

# VANCOUVER ISLAND – CALL FOR TENDERS

## TENDER GENERAL INSTRUCTIONS

Issued: 30 June 2004

Revised: 30 July 2004

1. **READ INSTRUCTIONS CAREFULLY:** *Read these instructions carefully. See also specific instructions in separate documents forming part of the Tender.*
2. **COMPLETE TENDERS FULLY AND PROPERLY:** *Bidders must fully and properly complete their Tender. Bidders may submit questions regarding completion of Tenders to BC Hydro at [vicft@bchydro.com](mailto:vicft@bchydro.com). Timely submitted questions and answers will be posted to <http://www.bchydro.com/vicft> in accordance with section 15.5 of the CFT.*
3. **DELIVERY OF TENDERS:** *Bidders must deliver to BC Hydro a fully and properly completed and signed Tender using the forms prescribed by Addendum 20, and the required Tender Security in the form prescribed by Addendum 18, not later than 4:00 p.m. PPT on the date specified in the CFT Schedule. Late submissions, or submissions received from persons, or in respect of projects, that are not pre-qualified in accordance with the CFT, will not be considered and will be returned, in the case of Envelopes #2 and #3 referenced below, unopened. For further detail concerning permissible changes in information concerning bidders and projects between pre-qualification and Tender submission, see section 5 of Addendum 14.*
4. **TENDER COMPONENTS:** *A complete Tender (“Tender”) consists of one sealed box or envelope containing 3 sealed envelopes or sealed boxes, as follows:*
  - **Envelope #1- Bidder and Project Information, consisting of:**
    - *One originally executed Tender Form,*
    - *One originally executed and bound copy and one unbound and 6 bound copies of Mandatory Criteria/Development Risk Information, consisting of:*
      - *Part 1 – Bidder and Project Information,*
      - *Part 2 – Supplementary Financial Information,*
      - *Part 3 – Development Risk Information, and*
      - *Part 4 – Fuel Supply Certainty Information,*
    - *One originally executed Agreement Information Form,*
    - *One originally executed Tender Security;*

- **Envelope #2** – One copy of Financial Statements; and
- **Envelope #3** – One originally executed Price Information Form.

Each of these components of the Tender is further described in sections 5 to 7 inclusive of these instructions.

5. **ENVELOPE #1:**

5.1 **Tender Form:** Each bidder must submit a properly completed Tender Form, using the form issued and posted with Addendum 20.

5.2 **Mandatory Criteria/Development Risk Information:** Bidders must prepare and submit the following information in four parts, titled as indicated below:

- **Part 1 – Bidder and Project Information:** Each bidder must either (i) resubmit bidder and project information supporting compliance with Mandatory Criteria in the form, and containing the content, stipulated by the Mandatory Criteria Guidelines and Information Requirements, issued 14 November 2003 and revised 5 March 2004, or (ii) submit an addendum to the bidder's Pre-qualification Submission setting out clearly information concerning the bidder and/or the project that is different from, or supplementary to, the bidder's Pre-qualification Submission.
- **Part 2 – Supplementary Financial Information:** Each bidder must submit supplementary financial information supporting Mandatory Criteria pertaining to Financial Capacity and Creditworthiness in the form, and containing the content, stipulated in the Supplementary Financial Information Guidelines issued 30 June 2004 and issued and posted with Addendum 18.
- **Part 3 – Development Risk Information:** Each bidder must submit information supporting a development risk assessment for its project in the form, and containing the content, stipulated by the Development Risk Guidelines issued 20 November 2003 and revised 30 June 2004 and issued and posted with Addendum 18.
- **Part 4 – Fuel Supply Certainty Information:** Each bidder, other than a bidder tendering a gas-fired tolling project, must prepare a submission addressing fuel supply certainty in accordance with the Fuel Supply Certainty Guidelines issued 6 January 2004 and revised 30 June 2004 and issued and posted with Addendum 18.

5.3 **Agreement Information:** Each bidder must submit a properly completed Agreement Information Form, using the form issued and posted with Addendum 20.

5.4 **Tender Security:** Each bidder must submit a Tender Security. The principal amount of the Tender Security must be equal to the Bid Capacity in MW multiplied by \$10,000 per MW. The Tender Security must otherwise be in the form issued and posted with Addendum 18 and must comply with the requirements of section 10.7 of the CFT.

*If two or more Tenders submitted by a single bidder are properly designated as mutually exclusive in the Tender Form, in order to avoid duplicative security, only one Tender Security is required in respect of those Tenders. That Tender Security must be in an amount equal to the highest of the Bid Capacities in MW specified in those Tenders multiplied by \$10,000 per MW, and otherwise conform to the requirements described above.*

*If a single Tender is submitted in respect of more than one project in accordance with section 12 below, then only one Tender Security is required in respect of that Tender. That Tender Security must be in an amount equal to the sum of the Bid Capacities in MW of each project within the Tender multiplied by \$10,000 per MW, and otherwise conform to the requirements described above.*

*If a single Tender includes a project with and without duct firing capability and/or with and without dual fuel capability, that project will be considered to be a single project for purposes of calculating the Tender Security. The Bid Capacity of such project will be the highest Bid Capacity specified for those scenarios.*

