

Invitation to Tender Notice for BCTS Seedling Production Contracts

Sealed tenders will be received by Front Counter B.C., 5th Floor - 499 George Street, Prince George, BC not later than 9:00:00 AM local time, November 19th, 2018 for Open Compound seedlings (tender 2019F). Tenders will be opened in private.

Tenders must be submitted in accordance with the terms and conditions specified in the tender package.

The lowest priced or any tender will not necessarily be accepted. This solicitation is subject to the *New West Partnership Trade Agreement (NWPTA)*, the *Agreement on Internal Trade (AIT)*, the *Agreement between the Government of Canada and the Government of the United States of America on Government Procurement (CUSPA)*, and the *World Trade Organization Agreement on Government Procurement (GPA)*.

If the Ministry posts any addendum to the Tender Documents it will be made by issuing an addendum:

- a) where Tender Documents were provided directly by the Ministry to bidders (not obtained from BC Bid[®]), addendum to the Tender Documents will be sent by the Ministry to all registered package holders; or
- b) where Tender Documents were obtained from BC Bid[®], the Ministry will post any addendum on BC Bid[®]. Bidders are solely responsible to continually monitor the BC Bid[®] website on an ongoing basis to keep themselves informed of any addendum.

Bidders that are not registered with BC Bid[®] can register by selecting *Start your e-Service, Supplier Registration* on the BC Bid[®] home page. Bidders are strongly encouraged to select "Send Me Amendments" as an option on the Opportunity Notice published on BC Bid[®]. By selecting this option a registered Bidder will be automatically notified of any addenda that may be issued.

Seedling Services
BC Timber Sales, Headquarters



**Invitation to Tender
for Seedling Production
2019F**

SEALED TENDERS FOR THE WORK OR SERVICES LISTED BELOW WILL BE RECEIVED
BY THE MINISTRY OF Forests, Lands, Natural Resource Operations and Rural Development, Front
Counter BC, 5th Floor – 499 George St, Prince George, B.C., V2L 1R5
UNTIL THE SPECIFIED CLOSING DATE AND TIME, AT WHICH TIME THE TENDERS WILL BE OPENED
IN: PRIVATE

PROJECT

Contract/File: 1070-30/2019F

Nature of Work or Services: Seedling Production Contracts

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- Tender and Contract Award Process Document
- NSA Tender Report
- Seedling Stock Specifications

FOR FURTHER INFORMATION OR QUERIES, CONTACT: Caitlin Harrison, Seed and Seedling Planning Officer, Caitlin.Harrison@gov.bc.ca

ENSURE YOUR PACKAGE IS COMPLETE.



Natural Resource
Ministries

Invitation to Tender Seedling Production Contract 2019F

Program Information

BC Timber Sales (BCTS), Seedling Services ensure that the annual Ministry (BCTS, FFT and GFS) seedling demand requirements are met through the production of the highest quality Ministry-funded seedlings by qualified Seedling Suppliers.

The proposed contracts for 2019F are specifically for the production of open compound species.

Contractor Safety Program and Prime Contractor Responsibilities

The successful Contractor must plan to maintain and implement a program of systems or processes (a safety program) that will address occupational health and safety concerns and practices that will eliminate or minimize risk of injuries. The Province may ask to examine the safety program and ask for evidence to support the implementation of same as part of the contract administration.

Bidders must be aware of the Safety Conditions Schedule and the Prime Contractor Agreement attached to the contract agreement.

Ministry Staff Do Not Direct Operations

Ministry employees (Ministry Representatives) do not direct or supervise the contractor or the contractor's workers. The Ministry will set out the contract standards and required outcomes as well as any changes to contract conditions as work progresses.

Obligation to Report Unsafe Conditions or Practices

The *Workers Compensation Act*, Occupational Health and Safety Regulation 3.10 requires that any person (including ministry staff) report any observed unsafe conditions or practices to the person in charge of the workplace. Ministry staff will do this in the course of their work on the contract area should they come across such conditions or practices.

Site Viewing/Information Meeting

Information on whether a site viewing or information meeting is applicable to this tender call can be found in the Conditions of Tender.

Contractor Invoicing

An invoice must identify the contract it pertains to.

The Province will pay any applicable taxes payable by it under law or agreement with the relevant taxation authorities. Invoices must show the calculation of any applicable taxes (excluding taxes paid directly by you to a supplier and which were inclusive in the bid price) to be paid as a separate line item for the Billing Period(s).

Payment Policy

Invoices and progress payments are not usually paid before 30 days from the date the Ministry receives the invoice, or the date the Ministry Representative authorizes payment, whichever is the latter. However, every effort is made to pay accounts between 30 to 40 days, maximum 60 days.

The *Financial Administration Act* does not permit interest payments on progress payments, performance security deposits or holdbacks, until the 61st day after the date the money becomes due. The due date is calculated from the date the Ministry receives the invoice or the Ministry authorizes payment/release (whichever is the

latter), to the date the Ministry of Finance prints the cheque. Interest rates are set by the Office of the Comptroller General. Interest claims of less than \$5 are not payable.

Direct Deposit

In order to reduce mail time in the payment process, contractors may be registered with the Provincial Treasury. Payment will then be deposited directly to the contractor's bank account. Contact the finance section of the tendering office for information and/or application for registration. New applications require four to six weeks to process.

Bidders' Dispute Resolution

If a problem should occur during this tender call, it should be resolved informally with the Ministry Representative named in the invitation to tender. If the bidder is not satisfied with the outcome at this stage, or they prefer to bypass the informal route, they may engage the formal vendor complaint review process.

Formal complaints concerning a competitive process or a pending or awarded contract, or other procurement process may be submitted by the bidder in writing at any time during the procurement process and up to thirty (30) business days after they have received notification from the ministry of the final outcome of the procurement process.

Complaints in the formal process are submitted on the ministry approved Vendor Complaint Form. This ministry specific form is available to the general public through the Ministry of Technology, Innovations & Citizen's Services, Procurement Service Branch, BC Bid website located at <http://www.bcbid.gov.bc.ca/open.dll/welcome>.

Disputes occurring during the performance of the work/service will be governed by the dispute resolution terms and conditions of the Agreement.

Lobbyist Registration Act

It is the contractor's responsibility to abide by all applicable laws. If the contractor falls within the parameters of the *Lobbyists Registration Act*, then it is the contractor's responsibility to make this determination and register if necessary.