

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> PAN AND TILT HEAD	
<b>Solicitation No. - N° de l'invitation</b> W8486-122424/A	<b>Date</b> 2012-02-02
<b>Client Reference No. - N° de référence du client</b> W8486-122424	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-325-58485	
<b>File No. - N° de dossier</b> hn325.W8486-122424	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-03-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tokarew, Linda	<b>Buyer Id - Id de l'acheteur</b> hn325
<b>Telephone No. - N° de téléphone</b> (819) 956-3496 ( )	<b>FAX No. - N° de FAX</b> (819) 953-4944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
6B1, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

<b>Delivery Required - Livraison exigée</b> June 12/12	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	DEPARTMENT OF NATIONAL DEFENCE DASPM 3-7-1 LOUIS ST-LAURENT BLDG 555 BOULEVARD DE LA CARRIERE GATINEAU, QC J8Y6R5 ATTN: MR. R.G. ARMSTRONG	W8486	DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DR. OTTAWA Ontario K1A0K2 Canada
WB941	DEPARTMENT OF NATIONAL DEFENCE CFSD MONTREAL 6363 RUE NOTRE DAME ST E. MONTREAL Quebec H1N2E9 Canada	W1941	DEPARTMENT OF NATIONAL DEFENCE CFSD MONTREAL BOX 4000 STN K MONTREAL Quebec H1N3R9 Canada
WB941	DEPARTMENT OF NATIONAL DEFENCE CFSD MONTREAL 6363 RUE NOTRE DAME ST E. MONTREAL Quebec H1N2E9 Canada	W8486	DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DR. OTTAWA Ontario K1A0K2 Canada



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	PAN AND TILT HEAD (PROTOTYPE W/MAN UAL) As per Annex "A".	D - 1	W8486	1	Each	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	June 12/12	
2	PARTS BREAKDOWN As per Annex "A".	WB941	W8486	1	ST	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	June 12/12	
3	INITIAL SPARES LIST As per Annex "A".	WB941	W8486	1	ST	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	June 12/12	
4	OPTIONAL PAN AND TILT HEAD (WITH M ANUAL) As per Annex "A".	WB941	W1941	19	Each	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	June 12/12	

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### **Annex "A" Statement of Work**

**PART 1 - GENERAL INFORMATION**

**1. Security Requirement**

There is no security requirement associated with the requirement.

**2. Requirement**

The contractor will be required to provide the goods and in the quantities stated at the "Line Item Detail" pages in accordance with the technical requirements stated in Annex "A".

**2.1 Delivery Requirement**

Delivery is requested to be completed by June 12, 2012.

**2.2 Delivery Offered**

While delivery is requested as indicated above, the best delivery that could be offered is \_\_\_\_\_.

**2.3 Contractor Representatives**

**Name and telephone number of the person responsible for :**

**General enquiries**

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**Delivery follow-up**

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

You are reminded that this solicitation requires the compliance and/or completion of requirements attached as an Annex "A" and forming part of this document.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) calendar days

#### 1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2011-05-16
B1000T	Condition of Material	2007-11-30

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

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#### **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I:        Technical Bid Two (2) Copies  
Section II:       Financial Bid One (1) Copy  
Section III:      Certifications One (1) Copy

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement <http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>. To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid Two (2) hard copies**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid One (1) hard copy**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

##### **1.1. Exchange Rate Fluctuation**

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

##### **1.2 Financial Evaluation**

###### **1.2.1 Pricing Basis**

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The bidder must quote firm prices in Canadian dollars, DDP Delivered Duty Paid (destination), the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

**Section III: Certifications One (1) hard Copy**

Bidders must submit the certifications required under Part 5.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

An evaluation team composed of representatives of Canada will evaluate the bids.

