

## A GUIDE TO SUBMITTING TO THE VESSEL CHARTER LIST

\* Please note this is a draft guide in an effort to assist fishers as they maneuver the application process. Please read the procurement notice carefully as well as addendums before submitting your application. The link below to the website is the actual instruction and application process and supersedes the information in this draft guide.

### DFO REQUEST FOR SUPPLY ARRANGEMENT (RFSA) –VESSEL CHARTERS LIST

Solicitation #: 30000316

Website: <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-22-00982992>

- Note on the website there is the main RFSA document as well as addendums at the bottom of the website that have updated information, checklists and clauses.

**Deadline to submit:** Extended to March 25<sup>th</sup>, 2022 (tender bids will reopen in July and February each year for more applications to be submitted).

#### Submissions require the following:

- The following link is the full RFSA including the following pages noted in this section that will need to be completed:  
<https://buyandsell.gc.ca/cds/public/2022/01/24/b23dd5ddd13a9c127d48e72886c94e89/30000316-rfsa-vessel-charters-jan-21-2022-final-en.pdf>
- Print Page 1 of RFSA and fill out vendor information of RFSA and sign and date
- Page 11 refers you to fill out an integrity declaration form <https://www.tpsgc-pwgsc.gc.ca/ci-if/documents/integrity-decl-form-eng.pdf> (print and sign – if applicable)
- Check page 11 requirements under PART 5 ‘certification’ for more details and possible documentation if it applies to you. *This Part 5 ‘certification’ does not relate to your vessel or Captain’s training but rather information on Business Information (#), Public Servant Questions/Integrity and convictions forms and supplier info. Pages 11 to 15 will make up your ‘Certification’ submission (Section 2 noted below).*
- Print Page 12 and answer yes/no to public servant question and work force adjustment question (if answer no – no need to sign)
- Print Page 13 – fill out contractor information and sign
- Print Page 15 – fill out supplier information
- **Print Pages 24 to 31 and fill out all details (credentials, specs, qualifications)** - or print the attached document to print these pages only:
- **Print Addendum 1 (page 2) and fill out additional checklist columns** – or print the attached document to print these pages only:

#### Mandatory Requirements/documentation:

- M1: Mandatory Requirement #1: Proof of marine liability insurance (details outlined on page 32 – Annex C, note worker’s compensation or crew liability will also be required if awarded).

- M2: Voyage type: Bidder must provide with bid submission proof that commercial vessel has a transport Canada certificate or equivalent from country of origin/registration for the voyage(s) the vessel is certified for
  - unlimited voyage,
  - Near costal voyage, class 1,
  - Near costal voyage, class 2 or
  - sheltered waters voyage (Annex B)
- M3: Bidder to provide official documentation certifying legal operation of the vessel in Canadian waters with bid submission. (Annex B)
- M4: Bidder to provide a valid copy of the vessels Transport Canada Minimum Safe Manning Document Convention with Trading Area of the specified voyage(s) in the Credentials section. (Annex B)
- M5: Vessel over 15 GT must provide a valid Transport Canada Safety Certificate or International Equivalent with bid submission

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**SUBMISSION TO DFO IS AS FOLLOWS:**

Outlined on Page 8:

- Section I: Technical Offer (1 soft copy in PDF format);
- Section II: Certifications (1 soft copy in PDF format);

Email: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

Maximum 10MB in email size.

NOTE: All documentation (including Annex B and addendum Annex B as well as other completed pages and mandatory documentation), *EXCEPT the Pages 11-15 which is Part 5 'Certification'*, can be added to 'Section 1' in one attachment. Section 2 is completion of pages 11-15 which is Part 5 'Certification' and can be added as a second attachment. DO NOT exceed 10MB in email size.

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**OUTSTANDING QUESTION TO PROCUREMENT DEPARTMENT: PAGE 8 RFSA : *Section I: Technical Offer***- *In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. QUESTION: Other than completing the print outs (Annex B etc. with the checkboxes), should Captains submit a letter with list of experience, or other potentially relevant credentials or training? A potential answer to this question when answered would be updated on the procurement link above and posted as an 'addendum' link at the bottom of the website. Keep checking the site for a response.*

*\*\*\*Please note, this draft guide is subject to change as more information is collected on this procurement and RFSA process. This guide is not endorsed by DFO or procurement but rather a helpful tool to assist Captains in their application process.*