



OPEN TENDER

OFFICE SPACE FOR LEASE

Happy Valley-Goose Bay, Newfoundland and Labrador

Issue Date	October 28, 2026
Deadline for Questions	November 11, 2026
Closing Date and Time	November 18, 2026
Contact	Giselle Elliott giselle.elliott@nunatsiavuthousing.com

1. Invitation and Overview

The Nunatsiavut Housing Commission (“**NHC**”) invites proposals from owners, landlords and other qualified proponents to provide suitable office space for lease in Happy Valley-Goose Bay, Newfoundland and Labrador.

NHC is seeking a practical, accessible and cost-effective office solution that can support its current operations. NHC is seeking to enter into a lease for an initial term of one (1) year, with an option in favour of NHC to extend the term for one (1) additional year, for a maximum total term of two (2) years. NHC’s preference is for existing space that is ready for occupancy or can be made ready through modest tenant improvements. Proposals involving more substantial renovations may also be considered if the proposed schedule and commercial terms are acceptable, having regard to the one (1) year Initial Term and the optional Extension Term.

This Tender is intended to provide proponents with enough information to submit comparable proposals without imposing an unnecessarily complex submission process. The successful proponent, if any, will be invited to negotiate and enter into a written lease with NHC. This Tender is issued under section 11 of the Procurement Act on the basis of [subsection 6(3) / Executive Council authorization under paragraph 7(1)(g), dated and identified here]. This bracketed authority must be completed before issuance.

1.1 NHC

NHC was established in 2019 to support the housing needs of beneficiaries within the Labrador Inuit Land Claims Agreement area. NHC delivers and supports housing programs and related services from Happy Valley-Goose Bay and Nunatsiavut communities.

1.2 Procurement Schedule

Milestone	Date / Time
Tender issued	October 28, 2026
Deadline for questions	November 11, 2026
Last date for addenda, if any	November 13, 2026
Proposal closing	November 18, 2026
Anticipated selection / notice	December 15, 2026
Preferred occupancy date	January 15, 2026

Dates are approximate and may be changed by NHC by written addendum. The proposal period will be no fewer than 21 days from issuance unless NHC documents that a shorter period of no fewer than 10 days is permitted by subsection 9(7) of the Procurement Act.

2. Instructions to Proponents

2.1 Contact and Questions

The contact for this Tender is:

Giselle Elliott
Operations and Finance Manager

Nunatsiavut Housing Commission
giselle.elliott@nunatsiavuthousing.com

NHC will provide this Tender to every Inuit Business identified as being in the business of supplying the required leased premises and will communicate the opportunity in a manner accessible to small and medium-sized businesses. All questions must be submitted by email by the deadline stated in section 1.2. Proponents must not rely on oral information. If a response may affect other proponents, NHC may answer by addendum.

2.2 Addenda

Any amendment to this Tender will be issued in writing as an addendum. Addenda will form part of this Tender. Proponents are responsible for monitoring www.nunatsiavuthousing.com and accounting for all addenda in their proposals.

2.3 Submission

Proposals must be received no later than the closing date and time stated in section 1.2. Proposals are to be submitted [electronically in PDF format to insert email / in one sealed envelope] and clearly identified as follows:

Tender: Office Space for Lease – Happy Valley-Goose Bay
Attention: Giselle Elliott
Nunatsiavut Housing Commission
P.O. Box 158C, 49B Grenfell Street
Happy Valley-Goose Bay, NL A0P 1C0

NHC may reject a late proposal, except where the delay is due solely to mishandling by NHC. A proponent is responsible for ensuring that its complete proposal is received on time. Proposals will be opened at [time] on [date] at [place], where the public may attend, in the presence of at least two witnesses acceptable to NHC.

2.4 Proposal Validity and Costs

Proposals must remain open for acceptance for 30 days after closing. Each proponent is responsible for all costs incurred in preparing its proposal, responding to requests for clarification, attending a site visit or meeting, and negotiating a lease.

3. Required Office Space

3.1 Location and General Suitability

The proposed premises must be located within the municipal boundaries of Happy Valley-Goose Bay. The premises should present a professional and welcoming environment for NHC staff, clients and visitors, and should be reasonably convenient to access by vehicle and on foot.