#### Evaluation Criteria

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

The following **Mandatory factors** will be taken into consideration in the evaluation of each bid:

Compliance with the description of items 0001 to 0004 stated herein;  
Technical compliance with the Statement of Work listed in Annex "A";  
Acceptance of terms and conditions as mentioned in the bid solicitation;  
Completion of the proposal;

#### 1.2 Financial Evaluation

The following **Mandatory** factors will be taken into consideration in the evaluation of each bid:

##### **Compliance with Pricing Basis;**

The Bid price will be determined by processing items listed in "Line item detail pages" as follows:

. **Sum of all items total price (unit price x qty);**

#### 1.3 Conditions/Certifications Precedent to Contract

Federal Contractors Program as specified in Part 5;  
Financial Capability as specified at Part 2, para 1.1.;

### 2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the "lowest evaluated price on an aggregate basis" will be recommended for award of a contract.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### 1.1 Federal Contractors Program - Certification

##### **Federal Contractors Program - over \$25,000 and below \$200,000**

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a)  is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b)  is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c)  is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- (d)  has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

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Further information on the FCP is available on the HRSDC Web site.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The contractor will be required to provide the goods and in the quantities stated at the "Line Item Detail" pages in accordance with the technical requirements stated in Annex "A".

#### 2.1 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16

#### 2.2 Optional Quantities

The Contractor grants to Canada the irrevocable option to purchase additional quantities of item 0001, of the Contract under the same conditions and at the prices stated in the Contract. The option may only be exercised in whole or in part up to a maximum quantity of nineteen (19) by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010A (2011-05-16), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

**3.2 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
C2800C	Priority Rating	2010-01-11
C2801C	Priority Rating - Canadian Contractors	2010-01-11

**4. Term of Contract****4.1 Delivery Date**

All the deliverables must be received on or before \_\_\_\_\_ (Delivery as offered and as accepted will be inserted at contract award).

**5. Authorities****5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Linda Tokarew  
 Supply Specialist  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Logistics, Electrical, Fuel and Transportation Directorate  
 "HN" Division  
 7B3, Place du Portage, Phase III  
 11 Laurier Street  
 Gatineau, QC, K1A 0S5  
 Telephone: (819) 956-3496  
 Facsimile: (819) 953-4944  
 E-mail address: Linda.Tokarew@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**5.2 Technical Authority**

**The Technical Authority for the Contract is:**

Name: will be inserted at contract  
 Title: will be inserted at contract  
 Telephone: (xxx) xxx-xxxx  
 Facsimile: (xxx) xxx-xxxx  
 E-mail: will be inserted at contract

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the

scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative

**Name and telephone number of the person responsible for:**

#### General Enquiries

Name: will be inserted at contract  
 Telephone No: will be inserted at contract  
 Facsimile No: will be inserted at contract  
 E-mail address: will be inserted at contract

#### Delivery Follow-up

Name: will be inserted at contract  
 Telephone No: will be inserted at contract  
 Facsimile No: will be inserted at contract  
 E-mail address: will be inserted at contract

## 6. Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a "firm lot price", as specified in the contract. Customs duties are "included", and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.2 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.3 SACC Manual Clauses

SACC Reference	Section	Date
G1005C	Insurance	2008-05-12
H1001C	Multiple Payments	2008-05-12

## 7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

**(a) The original and one (1) copy must be forwarded to the consignee(s) of the Contract for certification and payment.**

**(b) one (1) copy must be forwarded to the.**

National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON, K1A 0K2  
DND/DLP 4-3-2-4  
Attention: will be inserted at contract

**(c) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.**

Department of Public Works and Government Services  
"HN" Division  
7B3 Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC  
K1A 0S5  
Attention:Linda.Tokarew@pwgsc-tpsgc.gc.ca

## 8. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) Annex "A" Statement of Work;
- (c) 2010A (2011-05-16) General Conditions - Goods, Professional Services, Services (Medium Complexity);

- (d) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: ", as clarified on \_\_\_\_\_" or ", as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s))

## 11. Defence Contract

SACC Manual clause A9006C (2008-05-12) Defence Contract

## 12. SACC Manual Clauses

SACC Reference	Section	Date
D5540C	ISO 9001:2008 Quality Management Systems - Requirements (QAC "Q") for items 0001 to 0004	2010-08-16
D5510C	Quality Assurance Authority (DND) - Canadian-based Contractor for items 0001 to 0004	2011-05-16
D5515C	Quality Assurance Authority (DND) - Foreign-based and United States Contractor for items 0001 to 0004	2010-01-11
D5606C	Release Documents (DND) - Canadian-based Contractor for items 0001 to 0004	2007-11-30
D5605C	Release Documents (DND) - United States-based Contractor for items 0001 to 0004	2010-01-11
D5604C	Release Documents (DND) - Foreign-based Contractor for items 0001 to 0004	2008-12-12

### 12.1 NATO Commercial and Government Entity Code (NCAGE) Traceability

Material supplied for the items specified in this contract is subject to investigation by Canada. Material which can neither be demonstrated by the contractor as having originated directly from the NCAGE specified for the item in this contract, nor as supplied with the specific written permission of this specified NCAGE, are subject to the following action by Canada.

