



NUNATSIAVUT
kavamanga Government

REQUEST FOR QUOTE'S (RFQ)
FOR THE SUPPLY AND DELIVERY OF TEN (10) DOMES, INSULATION &
FLOORING – OR EQUIVALENT

Date of Issue: April 30, 2025

Closing Time: May 7, 2025

Documents Included:

Appendix A: Scope of Work and Requirements

Appendix B: Quotation Form

Appendix C: Inuit Content Scoresheet

Appendix D: Specification

25 Ikajuktauvik Road, PO Box 70, Nain, NL, Canada A0P 1L0 Toll Free: 1.866.922.2942 Fax: 709.922.1040

www.nunatsiavut.com

INTRODUCTION

The Nunatsiavut Government (NG) is inviting quotations for the supply and delivery of ten (10) 14' fibre glass domes, insulation and flooring or equivalent for Nunatsiavut, supporting enhancements for Bear Guards accommodations at the Torngat Mountains Base Camp and Research Station. Delivery location will be 106 Corte Real Road, Nunatsiavut Group of Companies, Happy Valley - Goose Bay, NL.

RFQ documents can be viewed or obtained from the Nunatsiavut Government's website or on our MERX procurement page at the following links:

1. www.nunatsiavut.com
2. <https://www.merx.com/nunatsiavutgovernment/solicitations/open-bids?selectedContent=BUYER>

This is not a tender call or a request for proposals. This RFQ is not intended to, and shall not, create any legal obligations or duties of the NG or any person, for any reason whatsoever, whether in contract, tort, or otherwise. The NG, at its sole discretion, may or may not enter negotiations with one or more persons submitting quotations in response to this RFQ, or with any other person.

1.1 General Scope of Services

The NG is seeking quotes for the supply and delivery of ten (10) new 14' fibre glass domes, insulation and flooring or equivalent suited for Bear Guards accommodations at the Torngat Mountains Base Camp and Research Station.

QUOTATION INSTRUCTIONS

2.1 Closing Date and Time

Quotations must be submitted before the Closing Date and Time specified on the cover page of this RFQ.

2.2 Quotation Format and Location

Quotations must follow the format outlined in this RFQ and Appendix A. They should be submitted in PDF format via email to InfraProcurement@nunatsiavut.com (cc: stephanie.webb@nunatsiavut.com; colin.gilbride@nunatsiavut.com). Please ensure the file size does not exceed 20 MB. The email subject line should clearly state the RFQ title and reference number from the cover page.

The NG is not responsible for quotations sent to the wrong email address or not received before the Closing Date and Time. It is the sole responsibility of the Respondent to ensure their quotation is received on time and in full.

2.3 Examination of RFQ Documents

Respondents are responsible for carefully reviewing all RFQ documents, including appendices, schedules, and addenda, prior to preparing and submitting their quotation.

2.4 Late Quotations

Late submissions will not be considered.

2.5 Amendments to Quotations

Written amendments to quotations will be accepted as per Sections 2.1 and 2.2.

2.6 Enquiries

For any enquiries regarding this RFQ, please contact Stephanie Webb at stephanie.webb@nunatsiavut.com, Operation Manager, and cc: InfraProcurement@nunatsiavut.com. Please reference the RFQ title and reference number as on the cover page. Enquiries must be submitted no later than five business days before the Closing Date and Time. The NG may choose not to respond to enquiries made within this timeframe. Responses may be distributed as addenda at the discretion of the NG. The NG will not be held responsible for, and Respondents are advised not to rely on, any communications or representations not made in accordance with this RFQ.

2.7 Addenda

The NG may respond to enquiries or communications by issuing written addenda. Addenda will be made available electronically through the links provided in Section 1 of this RFQ. It is the responsibility of the Respondent to regularly check these websites for updates.

2.8 Opening of Quotations

There will be no public opening of quotations received.

2.9 Pricing

All pricing should be submitted in Canadian dollars, with applicable taxes (HST) stated separately.

GENERAL CONDITIONS

3.1 Negotiation

The NG may negotiate changes to any terms of a quotation, including number of items, add ons, price, etc., with the Preferred Respondent. If negotiations with the Preferred Respondent are unsuccessful, the NG may initiate negotiations with the next highest-rated Respondent.

3.2 Limitation of Liability

Respondents are responsible for their own expenses in preparing and submitting a quotation. The NG will not be liable for any costs, losses, or damages incurred in the preparation or submission of a quotation, or during contract negotiations.

3.3 Respondent Qualifications

By submitting a quotation, the Respondent warrants that they possess the necessary expertise, qualifications, financial resources, and experience to provide the services outlined in the RFQ.

3.4 Confidentiality

All quotation submissions become the property of the NG and will not be returned. They will be kept confidential, unless otherwise required by law.