**6. ENVELOPE #2 - FINANCIAL STATEMENTS:** *Each bidder must submit, in a separate sealed envelope, to the extent not provided with its Pre-qualification Submission, the following in respect of the bidder, and each Project Owner on whom it relies to establish Financial Capacity and Creditworthiness:*

- *Annual audited financial statements for the most recently completed fiscal year, and*
- *Audited, if available, or unaudited financial statements for the most recently completed fiscal quarter.*

**7. ENVELOPE #3 - PRICE INFORMATION:** *Each bidder must submit, in a separate sealed envelope, a properly completed Price Information Form, using the form issued and posted with Addendum 20.*

**8. SEALING AND LABELING THE TENDER SUBMISSION:** *Each sealed envelope or box must be labeled “Vancouver Island – Call for Tenders, Tender Submission” and bear the applicable Envelope number (“Envelope #1”, “Envelope #2” or “Envelope #3”) as well as the name of the bidder.*

*All three envelopes or boxes must be placed in a fourth sealed envelope or box (“Tender Envelope”) labeled “Vancouver Island – Call for Tenders, Tender Submission” and must bear the name of the bidder.*

*If a bidder is submitting more than one Tender, then a separate Tender Envelope must be submitted for each Tender and the Tender Envelopes must be numbered sequentially to distinguish each Tender submitted (“Tender Submission #1”, “Tender Submission #2”, etc.)*

**9. DOWNLOAD AND COMPLETE TENDER SUBMISSION FORMS:** *Download from <http://www.bchydro.com/vicft> the following in Word format:*

- *Tender Form,*

- *Agreement Information Form,*
- *Price Information Form.*

*Use the TAB key to select and complete fields appearing in the forms. Follow carefully the instructions on each form. Complete each field in the forms. Do not insert conditions or other information not specified by the forms. Do not otherwise modify the forms. Print the completed forms for execution and submission.*

**10. DOWNLOAD GUIDELINES AND TENDER SECURITY FORM:** *Bidders may also download from <http://www.bchydro.com/vicft> the following documents to assist them in completing Tenders:*

- *Mandatory Criteria Guidelines and Information Requirements, issued 14 November 2003, and revised 5 March 2004,*
- *Development Risk Guidelines, issued 20 November 2003 and revised 30 June 2004,*
- *Supplementary Financial Information Guidelines, issued 30 June 2004,*
- *Fuel Supply Certainty Guidelines, issued 6 January 2004 and revised 30 June 2004, and*
- *Tender Security Form.*

**11. MULTIPLE TENDERS:** *In accordance with section 4.2 of the CFT, as revised by Addendum 18, a bidder intending to develop more than one project may submit a separate Tender in respect of each project. In that case a complete and separate Tender must be prepared and submitted. Do not commingle or otherwise submit separate Tenders in the same envelopes or boxes. Number each Tender submission as instructed in section 8 above.*

*If two or more Tenders are submitted by a single bidder, that bidder may designate those Tenders as mutually exclusive by properly completing the applicable section of the Tender Forms, so that only one, but not both or all such Tenders, may be accepted.*

**12. MULTIPLE PROJECTS (INCLUDING DUCT FIRING AND/OR DUAL FUEL SCENARIOS) WITHIN A SINGLE TENDER:** *Section 4.2 of the CFT, as revised by Addendum 18, also permits a bidder intending to develop more than one project to aggregate two or more projects in one Tender. In that case, if the Tender is accepted, separate EPAs, with cross default provisions, will be awarded in respect of both or all projects within the Tender. In the case of a Tender that includes a project with and without duct firing capability and/or with and without dual fuel capability, the alternative scenarios, while considered separate projects within a single Tender, will be considered to be multiple projects which are mutually exclusive and only one EPA will be awarded in respect of the Tender.*

*If a bidder wishes to submit a single Tender in respect of multiple projects (including a Tender for a project with and without duct firing capability and/or with and without dual fuel capability), it must submit:*

- One Tender Form,
- Mandatory Criteria/Development Risk Information, Agreement Information and Price Information Forms for each project,
- Tender Security as instructed in section 5.4 above,
- Financial Statements as instructed in section 6 above.

13. **EXECUTION OF TENDER FORM:** *The Tender Form must be dated and executed under seal by the bidder through its duly authorized directors, officers, or other representatives.*

*If the bidder is a corporation, limited partnership, general partnership or joint venture, use the applicable signature block on the Tender Form.*

*If the bidder is a limited partnership, only the general partner must execute the Tender Form on behalf of the limited partnership.*

*If the bidder is a general partnership or joint venture, all general partners or joint venturers must execute the Tender Form on behalf of the general partnership or joint venture.*

*If the bidder is an entity other than a corporation, limited partnership, general partnership or joint venture, contact BC Hydro not later than 30 July 2004 at [vicft@bchydro.com](mailto:vicft@bchydro.com) for further instructions on execution of the Tender Form.*

*All corporations must affix their corporate seal. If proper execution by a corporation requires two or more signatures add additional lines for signatures and the signatories names and offices held in the signature block.*

14. **EXECUTION OF OTHER DOCUMENTS:** *Each part of the Mandatory Criteria/Development Risk Information, the Agreement Information Form and the Price Information Form must be dated and executed on behalf of the bidder by the person nominated in the Tender Form for that purpose. See section 11 of the Tender Form.*