

MÉTIS NATION OF ONTARIO

REQUEST FOR TENDER

HISTORIC MÉTIS CLOTHING

Submission deadline: December 18, 2015

The Metis Nation of Ontario (MNO) is seeking tenders from experienced tailors for the fabrication of historically accurate Métis clothing for the MNO's Métis Summer Cultural Program (MSCP). This Request for Tender (RFT) is for a price quote for one male and one female set of historic Métis clothing. More historic clothing will be required when the full complement of student employees has been determined.

Selected candidates will be contacted to meet with our team to present and discuss their proposal. The MNO is open to suggestions as to approaches to deliver the services in the most cost-effective way.

Submission Requirements:

The MNO requests price quotes to fabricate **historically accurate Métis clothing** similar to those worn during the time period the 1800's -1850's in Ontario. Historic clothing will be worn by MNO SYCP members making presentations about Métis people, culture and history. **All patterns and materials used to fabricate must be historically accurate.** Preference will be given to candidates who have sample work and/or experience in producing historic Aboriginal clothing.

Historic Clothing:

- Male Historic Clothing
 - 1 pair of voyageur pants
 - 1 voyageur shirt
 - 1 bandana
 - 1 pair of moccasins
 - 1 sash

- Female Historic Clothing
 - 1 Ojibway strap dress OR skirt and chemise
 - 1 kerchief
 - 1 pairs of moccasins
 - 1 sash

Completion date:

All historic clothing is required by **June 17, 2016**. There is a small window of flexibility of this date within one to two weeks.

Tender selection process:

The MNO must be satisfied that you and your tender meet certain eligibility criteria before your tender is selected and any contract is signed.



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The following are the eligibility criteria:

- your tender complies with the requirements of this RFT;
- you have the ability to provide the services specified;
- you satisfy the evaluation criteria.

The evaluation criteria are not in any particular order, are not exhaustive and will not necessarily be accorded equal weight or any particular weight at all.

The MNO's preference is to accept tenders on the basis of this RFT. However, the MNO may (at its option) consider non-conforming tenders. Any non-conforming tenderers should clearly identify the aspects of your tender that do not conform to the tender requirements.

In considering your tender, the MNO may ask you for further information, or to verify information, in relation to any aspects of your tender.

If the MNO's discussions with tenderers or other circumstances make it necessary to extend the indicated date by which the MNO wishes to select preferred tenderer(s), the MNO may notify parties who have submitted a tender of the necessary extension of time.

The MNO reserves the right at any time to:

- accept or reject all or any tender and to not accept the lowest priced tender(s);
- consider, accept, or reject any non-conforming tender, at the MNO's sole discretion;
- suspend or cancel (in whole or in part) this tender and the tender process at any time;
- re-invite tenders;
- seek additional tenders;
- waive any irregularities or informalities in the tender process;
- amend any timetable in the RFT;
- amend this RFT, or any associated documents, by the issue of a written amendment notice;
- consult with the public and/or any other party interested in the delivery of the required services;
- notify all other tenderers and offer any of the other tenderers the opportunity to amend their tenders where, as a result of one or more tenders received or for any other reason, the MNO decides to change the services that the MNO intends to purchase;
- negotiate and/or conclude a formal contract with any party, whether or not that party has submitted a tender;
- negotiate concurrently with one or more tenderers pending execution of an agreed contract by the MNO;
- negotiate with any tenderer or tenderers, at any time before or after acceptance of a tender, and upon any terms and conditions;
- not enter into any contract in relation to the matters described in this RFT.

A decision to select a tender may be conditional; for example, subject to certain revisions being agreed. It is likely that such conditions will be discussed with the tenderer before negotiations commence towards a written agreement.

Payment:

A cheque will be issued for payment based on an agreed statement of work.

CONTENT OF YOUR TENDER

Please include the following information in your tender:

Title of the tender: REQUEST FOR TENDER – HISTORIC MÉTIS CLOTHING

Organization details:

- The full legal personal name or name of your organization;
- Postal and service addresses of your organization;
- Contact information of your organization (telephone number and email address);
- Name of your contact person and their contact details;
- Firm date that historic clothing would be completed and delivered.

Details

- Detailed background information of your knowledge and experience fabricating the historical historic Métis clothing as previously described;
- Description or method for providing the services.

Pricing

- Description of the historic clothing design, fabrics and colour for each set of historic clothing (male and female).
- Prices quoted should remain valid until completion of the project.
- Breakdown of cost to make each historic clothing (as described on page one).

Other requirements:

- (a) **Professional expertise** – Your tender must describe your skills and expertise to successfully manage and maintain quality and integrity. You must establish your credibility, credentials qualifications, accreditations and/or expertise.
- (b) **Previous experience** – Your tender should document your organization's activities / experience in delivering comparable services.
- (c) **Quality of services** – Your tender should demonstrate how you will deliver products of an excellent quality. For example, by describing your internal quality assurance processes.
- (d) **Service priorities** – Your tender must demonstrate you have adequate time and resource to complete the work in the required timelines and that other priorities will not compromise work on the historic Métis clothing.
- (e) **Confidentiality** – If you consider any parts of the tender confidential, you must provide an explanation.
- (f) **Conflict of interest** – Your tender must identify any existing or potential conflicts of interest related to the tendering process and/or the provision of the services and how you would manage or resolve those conflicts. The nature of any existing or potential conflicts of interest should be specified.

(g) **References** – Your tender should include the names and contact details for two or more references that the MNO may contact, including:

- names;
- telephone numbers and email addresses of contact persons;
- an overview of the referee and its business;
- an overview of the services provided to the referee;
- the period when services were provided.

Deadline:

Tenders must be submitted by fax or email no later than **December 18, 2015 at 4:00 p.m.to:**

Métis Summer Cultural Program
Métis Nation of Ontario
500 Old St. Patrick Street
Ottawa, Ontario K1N 9G4
Attention: Jade Bourbonnière
Fax: 613- 722-4225
E-mail : jadeb@metisnation.org

The MNO does not discriminate in this process on the basis of sex, age, race, religion, color, national origin or disability.

The MNO reserves the right to reject all bids and to accept any bid it considers advantageous. The lowest or any bid may not be accepted.

Acceptance process:

The MNO will notify a preferred tenderer (if any) in writing if its tender has been accepted. Upon acceptance by the MNO of a preferred tender, the MNO and the preferred tenderer may enter into negotiations with a view to entering into a contract on the basis of this RFT. Where the date for the signing of the contract needs to be extended, the MNO will advise the preferred tenderer.

Unsuccessful tenderers, who were not notified during the process, will be notified in writing by the MNO once a contract has been executed between the MNO and the preferred tenderer.