EVALUATION OF QUOTE SUBMISSIONS

This section outlines the criteria against which quotes may be evaluated. The NG reserves the right to evaluate quotes using additional criteria. The lowest price or any quote is not necessarily guaranteed acceptance. The NG reserves the right to accept or reject any quote and cancel the RFQ at any time, without compensation to any party.

4.1 Mandatory Criteria

Quotes must meet the following mandatory criteria to be considered for further evaluation:

- Quotes must be received at the location specified in Section 2.1 by the Closing Time and Date.
- Submissions must in writing and be in English or Inuktitut.
- Quotes must follow the format outlined in Section 2.2 and 4.2.
- The submission must include a signed cover page by an authorized representative.

4.2 Additional Information

Quotes are expected to include a minimum set of elements, such as:

- Cover letter
- Team qualifications and past work
- Scope understanding
- Lead delivery time
- Cost breakdown for supply and delivery
- Inuit Content Scoresheet
- Proof of insurance/licensing specific to shipping/transportation
- Specifications on domes, insulation and flooring
- Design and assembly instructions
- Total number of packaged crates, crate dimensions and weight

4.4 Value Added Elements

Respondents may include supplementary items in their quotation and should provide associated costs and justification for their inclusion.

APPENDIX A – SCOPE OF WORK AND REQUIREMENTS

1. PURPOSE

The NG is seeking quotes for the supply and delivery of ten (10) new 14' fibre glass domes, insulation and flooring or equivalent suited for Bear Guards accommodations at the Torngat Mountains Base Camp and Research Station.

2. GENERAL CONTRACT TERMS AND CONDITIONS

The selected respondent will enter contract negotiations to finalize an agreement that includes the NG's Purchase Order. The agreement should be sent to the NG's Public Property Division in advance for signature arrangements.

2.1 SERVICE REQUIREMENTS

The Contractor will be responsible for:

- Notifying the NG of any delays or supply chain issues affecting delivery.
- Supplying and delivering the goods to designated locations.
- Submitting all necessary documentation.

2.2 RELATED DOCUMENTS

The following documents must accompany the goods at delivery or shortly thereafter:

- A copy of the NG's invoice.
- Dome design, manufacturers assembly instructions and any and all related documentation associated with the goods.
- Delivery slip.
- Dome warranty registration and coverage details and shipping/transport insurance for the goods.
- Completed and signed copy of Appendix B- Quotation Form.
- Inuit Content Scoresheet outlined in Appendix C.
- Completed Appendix D- Specification Form.

2.3 DELIVERY LOCATION

Delivery location will be 106 Corte Real Road, Nunatsiavut Group of Companies, Happy Valley - Goose Bay, NL. The Contractor must provide insurance during transportation and cover any damages incurred to the goods.

2.4 INSPECTIONS

- The goods must be free from damage or defects, and meet the specifications outlined in Appendix D.
- All goods and services are subject to inspection upon delivery, and the NG reserves the right to reject any items not meeting the required standards. Rejected items shall be either replaced or refunded in full to the NG.

2.5 WARRANTY

Respondents must provide details regarding the warranty and servicing options, including what is covered under the warranty and the availability of servicing for the goods. At a minimum, the Respondent must provide at least a one-year warranty from the date of delivery. The warranty covers defects in materials, workmanship, and design. Any defective goods found by the NG within one year of the date of delivery must be replaced at no cost to the NG.

3. RELEVANT EXPERIENCE

Respondents and any subcontractors must have at least five years of experience providing similar services.

4. REFERENCES

Respondents must provide at least one reference from previous clients. References from the respondent's own organization are not acceptable. The NG reserves the right to seek additional references, including from past NG contracts.

5. PRODUCT SPECIFICATIONS

Respondents must provide detailed specifications for the goods as outlined in Appendix B or propose alternatives.

6. DELIVERY LEAD TIME

Respondents must provide an estimated delivery lead time for the goods, which upon execution of a contract between the Parties shall become binding on the Respondent.

7. SUSTAINABLE SOCIAL PROCUREMENT

The NG encourages respondents to outline, if applicable to the request, how their proposal supports local economic, social, and environmental goals, including:

- Promoting Inuit content and economic development.
- Supporting fair employment practices and a living wage.
- Offering training and apprenticeship opportunities.
- Utilizing local subcontractors and expertise.
- Reducing environmental impact through energy-efficient products and minimal packaging.

9. PRICE

Respondents must submit a detailed quote in Canadian dollars, including:

- A breakdown of fixed costs, travel, time, and materials.
- Delivery and destination charges (where applicable).
- Prices exclusive of any taxes.

10. EVALUATION

Quotes will be evaluated by a committee formed by the NG. The NG intends to enter into a contract with the respondent who meets the mandatory criteria and receives the highest ranking. The NG reserves the right to request additional clarifications from respondents and to evaluate proposals based on the NG Procurement Act

Preferred Supplier criteria. If no preferred supplier is determined, quotes will be evaluated on a value-for-money basis using the weighted criteria.

