



## REQUEST FOR QUOTATION

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**RFQ #**

**MH Project #**

**Quotation Requirement:** Registered Professional Services

**MH Project Address:**

**Issued on:**

**Submission Deadline:**

*It is solely the Bidders' responsibility to ensure that its Bid is received in accordance with the instructions set out in this Quotation document.*

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**Quotations must be emailed or faxed to:**

Manitoba Housing  
Attention:  
E-mail:  
Fax:

## 1.0 Purpose and Scope

You are invited to submit a quote for pricing for the Pre-design stage at which you are prepared to provide registered professional services meeting the description and specifications detailed in Schedule A – Description of Services. All bidders should include a completed and signed copy of **RFQ- Registered Professional Services Reply Portion** to the Manitoba Housing Procurement contact, at the e-mail address or facsimile number above **on or before the submission date and time**.

All inquiries regarding this Request for Quotation should be directed in writing to the Manitoba Housing Procurement contact at the above e-mail address, prior to 2:00 P.M. on \_\_\_\_\_.

**Note:** This is a request for quotation. Manitoba Housing may, but is not required to, issue a purchase order for some or all of the services specified in this Request for Quotation. If Manitoba Housing issues a purchase order, the resulting contract will be comprised of Schedule A – Description of Services, Schedule B – Scope of Work, the successful bidders quote, the purchase order and Manitoba Housing Purchase Order Terms and Conditions.

Manitoba Housing thanks all vendors for their interest; however, only those vendors awarded a contract will be contacted.

## 2.0 Bidding Instructions

Bidders should submit pricing for registered professional services as they relate to Schedule A - Description of Services being presented in this Request for Quotation. Bidders shall provide pricing for the Pre-design stage and reimbursable expenses. The bidder offering the lowest overall price may be awarded a contract.

## 3.0 Site Visit

Site visits may be pre-arranged by contacting Manitoba Housing Project Manager listed below:

Name:

Phone:

E-mail:

## 4.0 Evaluation Review

Responses received by the submission deadline will be ranked in accordance with the criteria below and if an award is to be made, it may be made to the compliant bid offering the lowest price.

### 1. Total Bid Price: including Pricing for Pre-design stage

## 5.0 Schedule

The anticipated completion date for the draft Pre-design assessment report is \_\_\_\_, with the final assessment report to follow within \_\_\_\_ upon approval of the draft by Manitoba Housing.

## 6.0 Supplier Confidentiality and Non-Disclosure Agreement

Prior to award of contract, the successful bidder will be required to submit FOR-41 Supplier Confidentiality and Non-Disclosure Agreement fully completed and sign in ink by an authorized representative of the company. The Supplier Confidentiality and Non-Disclosure Agreement can be found at:

<http://www.gov.mb.ca/housing/mh/pubs/for-41-supplier-confidentiality-agreement-and-non-disclosure-agreement.pdf>

SAMPLE

## REPLY PORTION

Request for Quotation # \_\_\_\_ **Registered Professional Services:**

**Please complete and return to \_\_\_\_\_ via e-mail at \_\_\_\_\_ by \_\_\_\_\_**

### 1.0 Pricing:

Phase of Basic Services	Fee	PST	Extended Cost (Fee including PST/RST)
Pre-design Stage			
<b>TOTAL FEE INCLUDING ALL APPLICABLE TAXES</b>			

### 2.0 Reimbursable Expenses:

Bidders must provide an amount that is not included in the Basic or Additional Service fee and represents a reasonable allowance for reimbursable expenses. Reimbursable expenses are defined in the sample Prime Consultant Services Agreement which may be viewed online at <http://www.gov.mb.ca/housing/procurement.html>.

The information provided by the bidder for reimbursable expenses will not form any evaluation or ranking. It is simply being provided as information to Manitoba Housing in order to determine the magnitude of total costs of consultant services associated with this project.

Phase/Stage	\$ Amount
Reimbursable Expenses	

### 3.0 RST

Retail Sales Tax is only applicable to consultant services as per the *Retail Sales Tax Act Bulletin 058* <https://www.gov.mb.ca/finance/taxation/pubs/bulletins/058.pdf> and *Retail Sales Tax Act Bulletin 060* <https://www.gov.mb.ca/finance/taxation/pubs/bulletins/060.pdf>

### 4.0 Goods and Services Tax (GST)

Based on a Reciprocal Tax Agreement with the Canada Revenue Agency, the Manitoba Housing and Renewal Corporation (MHRC), which also operates under the business name "Manitoba Housing", is relieved of paying GST/HST. Fee submission should not include GST/HST charges.

**5.0 Fee for Additional Services:**

The successful bidder will be required to provide a detailed hourly rate breakdown for additional services by discipline prior to award.

**6.0 Addenda**

The bidder acknowledges it has received the following addenda to the RFQ and they have been considered in preparing its bid:

Number

(If no addenda were received, indicate "No Addenda Received").

SUBMITTED BY:

\_\_\_\_\_  
Signature of Bidder or Bidder's authorized official

\_\_\_\_\_  
Print name and office of individual whose signature appears above

\_\_\_\_\_  
Telephone Number      Fax #      E-mail Address

\_\_\_\_\_  
Corporate Legal Name of Bidder

\_\_\_\_\_  
Date

## SCHEDULE A DESCRIPTION OF SERVICES

### Pre-Design

#### Optional Services

- Assessment Report – Draft and Final
- **Functional space\* program**
- Schedule preparation
- Budget preparation
- Life cycle costing
- Economic feasibility
- **Site selection analysis\***
- Site evaluation
- Utility review
- Legal survey
- Geotechnical analysis
- Environmental analysis
- Verify accuracy of record drawing/information
- Zoning/Variance approval
- Operating cost analysis
- Whole building and system assessment and cost analysis
- Envelope audit
- Structural audit
- Mechanical audit
- Electrical audit
- Other (enter description)
- Integrated Design Process Meeting

\* **Denotes fields applicable to New Build projects.**

## **SCHEDULE “B” SCOPE OF WORK**

Project: \_\_\_\_\_, Winnipeg, MB

The following overview is not intended to be an all inclusive list. Bidders should review the project site and the successful bidder will develop a comprehensive scope of work and program of requirements for the project. The project consists of

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SAMPLE