

POSTING NOTICE

Address:

ONTARIO ARTS COUNCIL
121 Bloor Street East, 7th Floor
Toronto, Ontario, Canada
M4W 3M5

Attention: Tender Administrator
tenders@arts.on.ca

Procurement Method:

Open tender whereby all interested independent translators may submit a response.

Description:

This Request for Supplier Qualification is an invitation to submit application to qualify as an approved Translation Service provider to the Ontario Arts Council (the "OAC") and be entered on to a Vendor of Record list. OAC will use the Prequalified List to select translators based on their area of expertise and skillset to provide quality translations from French-to-English and/or English-to-French, on an 'as required' basis.

Application Documents:

Members of The Association of Translators and Interpreters of Ontario (ATIO) who wish to apply can request the application documents by sending an email to the following address:

tenders@arts.on.ca

Complete tender documents can also be obtained at <https://www.merx.com/> for subscribers to MERX services.

Estimated Quantities:

Available within the tender documents.

Submission Details:

Proponents shall submit their applications via email to the address listed above. Additional instructions can be found in the tender documents.

Submission Deadline:

July 6th, 2022: 11:00:59 AM (EDST)

Refer to Section 2.4 of the tender documents for key dates.

Public Opening:

Not Applicable

Conditions for Participation:

Complete conditions are provided within the tender documents.

Mandatory Submission Requirements:

Appendix A – Response Form
Vendor information
Supporting documents as specified in the RFSQ
Complete submission requirements are provided within the tender documents.

Scored Submission Requirements:

Education and Certifications
Service
Past Performance
Rate information
Translation samples
Compliance with the terms of the RFSQ
Complete submission requirements are provided within the tender documents.

This procurement is covered by:

- OPS Procurement Directive
- Ontario-Quebec Trade and Cooperation Agreement
- Canadian Free Trade Agreement
- Comprehensive Economic and Trade Agreement between Canada and the European Union

Timeframe for Delivery/Duration of Agreement:

The term of inclusion on the Prequalified List shall be five (5) years from the date of notification to the respondent that they have been prequalified.

Additional Options:

Available within the Tender Documents.

Negotiation:

There are no negotiations for this procurement.

Electronic Auction:

This process does not involve an electronic auction.

Supplier Prequalification:

Any supplier who does not participate in the prequalification or does not appear on the Prequalified List may be excluded from opportunities.

Responses must be submitted in English.

Proponents should note that information contained within this notice is subject to change. Proponents are encouraged to download the tender document which contains the most current information.

If there is a conflict between the tender document and this Tender Notice, the tender document will take precedence.

All additional inquiries are to be directed to the Tender Administrator.

Email: tenders@arts.on.ca