

APPENDIX E -PROPOSAL SUBMISSION FORM

1. PROSPECTIVE APPLICANT INFORMATION

Please fill out this section, and provide a contact person for the proposal and for any clarifications or amendments.	
<u>Prospective Applicant Profile</u>	
Full legal name of prospective Applicant: *	
Other relevant name under which the prospective Applicant carries out business:	
Street address:	
City, province/state:	
Postal code:	
Phone number:	
GST/HST or SIN number	
<u>CFI Contact</u>	
Name and title:	
Phone number:	
Mobile number:	
Email:	
* In the case of a Consortium or Joint Venture, the prospective Applicant must name the main applicant and other parties that comprise the consortium or joint venture and their legal relationship. If prospective Applicants plan to hire subcontractors, the names of the subcontractors must be listed as well.	

2. ACKNOWLEDGEMENT OF NON-BINDING PROCUREMENT PROCESS

The prospective Applicant acknowledges that this procurement process will be governed by the terms and conditions of the CFI, and that, among other things, such terms and conditions confirm that this call for interest process is not intended to create and does not create a Contract A bidding process nor any contractual or other legally enforceable obligation, and that there will be no legal relationship or obligations created until the House of Commons and the selected prospective Applicant have executed a written agreement.

3. ABILITY TO PROVIDE DELIVERABLES

The prospective Applicant has carefully examined the CFI documents and has a clear understanding of the deliverables required under the CFI. The prospective Applicant represents and warrants the ability to provide the deliverables required under the CFI in accordance with the proposal presented. The prospective Applicant has provided a list of any subcontractors to be hired in order to complete the proposed agreement. The prospective Applicant encloses herewith, as part of the proposal, the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
Proposal Submission Form	

Note to prospective Applicants: There may be forms required in the CFI other than those set out above. See the Mandatory Criteria section of the CFI for a complete listing of mandatory forms.

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4. ADDENDA

The prospective Applicant has read and accepted all addenda issued by the House of Commons prior to the Deadline for Issuing Addenda. The onus remains on prospective Suppliers to make any necessary amendments to their proposal based on the addenda. The prospective Applicant confirms having received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word "None" on the following line: _____

5. PROHIBITED CONDUCT

The prospective Applicant declares that it has not engaged in any Conflict of Interest and Prohibited Conduct.

6. CONFLICT OF INTEREST

For the purposes of this clause, the term conflict of interest means:

6.1 in relation to the procurement process, the prospective Applicant has an unfair advantage or engages in conduct, directly or indirectly, that may give the prospective Applicant an unfair advantage, including but not limited to:

6.1.1 having, or having access to, confidential information of the House of Commons in the preparation of the prospective Applicant's proposal that is not available to other prospective Applicants;

6.1.2 communicating with any person with a view to influencing preferred treatment in the CFI process (including but not limited to the lobbying of decision makers involved in the CFI process); or

6.1.3 engaging in conduct that compromises, or could be seen to compromise, the integrity of the CFI process; or

7. 2 in relation to the performance of its contractual obligations contemplated in the agreement that is the subject of this procurement, the prospective Applicant's other commitments, relationships or financial interests:

7.2.1 could, or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of the prospective Applicant's independent judgement; or

7.2.2 could, or could be seen to compromise, impair or be incompatible with the effective performance of the prospective Applicant's contractual obligations.

If the box below is not checked, the prospective Applicant will be deemed to declare that (a) there was no conflict of interest in preparing the prospective Supplier's proposal; and (b) there is no foreseeable conflict of interest in performing the contractual obligations contemplated in the CFI.

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

- The prospective Applicant declares that there is an actual or potential conflict of interest relating to the preparation of the proposal, and/or the prospective Applicant foresees an actual or potential conflict of interest in performing the contractual obligations contemplated in the CFI.

If the prospective Applicant declares an actual or potential conflict of interest by checking the box above, the prospective Applicant must set out details of the actual or potential conflict of interest:

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The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our proposal; and (b) were employees of the House of Commons and have ceased that employment within twenty-four (24) months prior to the submission deadline:

Name of individual:	
Job classification:	
Service Area:	
Last date of employment with the House of Commons	
Name of last supervisor:	
Brief description of individual's job description	
Brief description of nature of individual's participation in the preparation of the proposal:	

Name of individual:	
Job classification:	
Service Area:	
Last date of employment with the House of Commons	
Name of last supervisor:	
Brief description of individual's job description	
Brief description of nature of individual's participation in the preparation of the proposal:	

Name of individual:	
Job classification:	
Service Area:	
Last date of employment with the House of Commons	
Name of last supervisor:	
Brief description of individual's job description	
Brief description of nature of individual's participation in the preparation of the proposal:	

The prospective Applicant agrees to provide the House of Commons, upon request, additional information regarding each individual identified above in the form prescribed by the House of Commons.

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7. DISCLOSURE OF INFORMATION

The prospective Applicant 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 prospective Applicant hereby consents to the disclosure, on a confidential basis, of this proposal by the House of Commons to the House of Commons' advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

Signature of witness

Signature of prospective Applicant representative
I have authority to bind the prospective Applicant and
attest to the accuracy of the information provided in this
proposal.

Name of witness

Name and Title

Date