1. Proponents shall take note that the performance of the successful Proponent/Contractor during and upon completion of the Services shall be evaluated by DFAIT and CCC. The evaluation will include all or some of the following criteria: Timely Construction Completion, Quality of Results, Management, Time and Cost. Should the Contractor's performance be considered unsatisfactory, the Contractor may be declared ineligible for future contracts with Her Majesty.

F. Proposal Requirements and Evaluation

1. GENERAL REQUIREMENTS

1.1 FORMAT

(See 1.3 Electronic Transmissions below)

1.2 ORDER

The order of the content of the Proposal should follow the order established in the RFP.

1.3 ELECTRONIC TRANSMISSIONS

Due to the nature of this process, complete electronic copies (in Adobe Acrobat PDF format) of the technical component as well as the price component (in separate files), along with supporting information, are required to allow a proper evaluation to be conducted.

Revisions to Proposals may also be sent electronically, in accordance with GI 17 (Section E above).

Proponents shall limit the size of their transmissions to no more than 20 MB (20,971,520 bytes).

2. PROPOSAL REQUIREMENTS

2.1 Submit one original of the Technical Component of the Proposal by email. Include, in a separate Adobe Acrobat PDF format file, one original of the completed Price Component Form, attached as Appendix B herein.

2.2 Maximum number of pages including text and graphics: 30.

2.3 The following contents are not included as part of the maximum page limitation noted in 2.2:

- Covering letter (optional - contents not evaluated);
- Price Component Form (Appendix B);
- Completed and signed Declaration Form (Appendix C);
- Front page of the RFP;
- Front page of revision(s) to the RFP;
- Section Dividers not containing technical information; and
- Financial Information provided as per GI21.

2.4 Any pages which extend beyond the maximum limits indicated above will be extracted from the Proposal and will not be considered part of the Proposal and will not be evaluated.

3. MANDATORY REQUIREMENTS

Failure to meet these mandatory requirements will render the Proposal non-responsive and no further evaluation will be carried out:

3.1 Declaration Form(s)

Proponents must complete, sign and submit the Declaration Form found in Appendix C.

3.2 Minimum Score

Proponents must achieve a minimum Total Score of 50, and a minimum overall Technical Score of 60.

3.3 Complete and submit the Price Component Form (Appendix B).

4. RATED REQUIREMENTS

4.1 Achievements of the Proponent on Supply and Installation Services:

Describe the Proponent's accomplishments, achievements and experience as contractor within the last 5 years by providing a list of two projects on which the Proponent has performed the services more fully described in the Contract Brief section 2.2.

Information that should be supplied:

- Relevant experience related to supply and installation and construction activities in developing geographical regions of the world;
- Clearly indicate how these projects and experience are comparable and relevant to the Project Brief;
- Client references – name, address, phone and fax numbers of client contact at working level (references may be checked);
- Clearly identify experience of the Proponent in the Haiti Republic, including experience liaising and engaging with the Government of the Haiti Republic; and
- Identify members of the Project Team and their language proficiency in reading, writing and speaking the French and English languages, and clearly describe the level of ability.

4.2 Understanding of the Service Requirements:

The Proponent should demonstrate understanding of the goals of the service requirements for the Project, the technical requirements, the constraints and the issues that will shape the end-product.

Information that should be supplied:

- The technical requirements;
- Significant issues, challenges and constraints anticipated during the delivery of the Services;
- Project schedule (review schedule and assess risk management elements that may affect the Project); and
- Knowledge of the goals and objectives of DFAIT's Global Peace and Security Fund and the Canadian Commercial Corporation. .

4.3 Scope of Services:

The Proponent should demonstrate capability to provide Services identified in the Contract Brief and meet challenges and to provide a plan of action.

Information that should be supplied:

- Scope of Services - detailed list of services;
- Work Plan - detailed breakdown of work tasks and deliverables;
- Schedule - proposed schedule for provision of the Services;
- Cash Flow – projections of all project cash flows in accordance with payment terms of the Appendix D – Contract Form;
- Quality Control and Document Management Systems; and
- Risk Management strategy.

4.4 Management of Services:

The Proponent should describe how it proposes to perform the Services and meet the constraints; how the Services will be managed to ensure continuing and consistent control as well as production and communication efficiency.

Information that should be supplied:

- Confirm the makeup of the full Contractor team, including the names of the Contractor and any sub-contractors, and their roles in the provision of the Services;
- Identification of back-up that will be committed for the Contractor;
- Reporting relationships; and
- Communication strategies.

4.5 Financial Strength and Viability

The Proponent will be evaluated on the current soundness of its financial position, its prospective long term profitability and ability to finance the Project, as determined by an analysis of the balance sheet, income statement, statement of cash flows and any additional and relevant supporting financial information provided.

5. THE PRICE COMPONENT

5.1 Refer to GI 6 (Section E above) and Price Component Form for pricing requirements.

5.2 Refer to GI 2 (Section E above), for the formula for scoring price components.

6. FINAL SELECTION

6.1 SELECTION PROCEDURE

Refer to GI 2 of the General Instructions (Section E above) for an overview of the Evaluation and Selection Procedure.

6.2 MAXIMUM POSSIBLE TOTAL POINTS

Scoring	Score (Points)
Technical Score	0 - 60
Price Score	0 - 40
Total Score	0 - 100

6.3 RECOMMENDATION

The Proponent receiving the highest combined Total Score (see 6.2 above) is the first entity that the Evaluation Board will recommend as being the successful Proponent, and DFAIT may either enter into negotiations with or award a contract to that Proponent in the capacity as “Contractor” on the basis of the Agreement. In the case of a tie, the Proponent having the higher Price Rating will be recommended.

7. TECHNICAL EVALUATION SCORING SUMMARY

Criterion	Point Range
Achievements of the Proponent on Construction Services	0 – 20
Understanding of the Requirement	0 – 10
Scope of Work	0 – 10
Management of Work	0 – 10
Financial Strength and Viability	0 – 10
Total Technical Score	0 – 60

8. PROPOSAL SUBMISSION CHECKLIST

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete Proposal. It is however the sole responsibility of the Proponent to meet all Proposal requirements.

Please follow detailed instructions contained in the "Submission of Proposals", General Instructions. Proponents may choose to introduce their Proposals with a cover letter.

- Declaration / Certification (Appendix C) - completed and signed.
 - Proposal – one signed original of the Technical Proposal.
 - Financial confirmations described in GI21.
 - Front page(s) of any Proposal amendment - completed and signed.
- In a separate Adobe Acrobat PDF format file or fax:**
- Price Component Form (Appendix B) – one original completed and submitted.