
RFQ#:

Issued on:

**Quotation
Requirement:**

MH Project #:

MH Project Address:

**Site
Visit:**

Time:

Attendance:

**Submission
Deadline:**

PART A – GENERAL INSTRUCTIONS

1. Unique Provisions

- 1.1. MERX Electronic Bid Submission (EBS):
- 1.2. Bid submissions must be submitted electronically, prior to the submission deadline through MERX at www.merx.com/manitobahousing, the electronic bid submission system used by Manitoba Housing.
- 1.3. For assistance in using MERX, Bidders may watch the following online Electronic Bid Submission tutorial: <https://www.merx4.merx.com/public/Help>. Alternatively, you can contact MERX customer service directly at 1-800-964-6379 or email: merx@merx.com.

PLEASE NOTE: Each Bidder will be required to obtain a unique PIN number from MERX in order to upload electronic bid submission documents. It is important to keep this PIN number in a permanent location as it will be required each time you wish to submit a bid response to a Manitoba Housing call to tender. Large documents may take time to upload. You should allow sufficient time to upload and submit your bid submission

1.4. Bid submissions:

- 1.1.1. must be submitted in PDF format unless otherwise stated; and
- 1.1.2. should include the company name on each document submitted.

Note: All supplier personnel attending the site visit scheduled for _____ must have personal protective equipment (PPE) at a minimum including: hard hat, safety work boots and safety glasses. No person will be permitted to enter the building without the protective equipments listed.

- 1.5. Manitoba Housing may, at its sole discretion, but is not required to, issue a purchase order for some or all of the goods, services or construction specified in this Request for Quotation. If Manitoba Housing issues a purchase order, the resulting contract will be comprised of the Purchase Order, Purchase Order Terms and Conditions, The Purchase Order Acknowledgement, and this Request for Quotation.
- 1.6. A purchase order must be issued prior to delivery of goods or commencement of service or construction.

2. Enquiries and Clarifications

- 2.1. Enquiries about the work or the documents must be submitted via email to the Contract Administrator at least five (5) business days before the submission deadline or by _____

Contract Administrator:
Email:

3. Site Attendance

- 3.1. **Mandatory Site Attendance:** Attendance at the site is a mandatory requirement of this quotation. Bidders are asked to meet at enter location here prior to ____ to sign the attendance sheet.
- 3.2. **Optional Site Attendance:** Attendance at the site is not a mandatory requirement of this quotation. Bidders who wish to attend the scheduled site visit should meet at enter location here prior to ____ to sign the attendance sheet.
- 3.3. If Bidders are not available to attend the above scheduled optional site visit, but still wish to view the site, an appointment may be arranged by contacting the Manitoba Housing _____ Manager, _____, at tel. no.: _____

4. Quotation Amendments

- 4.1. The Contract Administrator may extend the submission deadline by issuing an addendum; MERX automatically alerts Bidders of such updates.
- 4.2. Where an error, discrepancy or omission in the quotation documents has been found, or where the Contract Administrator determines the quotation documents require clarification, the Contract Administrator will issue an addendum through MERX addressing the error, discrepancy, omission or ambiguity.
- 4.3. Bidders are responsible for ensuring they have received all addenda and have considered the effect of such addenda in formulating their quotes. Bidders must acknowledge having received each addendum where indicated on Part B –

Quotation provided for this purpose. Failure to acknowledge receipt of addendum shall render a quote non-compliant.

5. Prices (Part B)

- 5.1. Bidders shall provide a price stated in Canadian dollars for the following:
 - 5.1.1. a unit price for each item for goods where a quantity is given; and
 - 5.1.2. a lump sum price for services or construction; and
 - 5.1.3. the total amount of the bid price inclusive of all applicable taxes.
- 5.2. The quantities for which payment will be made will be determined by the Contract Administrator or their designate based on the work actually performed and completed by the successful Bidder, to be measured as specified in the applicable specifications.
- 5.3. The Bid(s) submitted by the Bidder shall be irrevocable for sixty (60) days from the submission date.

6. Contract Award:

- 6.1. Bids received by the submission deadline will be assessed to determine which fulfill the mandatory submission requirements.
- 6.2. The mandatory submission requirements are as follows:

Section	Mandatory Submission Requirements	
Part B	Completed Quotation	
Part C	Completed and Signed Agreement	
Part D	Completed and signed Certificate of Independent Tender Determination	

- 6.3. If an award of contract is made, it will be made to the responsive Bidder providing the lowest total quoted price:
 - 6.3.1. Total Bid Price:**
- 6.4. Calculations in the quotes will be checked. Addition errors will be corrected. If the unit price quoted for an item, when multiplied by the estimated quantities for that item does not result in the total price quoted for that item, the Bidder will be bound to supply the item at the unit price quoted. The Contract Administrator will correct the multiplication error so the total price quoted for that item equals the product of the unit price quoted and the estimated quantities.
- 6.5. In the event two or more Bidders submit the same price, award of contract is made to the Bidder who provides the shortest completion/delivery lead time.

6.6. The successful Bidder will be required to submit the following within seven (7) business days to the Contract Administrator upon notification of award:

6.6.1. Workers Compensation Board Coverage (Section 7);

6.6.2. Supplier Confidentiality and Non-Disclosure Agreement (Section 8);

6.6.3. Declaration Form Criminal Record Check and Child Abuse Registry (Section 9);

6.6.4. Certificate of Insurance (Section 10); and

6.6.5. Contractor's Certification Form – Legislative and Safety Requirements (Section 10).

7. Workers Compensation Board

7.1. The successful Bidder will be required to provide the Contract Administrator with a Workers Compensation Board of Manitoba clearance status report. The report must be satisfactory to Manitoba Housing that the Bidder is registered and in good standing

8. Supplier Confidentiality and Non-Disclosure Agreement

8.1. The successful Bidder will be required to submit FOR-41 Supplier Confidentiality and Non-Disclosure Agreement fully completed and sign in ink by an authorized representative of the company. The Supplier Confidentiality and Non-Disclosure Agreement can be found at: <http://www.gov.mb.ca/housing/mh/pubs/for-41-supplier-confidentiality-agreement-and-non-disclosure-agreement.pdf>.