3.2 Core Functional Requirements

NHC presently requires the following. Proponents should identify clearly whether each requirement is existing, will be provided before occupancy, or is unavailable.

Requirement	NHC Preference / Minimum
Private offices	5 to 7 enclosed offices, including existing offices within the premises
Boardroom	One boardroom or meeting room appropriate for confidential meetings

Requirement	NHC Preference / Minimum
Kitchen	Kitchen or kitchenette
Storage	One dedicated storage room, with secure file storage preferred
Washrooms	1 to 2 washrooms, accessible where required by applicable law
Entrance	Private, secure entrance dedicated to NHC is strongly preferred
Parking	Adequate, accessible parking for staff and visitors; identify number and allocation
Cleaning	Regular cleaning included in rent is an asset
Exterior services	Garbage removal and snow/ice removal included in rent or additional rent
Occupancy	Available for occupancy by [insert date]

3.3 Building, Safety and Accessibility

- The premises must comply, or be brought into compliance before occupancy, with applicable municipal requirements, the National Building Code as adopted in Newfoundland and Labrador, fire and life-safety requirements, occupational health and safety requirements, and accessibility requirements.
- Entrances, common routes, parking, washrooms and principal work and meeting areas should be barrier-free to the extent required by law. Any existing limitations must be disclosed.
- The premises must have functional heating, ventilation, plumbing and electrical systems suitable for normal office use in Labrador conditions.
- The proponent must identify security features, including locks, access control, exterior lighting, alarm systems and any shared access arrangements.
- The proponent must identify any known hazardous materials, environmental conditions, outstanding work orders or other conditions that could affect occupancy or use.

3.4 Plans, Condition and Tenant Work

The proposal must include a floor plan, sketch or other clear depiction of the proposed premises showing room uses and approximate dimensions. Current photographs should also be included. If work is required, the proposal must describe the work, who will pay for it, and the date by which it will be complete.

NHC may inspect the proposed premises before completing its evaluation and may identify reasonable tenant improvements for discussion with one or more proponents.

4. Proposed Lease and Commercial Terms

NHC anticipates entering into a written lease. NHC requires an initial lease term of one (1) year (the "**Initial Term**"), with an option in favour of NHC to extend the lease for one (1) additional year (the "**Extension Term**"), for a maximum total term of two (2) years. Proponents should propose commercially reasonable terms consistent with these requirements and complete the pricing form in Schedule B. At a minimum, the proposal must address:

- confirmation that the proponent accepts the Initial Term and NHC's option for the Extension Term, and any proposed conditions on the exercise of the extension option;
- base rent, stated monthly and annually, and whether calculated by square foot or otherwise;
- any additional rent, common-area costs, operating costs, property taxes, utilities or other charges;
- whether cleaning, garbage removal, snow and ice removal, parking and exterior maintenance are included;
- responsibility for repairs, maintenance and replacement of building systems;
- any tenant improvement allowance, landlord work, rent-free fixturing period or other inducement;
- any proposed rent escalation applicable to the Extension Term;
- insurance requirements and evidence of the proponent's property and liability insurance; and
- any material exceptions or qualifications to NHC's requirements.

The proposed form of lease is attached as Schedule D. Proponents must identify all requested changes or qualifications in their proposal. Any final lease is subject to negotiation in accordance with section 11(2)(e) of the Procurement Act, legal review where required, and approval and execution by NHC.

5. Proposal Content

To support a fair and efficient evaluation, proposals should be concise and organized in the following order:

1. Completed Proposal Form in Schedule A.
2. Description of the property, including civic address, ownership, total rentable area and the area proposed for NHC.
3. Floor plan or sketch and current interior and exterior photographs.
4. Completed Requirements Response in Schedule A, identifying any exceptions.
5. Completed Pricing Form in Schedule B.
6. Description and schedule for any landlord work or tenant improvements.
7. Description of parking, accessibility, security, utilities and building services.
8. Two references for comparable commercial leasing arrangements, if available.
9. Completed Inuit Content Factor Form in Schedule C, including the proponent's calculation and supporting data required for verification.
10. Any proposed lease form or additional information the proponent considers material.

