

BCCA PROGRAM DELIVERY INC.

#4 – 10145 Dallas Drive, Kamloops, BC V2C 6T4
Telephone (250) 573-3611 Fax (250) 573-5155

Request for Qualified Fencing Contractors

Instructions and Terms for Submission

1. Form and Content – Proponents shall complete all of the mandatorys, and shall submit their Proposals in the English language by paper.
2. Sealed Package – Proponents shall enclose their Proposals in a sealed package marked with Proponent’s name and BC Bid Reference Number.
3. Submission by Closing Time – Proponents shall deliver their submissions to the Delivery Office as provided not later than **October 17, 2017 @ 15:00** closing time. Submissions received after the Closing Time will not be considered.
4. Proposals received by Facsimile or electronically will not be considered.
5. Date and Time Stamp – All submissions received by BCCA Program Delivery Inc. will be date and time stamped at the submission delivery Office at #4 – 10145 Dallas Drive, Kamloops, BC, V2C 6T4.
6. Execution of Submissions – Where Proponent is a corporation or partnership, execution of the submission will be **signed by an authorized signing officer(s)** of the corporation or partnership. Where Proponent is a **joint venture, each member of the joint venture will execute the submission.**
7. Amendments to submissions – Amendments to submissions may be submitted in writing at any time before Closing time. Any Amendment will be signed by an authorized signatory of the Proponent and submitted to BCCA Program Delivery Inc.
8. Submission Opening – After the Closing Time, BCCA Program Delivery Inc. shall open the submissions and inform all applicants by mail whether they will be included on the select list of pre-qualified fence contractors. No other details of the submissions will be provided. This is not a public opening.
9. Right to amend or terminate the Request for Qualified Fence Contractors - BCCA Program Delivery Inc. is under no obligation to award contracts and reserves the right to amend any term of the Request for Qualified Fencing Contractors before the closing date.,
10. No Contractual or Legal Obligation – The submitted documents are not intended to constitute, or to be interpreted as a call for tenders, and the submission of a Request for Qualified Fence Contractors is not intended to create any contractual or other legal obligation or duties whatsoever owed to the Proponent or Potential Proponent by BCCA Program Delivery Inc.
11. Withdrawal of submissions – A submission may be withdrawn by submitting a written notice of withdrawal to BCCA Program Delivery Inc.
12. BCCA Program Delivery Inc. Rights – The BCCA Program Delivery Inc. may:
 - a. Accept any submission,
 - b. Reject, without necessarily proceeding with full evaluation; any submission or portion of a submission that does not satisfy the Mandatory Criteria for Evaluation and the Instructions and Terms for Submission.
 - c. In the event the proponent has received written documentation from BCCA PDI of non-contractual compliance, the proponent’s submission may be rejected.
 - d. In the event the proponent has received written documentation from BCCA PDI on successfully meeting contractual compliance, and the proponent is a new contractor with BCCA PDI, the proponent will be subject to a probation period.

BCCA PDI reserves the right to negotiate terms and conditions different than those contained in this Request for Qualified Fence Contractors.