#### Canada may either:

- (a) terminate the contract for default with respect to that item, return the item to the Contractor at the Contractor's risk and expense, and demand and receive from the Contractor (who shall forthwith so pay) all procurement and other costs incurred by Canada, including any increased costs required for the purpose of expediting production;
- or
- (b) retain the item, and demand and receive from the Contractor (who shall forthwith so pay) the difference between the Contractor's costs relating to the item, as determined by Canada, and the costs which, in Canada's opinion, the Contractor would have incurred had it obtained and supplied an item which did not differ in any way from that specifically required under the contract.

### 12.2 Release Documents - Distribution

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- (a) Copy 1: mail to consignee marked: "Attention: Receipts Officer";
- (b) Copies 2 and 3: with shipment (in a waterproof envelope) to the consignee;
- (c) Copy 4: to the Contracting Authority;
- (d) Copy 5: to:
- National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A OK2
- Attention: will be inserted at contract
- (e) Copy 6: to the Quality Assurance Representative;
- (f) Copy 7: to the Contractor;
- (g) Copy 8: all non-Canadian contractors to:
- DQA/Contract Administration  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A OK2  
E-mail: ContractAdmin.DQA@forces.gc.ca.

### 13. SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
D6010C	Palletization	2007-11-30
D9002C	Incomplete Assemblies	2007-11-30

#### 13.1 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) destinations. Incoterms 2000 for shipments from a commercial contractor.

#### 13.2 Preparation for Delivery - Canadian-based Contractor

1. Preservation and packaging for items 0001 to 0004 must be in accordance with the Canadian Forces packaging specification D-LM-008-001/SF-001, and must be marked to D-LM-008-002/SF-001. Form Level B "PKG DATA FORM REQD" must be in accordance with D-LM-008-011/SF-001.
2. Packaging data forms previously approved by Canadian authorities are acceptable.

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3. Approved coded packaging data is shown immediately below the description of the item to which it applies. Where no data is shown, the Contractor must submit a packaging data form for approval.  
The Contractor must package item number 0004 in quantity of one (1) pack by package.

### 13.3 Shipping - Scheduling

The Contractor must deliver the goods to Canadian Forces (CF) Supply Depots by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Depot Traffic Section at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

- (a) Department of National Defence  
Louis St-Laurent Bldg.,  
555 Boul de la Carriere,  
Gatineau, Québec  
J8Y 6R5  
Attn: DND/DASPM 3-7-1
- (b) 25 CF Supply Depot Montreal  
Montreal, Qué.  
Telephone: 1-866-935-8673 (toll free), or  
1-514-252-2777, ext. 2363 / 4673 / 4282



National Défense  
Defence nationale

Annex A  
To W8486-~~27~~ 122424  
Dated Oct 2011

## STATEMENT OF WORK

PAN AND TILT HEAD

## STATEMENT OF WORK

### PAN AND TILT HEAD

#### 1.0 General

1.1 Requirement. The Department of National Defence (DND) has a requirement to procure quantity twenty (20) Pan and Tilt Heads.

1.2 Scope of Work. The work to be performed requires the manufacture, inspection, and delivery of the Pan and Tilt Heads, spares and manuals. ~~As it is not anticipated that a fully compliant Pan and Tilt Head actually exists,~~ the scope of work will potentially include some minor development activity, manufacture and delivery of a prototype and then, if the prototype is confirmed satisfactory, manufacture and delivery of the remaining 19.

2.0 Goods Required. The following paragraphs describe those items that are essential to the completion of the work required.

2.1 Pan and Tilt Head Performance. The offered Pan and Tilt Head shall meet all characteristics detailed in the Pan and Tilt Head Specification (Appendix 1).

2.2 Equipment Identification. Bilingual (English/French) identification labels/plates shall be affixed to the Pan and Tilt Heads in accordance with Canadian Forces Standard D-02-002-001/SG-001, Identification Marking of Canadian Military Property.