NHC may request and consider additional information or clarification during evaluation. NHC will not permit a proponent after closing to cure a failure to satisfy a mandatory minimum content or format requirement, except where permitted by the Procurement Act and consistent with the obligations of fairness and equal treatment.

6. Evaluation and Selection

6.1 Evaluation Approach

NHC will first determine whether each proposal satisfies the mandatory requirements in section 3 and includes the minimum content and format requirements in section 5. Only qualified proposals will be scored. No undisclosed criterion will be used.

Scored Criterion	Weight	Evaluation Method
Suitability of premises and functional layout	30 points	Degree to which the premises meet the room, privacy, security, accessibility and operational requirements in section 3.

Scored Criterion	Weight	Evaluation Method
Total occupancy cost and commercial terms	35 points	Comparative total occupancy cost over the full two-year term, consisting of the Initial Term and the Extension Term, including base rent, additional rent, utilities, services, improvements, escalation and risk allocation.
Location, parking and accessibility	15 points	Convenience of location, adequacy of staff and visitor parking, private access and barrier-free features.
Condition, readiness and occupancy schedule	10 points	Existing condition, scope and risk of required work, and demonstrated ability to meet the required occupancy date.
Lease terms, capacity and performance risk	10 points	Commercial acceptability of proposed lease terms, authority and capacity to lease the premises, references, and identified performance or property risks.

Each evaluator will score the stated criteria using the disclosed point allocations. NHC will compare all relevant risks, costs and benefits over the whole procurement cycle. The evaluation record will state the consensus score and reasons for the ranking.

After scoring, NHC will calculate and apply the Inuit content factor and preferred-supplier rules in sections 16 and 17 of the Procurement Act. A qualified proposal will be the preferred proposal where it is within 5% of the price of the lowest qualified proposal, has an Inuit content factor of at least 25, and has the highest Inuit content factor among all qualified proposals. If no proposal meets all three conditions, the qualified proponent offering the best value for money under the disclosed evaluation will be preferred.

6.2 Clarifications, Site Visits and Negotiations

NHC may seek clarification or additional information, verify information, conduct site visits and obtain references, provided that proponents are treated fairly and no proponent receives an unfair advantage. Following completion of the evaluation and application of the statutory preferred-supplier rules, NHC may negotiate a detailed lease with the highest-ranked preferred proponent. The lease must contain substantially the terms of that proponent's proposal. If agreement cannot be reached, NHC may reject that proposal and negotiate with successive proponents in evaluation-ranking order.

6.3 No Obligation to Award

Subject to the Procurement Act, NHC may reject any non-qualified proposal, reject all proposals where no acceptable proposal is received, cancel or reissue this Tender, or decide not to proceed. Any award will be made to the qualified supplier determined to satisfy the conditions for participation, be fully capable of performing the lease, provide value for money under the disclosed criteria, and be the preferred supplier under sections 15 and 16 of the Procurement Act. The lowest-priced proposal will not necessarily be accepted.

7. General Terms

7.1 No Contract by Submission or Selection

This Tender is an invitation to submit proposals and is not an offer to enter into a contract. No binding lease or other contract will arise from this Tender, the submission or evaluation of a proposal, notice that a proponent is preferred, or negotiations. A binding obligation will arise only when a final written lease is approved and executed by NHC and the successful proponent.

7.2 Confidentiality and Public Disclosure

Proponents must keep confidential any non-public information received from NHC. Proposals will be handled in accordance with NHC's applicable legal and governance obligations. Proponents should clearly identify information they consider confidential, but NHC cannot guarantee that information will be exempt from disclosure where disclosure is required by law.

7.3 Conflict of Interest and Communications

A proponent must disclose any actual, potential or perceived conflict of interest. NHC may disqualify a proponent where a conflict cannot be addressed to NHC's satisfaction. Proponents must direct communications concerning this Tender only to the contact identified in section 2.1.