9. Declaration Form Criminal Record Check and Child Abuse Registry

9.1. The successful Bidder shall obtain and maintain a Criminal Record Search and Child Abuse Registry Search prior to the award of contract for delivery of services at occupied Manitoba Housing premises and provide to Manitoba Housing a signed Declaration Form (FOR-73) stating its officers, employees, subcontractor(s) or agents are clear of any pending charges and have an acceptable record search as defined below:

9.2. Acceptable search:

9.2.1. An acceptable Criminal Record Search may contain Summary Conviction Offences providing there are only two (2) or less convictions in the last two (2) year period and the Summary Convictions are not crimes against persons or theft. Indictable Offence Convictions of any nature are not acceptable.

9.2.2. An acceptable Child Abuse Registry Search must be clear of any convictions.

- 9.3. From time to time Manitoba Housing may choose to audit the successful Bidder's records for the purpose of verifying compliance to Section 6. Manitoba Housing will provide a minimum five (5) day notice for scheduling the on-site audit. Manitoba Housing reserves the right to deny the Contractor's employees based on the requirements set out in this Request for Quotation.
- 9.4. The successful Bidder shall submit a complete list of names of the personnel who may be assigned from time to time during the term of the Agreement to perform services for Manitoba Housing. The successful Bidder shall provide Manitoba Housing with written notification of changes to the list of employees for approval prior to performing the services for Manitoba Housing.

10. Insurance

- 10.1. In addition to the insurance requirements outlined in Section 31 of the Purchase Order Terms and Conditions, the following insurance will be required:

10.1.1.

- 10.2. The Purchase Order Terms and Conditions are available online at: http://www.gov.mb.ca/housing/pubs/procurement/for_25_purchase_order_terms_and_conditions.pdf.

11. Contractor's Certification Form – Legislative And Safety Requirements

- 11.1. The successful Bidder is required to submit the Contractor's Certification Form – Legislative and Safety Requirements (Appendix 5) fully completed and signed in ink by an authorized representative of the company within seven (7) business days of notification of award.
- 11.2. The successful Bidder shall collect a fully executed Contractor's Certification Form from all subcontractors before the subcontractor begins any work. The Contractor shall produce the Contractor's Certification Form to the Project Manager for all subcontractors upon request. Subcontractors that have not provided a fully executed Contractor's Certification Form will not be permitted to work and may be removed from the project site.

PART B - QUOTATION

Please complete and submit via MERX by 2:00:00 PM on _____.

Item	Description List <u>material</u> and <u>labour</u> on separate lines for goods or services	Qty	Unit Price	Unit/Lump Sum Price
1.				
2.				
3.				
4.				
Shipping and handling (if applicable)				
Subtotal				
(if applicable) PST				
Total price				

Expected Completion Date:	
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Based on Reciprocal Tax Agreement with the Canada Revenue Agency, the Manitoba Housing and Renewal Corporation (MHRC), which also operates under the business name "Manitoba Housing", is relieved of paying GST/HST. GST/HST is not included in the Contract Price.

Addenda:

I have acknowledged receipt of Addendum: No. 1 _____ No. 2 _____ No. 3 _____

PART C - AGREEMENT

The final agreement, if any, will consist of this RFQ and the documents detailed therein, the selected Bidder's bid and the subsequent Manitoba Housing Purchase Order (PO) Terms and Conditions. The Bidder may view Manitoba Housing's Purchase Order Terms and Conditions online at:

http://www.gov.mb.ca/housing/pubs/procurement/for_25_purchase_order_terms_and_conditions.pdf

Printed Name

Signature

Email

Telephone

Legal Corporate Business Name

Date

Business Address

SAMPLE

PART D – Certificate of Independent Tender Determination

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "tender"):

(Tender Number and Description)

in response to the call or request (hereinafter "call") for tenders made by:

Manitoba Housing

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf
of:

_____ that:
(Corporate Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying tender, on behalf of the Bidder;
4. each person whose signature appears on the accompanying tender has been authorized by the Bidder to determine the terms of, and to sign, the tender, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying tender, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - a. has been requested to submit a tender in response to this call for tenders;
 - b. could potentially submit a tender in response to this call for tenders, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
 - a. the Bidder has arrived at the accompanying tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b. the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for tenders, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;

7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a. prices;
 - b. methods, factors or formulas used to calculate prices;
 - c. the intention or decision to submit, or not to submit, a tender; or
 - d. the submission of a tender which does not meet the specifications of the call for tenders; except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for tenders relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying tender have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official tender submission deadline, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)

PART E - SCOPE OF WORK

Scope of Work

Insert description, specifications and timeline of goods, services or construction to be supplied/delivered.

Request for Equal

Deadline for the "Request for Equal" is _____. Anyone wishing to submit a request for equal must complete the form on the website: http://www.gov.mb.ca/housing/pubs/request_for_equals_form_psu.pdf and submit to the _____ Manager via email at _____.

The form must be completed in its entirety or may be rejected.

SAMPLE

PART F – SPECIFICATIONS

Specifications:

Drawings:

SAMPLE