2.3 Operators Manual. Each Pan and Tilt Head shall be furnished with a User manual, which contains illustrated operating, preventive and user maintenance and safety instructions. The manual may be in contractor or commercial format. The manual should be bilingual English/French. Although it is preferred that a single manual contain both the English and French text, it is acceptable if separate documents (one English and one French) are provided. If the manual is not available in bilingual format, an English only version shall be delivered and the DND shall be provided, in writing, the right to translate (internally or by any third party at the discretion of DND) and reproduce the Operator's manual for internal to DND use. If the Contractor chooses to deliver a bilingual (English/French) manual in DND format, delivery at 120 days after contract award would be acceptable.

2.4 Parts Breakdown. The Contractor shall provide a Pan and Tilt Head parts topdown-breakdown with illustrations, in the contractor's format, that shows contractor's part numbers and quantity per equipment for each item. This parts breakdown shall be provided no later than 120 days after contract award.

2.5 Initial Spares. The contractor shall provide, as part of their proposal, a

recommended list of initial spares to support the Pan and Tilt Heads for a period of two years of use. The spares list shall be annotated with manufacturer's part number, NATO stock number (where available), proposed quantity, unit price and extended price for each recommended spare. If items are not catalogued with NATO Stock Numbers, the contractor shall provide the necessary drawings to allow DND to catalogue all spares after contract award. All required drawings shall be provided no later than 90 days after contract award.

2.6 Contractor Support and Repair. The contractor shall guarantee a capability to support and repair non-serviceable Pan and Tilt Heads for a period of at least ten (10) years after final delivery of all Pan and Tilt Heads. Repair turn-around times shall be determined by repair parts availability but should be no more than 90 days from receipt at repair facility. This repair turn-around time shall also apply to any warranty repairs in accordance with the warranty period described in the awarded contract.

### 3.0 Deliverables

Serial	Qty	Stock Number	MPN	Description
0001	1	TBC	TBC	Pan and Tilt Head (Prototype)
0002	1	N/A	N/A	Parts Breakdown
0003	1	N/A	N/A	Initial Spares List
0004	19	TBC	TBC	Pan and Tilt Head (Optional)

3.1 Delivery Schedule. The contractor shall be capable of providing all deliverables within the following timeframe:

- a. The prototype shall be delivered no later than 120 days ARO; and
- b. delivery of the optional Pan and Tilt Heads, shall be no later than 90 days ARO.



## MECHANICAL PAN AND TILT HEAD SPECIFICATION

### **GENERAL**

1. This specification outlines the mandatory technical and performance characteristics for a Mechanical Pan and Tilt Head.

### **TECHNICAL CHARACTERISTICS**

2. Payload Capacity – The Pan and Tilt Head shall be capable of meeting all of the performance characteristics with a 14 Kg payload mounted on it.
3. Weight – The Pan and Tilt Head shall not weigh more than 1.5 Kg.
4. Tripod Mounting Interface – The Pan and Tilt Head shall be capable of mounting directly on existing DND tripods (part number 00-1135-9022 and 00-1135-9021, Instro Ltd).
5. Payload Mounting Interface – The Pan and Tilt Head shall include a standard wedge payload mounting interface that is capable of securely holding the adapter depicted in Attachment 1.
6. Mechanical Scales – The Pan and Tilt Head shall include mechanical scales in both azimuth and elevation that cover the full range of movement. The Units of Measure for these scales shall be "mils".
7. Level Bubble – The Pan and Tilt Head shall incorporate a circular level bubble to aid in levelling the head once mounted on a tripod.
8. Colour – The Pan and Tilt Head shall be either matt black or matt olive drab in colour.
9. Quality Assurance – The Pan and Tilt Head shall be manufactured and inspected in accordance with an approved ISO9001 or equivalent quality inspection system to assure adherence to required performance, quality and workmanship standards.

### **PERFORMANCE CHARACTERISTICS**

10. Azimuth Range of Movement – The Pan and Tilt Head shall allow continuous 6400 mil range of movement in azimuth.
11. Elevation Range of Movement – The Pan and Tilt Head shall allow a minimum of 800 mils movement in both elevation and depression from a horizontal plane.
12. Damping – The Pan and Tilt Head shall provide damping in both azimuth and elevation movement to aid in the smooth movement of the payload.