7.4 Ownership and Accuracy

Proposals become the property of NHC and will not be returned. By submitting a proposal, the proponent represents that the information in it is accurate and that the proponent has authority to offer the premises and enter into the proposed lease.

7.5 Governing Law

This Tender and any resulting lease will be governed by the laws applicable in Newfoundland and Labrador and, where applicable, the laws and procurement requirements of the Nunatsiavut Government.

Schedule A – Proposal and Requirements Form

Proponent Information	Response
Legal name	
Contact person and title	
Mailing address	
Telephone	
Email	
Property owner, if different	
Civic address of premises	
Total rentable area offered	
Earliest occupancy date	

Requirements Response

Requirement	Complies?	Details / Exception
5 to 7 private offices	Yes / No	
Boardroom / meeting room	Yes / No	
Kitchen or kitchenette	Yes / No	
Storage room	Yes / No	
1 to 2 washrooms	Yes / No	
Private entrance	Yes / No	
Parking	Yes / No	
Cleaning available / included	Yes / No	
Garbage removal	Yes / No	
Snow and ice removal	Yes / No	
Accessible / barrier-free features	Yes / No	
Floor plan and photographs attached	Yes / No	

Proponent Declaration

The proponent confirms that it has reviewed this Tender, that the information submitted is complete and accurate, and that the undersigned is authorized to submit this proposal on behalf of the proponent.

Authorized Signatory	
Name	
Title	
Signature	
Date	

Schedule B – Pricing and Lease Terms

Item	Proponent Response
Initial Term of one (1) year accepted	
NHC option to extend for one (1) additional year accepted	
Monthly base rent	
Annual base rent	
Rentable area and rate per sq. ft., if applicable	
Additional rent / operating costs	
Utilities included / excluded	
Property taxes included / excluded	
Parking charges	
Cleaning charges	
Garbage removal charges	
Snow and ice removal charges	
Rent escalation applicable to the Extension Term	
Security deposit, if any	
Tenant improvement allowance / landlord work	
Rent-free fixturing period, if any	
Other charges or qualifications	

All amounts are to be stated exclusive of HST unless otherwise indicated. The proponent should attach any supporting cost breakdown needed to permit NHC to determine the total anticipated occupancy cost.

Schedule C – Inuit Content Factor Form

The proponent must calculate its Inuit content factor in accordance with section 17 of the Procurement Act and provide the data supporting each calculation. The factor and category scores are public information. Supporting data will be treated as confidential by NHC as required by the Act.

Category	Maximum	Proponent Calculation / Supporting Data
Inuit ownership and control: 0.5 point for each 1% above 50%; no points unless at least 50% Inuit-owned and controlled	20	
Location: 10 points for head office and principal operating office in an Inuit Community; 6 for either; 4 for a head or operating office elsewhere in Labrador	10	
Training for Inuit: 0.1 point per 1% of training expenditures spent on training Inuit	10	
Inuit employees: 0.2 point per 1% of employees who are Inuit	20	
Wages paid to Inuit: 0.1 point per 1% of payroll paid to Inuit	10	
Purchases from Inuit Businesses for this procurement: 0.1 point per 1% of relevant purchases	10	
Commitment to use Inuit Businesses as subcontractors: 0.1 point per 1% of subcontract value	10	
TOTAL INUIT CONTENT FACTOR	90	

The proponent certifies that the calculation and supporting data are complete and accurate and authorizes NHC to verify the information. Significant Inuit content means an Inuit content factor of at least 25.

Schedule D – Proposed Form of Lease

A complete proposed form of lease must be attached before this Tender is issued. At minimum, the lease should address the premises and plans, the one (1) year Initial Term and NHC's option to extend for one (1) additional year (including the manner and timing of notice of exercise), rent and additional rent, HST, utilities, parking, landlord work and tenant improvements, occupancy and fixturing, repair and maintenance, cleaning, garbage removal, snow and ice removal, building access and security, insurance, indemnity, damage and destruction, default and remedies, assignment and subletting, notices, compliance with laws, accessibility, hazardous materials, quiet enjoyment, termination rights, dispute resolution and governing law.