

## APPENDIX C – SUBMISSION FORM

Proponents should refer to the instructions attached to the solicitation for the **Appendix C – Submission Form** requirements and provide all required information in accordance with the instructions provided in the bidding system.

### 1. Proponent Information

Please fill out the following form, naming one (1) person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Complete Address (Street, city, province, postal code):	
Phone Number:	
Company Website (if any):	
Proponent's contact for submission questions (Name, title, phone & email):	
Proponent's contact with the authority to bind the proponent (Name, title, phone & email):	
Proponent's contact for administration / finance questions (Name, title, phone & email):	
Proponent's contact for operational / Project Manager (Name, title, phone & email):	

### 2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between CEA FRANCOachat and the proponent unless and until CEA FRANCOachat and the proponent execute a written agreement for the Deliverables.

### 3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

#### **4. Non-Binding Pricing**

The proponent has submitted its pricing in accordance with the instructions in the RFP. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

#### **5. Addenda**

The proponent is deemed to have read and taken into account all addenda issued by CEA FRANCOachat prior to the Deadline for Issuing Addenda.

#### **6. Substitutions**

Proponents shall note that products specified or shown on Drawings by brand name or catalogue number and/or by the name of the manufacturer or supplier shall form the basis of the Bid. Bids which are not submitted for the products specified in the Bid Documents may be considered non-compliant and may be rejected.

Proponents may submit a request that the Board consider substitute products. The Board will ONLY review substitution requests during the bidding period under the following conditions:

Requests must be received no later than nine (9) calendar days prior to the Submission Deadline.

Requests shall include all required technical information, organized and presented in an easily understandable format.

Requests shall clearly identify differences (if any) from specified products. Follow Specification description format utilized in the Bid Documents to facilitate comparison.

Requests shall also include a list of recent project references where the substitute product was utilized.

The Board reserves the right to accept or reject any or all proposed substitutions. Substitutions accepted by the Board will be confirmed by the issuance of an Addendum.

Proponents may also propose substitutions for products under the following conditions:

Submit a bid price on the Bid Price Form as per the products specified and/or shown on the Drawings and Specifications.

List proposed substitutions under "Proposed Substitutions" in the appropriate space designated for that purpose on the Supplementary Bid Form. Show the substitute products name and state the difference in bid price, if any, should the proposed substitution be accepted.

The Board reserves the right to accept or reject any or all of the proposed substitutions.

## 7. Communication with Competitors

For the purposes of this RFP, the word "competitor" includes any individual or organization, other than the proponent, whether or not related to or affiliated with the proponent, who could potentially submit a response to this RFP.

Unless specifically disclosed below under Disclosure of Communications with Competitors, the proponent declares that:

- (a) it has prepared its proposal independently from, and without consultation, communication, agreement, or arrangement with any competitor, including, but not limited to, consultation, communication, agreement, or arrangement regarding:
  - (i) prices;
  - (ii) methods, factors, or formulas used to calculate prices;
  - (iii) the quality, quantity, specifications, or delivery particulars of the Deliverables;
  - (iv) the intention or decision to submit, or not to submit, a proposal; or
  - (v) the submission of a proposal which does not meet the mandatory technical requirements or specifications of the RFP; and
- (b) it has not disclosed details of its proposal to any competitor and it will not disclose details of its proposal to any competitor prior to the notification of the outcome of the procurement process.

## Disclosure of Communications with Competitors

If the proponent has communicated or intends to communicate with one (1) or more competitors about this RFP or its proposal, the proponent discloses below the names of those competitors and the nature of, and reasons for, such communications:

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## 8. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

## 9. Conflict of Interest

The proponent must declare all potential Conflicts of Interest, as defined in Section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the

proposal; **AND** (b) were employees of CEA FRANCOachat within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

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#### 10. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by CEA FRANCOachat to the advisers retained by CEA FRANCOachat to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

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Signature of Proponent Representative

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Name of Proponent Representative

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Title of Proponent Representative

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Date

I have the authority to bind the proponent.