13. Locking Mechanism – The Pan and Tilt Head shall provide a locking mechanism in both azimuth and elevation that will hold the maximum payload steady in any position within its full range of movement.
14. Fine Adjust – The Pan and Tilt Head shall incorporate a fine adjust mechanism in both azimuth and elevation to aid in the final positioning of the payload.
15. Handle – The Pan and Tilt Head shall incorporate a handle to aid in moving the payload in azimuth and elevation. The handle shall be located on the opposite side as the elevation locking mechanism (ie – an operator must be able to be holding the handle with one hand when the elevation lock is released with the other hand).

#### **ENVIRONMENTAL REQUIREMENTS**

16. Environmental Conditions – The Pan and Tilt Head shall have been tested IAW MIL-STD-810 or equivalent standard for the following environmental conditions:
  - 16.1 High Temperature, Operating – The Pan and Tilt Head shall perform reliably at temperatures up to +50<sup>0</sup> C;
  - 16.2 Low Temperature, Operating – The Pan and Tilt Head shall perform reliably at temperatures down to -30<sup>0</sup> C;
  - 16.3 High Temperature, Storage – Within its operating temperature limits, the Pan and Tilt Head shall perform reliably after storage at temperatures up to +70<sup>0</sup> C;
  - 16.4 Low Temperature, Storage – Within its operating temperature limits, the Pan and Tilt Head shall perform reliably after storage at temperatures down to -40<sup>0</sup> C; and
  - 16.5 Sealing – The Pan and Tilt Head shall be sealed against the environment to prevent the ingress of sand, dust and rain;

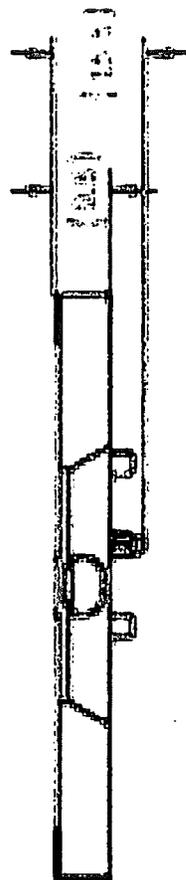
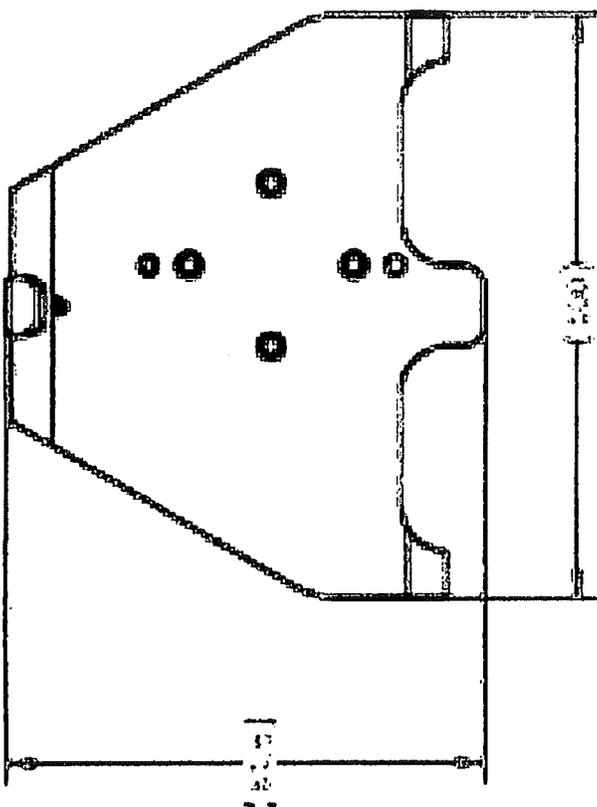
#### **IDENTIFICATION AND SAFELY LABELS**

17. Identification Labels – Each Pan and Tilt Head shall be provided with a serial number indelibly marked on an identification plate which shall be permanently affixed to the Pan and Tilt Head housing.
18. Safely Labels – Each Pan and Tilt Head shall include all Hazardous material safety labels as applicable.

#### **PACKAGING AND LABELLING**

19. Packaging – Packing material and methodology shall be to best commercial standards and practices. The packaging used shall permit the safe transportation and storage of the Pan and Tilt Head.

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All dimensions are in mm