11. WEIGHTED CRITERIA

Proposals that meet all mandatory criteria will be evaluated against the following weighted criteria:

Weighted Criteria	Weight (%)
Price	35
Specifications	35
Delivery time frame	20
Added value/ Inuit Content	5
Sustainable Social Procurement	5
TOTAL	100

APPENDIX B – QUOTATION FORM

Project: Supply and Delivery five (10) Domes, Insulation, Flooring, or equivalent

Project No.: 2024-25-PARKSCA-GC2850

From: _____
Company name

Address: _____

Street address or postal box number, city/town, province, and postal code

Contact Email: _____

To:
Address:
Attention:

OR

To:
Email Address:

We, the undersigned, having read, understood, and accepted the RFQ Documents for the above- named Project, including Addendum Number(s) _____ to _____, hereby submit a non-binding Quote for the Work, in accordance with the Quote package.

Instructions

Provide the fee for service of the RFQ in Canadian dollars.

The prices must include all costs to perform the Work including all costs of supervision, labour, material, equipment, overhead, travel, financing, insurance, head office, and all other costs and expenses whatsoever incurred in performing the Work, and include all profit, and all applicable taxes.

We, the undersigned, declare that:

1. We have arrived at this submission without collusion with any competitor.
2. No member of the NG and no other officer or employee of the NG is, will be, or has become interested, directly, or indirectly, as a contracting party, partner, surety or otherwise in, or in the performance of the Contract, or in the supply, services, or business to which it relates, or in any portion of the profits thereof, or any of the money to be derived there from.

Signed and submitted by:

Company Name

Signing Officer's Signature

Title of Authorized Signing Officer

Printed Name

Signature of Witness

Printed Name of Witness

Dated this _____ day of _____ 2024

APPENDIX C – INUIT CONTENT SCORE SHEET

Inuit Content Factor Calculation (section 17 Nunatsiavut Procurement Act)

<p>a) A maximum of 20 points related to the percentage of Inuit ownership of the supplier calculated as 0.5 points per 1% of Inuit participation in excess of 50% of the ownership and control of the supplier with 0 points being awarded to a supplier that is not at least 50% owned and controlled by Inuit or Inuit Businesses.</p>	/20
<p>b) A maximum of 10 points related to the physical location of the head office and operating offices of the supplier where 10 points is awarded to a supplier having both its head office and principal operating office in an Inuit Community and 6 points is awarded to a company having an operating or a head office in an Inuit Community and 4 points is awarded for a head office or operating office elsewhere in Labrador.</p>	/10
<p>c) A maximum of 10 points related to training for Inuit calculated as 0.1 point per 1% of all training money spent by the supplier on the training of Inuit.</p>	/10
<p>d) A maximum of 20 points related to the percentage of the supplier's employees who are Inuit calculated as 0.2 points per 1% of employees who are Inuit.</p>	/20
<p>e) A maximum of 10 points related to the proportion of wages paid to Inuit by the supplier calculated as 0.1 point per 1% of payroll paid to Inuit.</p>	/10
<p>f) a maximum of 10 points related to the percentage of goods and services purchased by the supplier from Inuit Businesses in relation to the procurement calculated as 0.1 point per 1% of the value of all purchases obtained from Inuit.</p>	/10
<p>g) A maximum of 10 points related to the commitment by the supplier to utilize Inuit Businesses as sub-contractors calculated as 0.1 point per 1% of the value of all sub-contracts awarded to Inuit Businesses.</p>	/10
<p>Total (out of possible 90)</p>	/90

APPENDIX D – SPECIFICATION

ITEM	DESCRIPTION	Y/N	BIDDERS REPLY: IF NO, STATE DIFFERENCE
	To assist Bidders in style and type of structures required, specifications are based on a 14' fibre glass dome. The NG may consider equivalent units that are readily available that closely meet specifications noted herein. Equivalent or superior items may be given full consideration if full descriptive literature is included with the bid. The Nunatsiavut Government will be the sole judge of the equivalency of any item offered.		
Product Specifications			
Other Options			

WARRANTY	PLEASE STATE ALL		
WARRANTY BIDDER'S INITIALS	STATE THE LOCAL ADDRESS FOR WARRANTY REPAIRS:		

	Unit price per dome	\$	
	Unit price insulation per dome	\$	
	Unit price flooring per dome	\$	
	Total per dome (dome, insulation, flooring) (X10)	\$	
	Total shipping and handling	\$	
	HST (15%)	\$	
	Total Quoted Amount	\$	

OPTIONAL Items each, Provide product details with response. Taxes Extra		
		\$
		\$

GUARANTEED DELIVERY
 Bidder guarantees to deliver the completed units to the outlined destination _____ calendar days from award of Contract. The NG requires these units to be delivered by June 4, 2025.