

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works and Government Services Canada**  
**Telus Plaza North, 5th floor**  
**10025 Jasper Avenue**  
**Edmonton**  
**Alberta**  
**T5J 1S6**  
**Bid Fax: (780) 497-3510**

**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> Handheld Laser Scanner	
<b>Solicitation No. - N° de l'invitation</b> W7702-135574/A	<b>Date</b> 2012-12-03
<b>Client Reference No. - N° de référence du client</b> DRDC	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$NCS-002-9632	
<b>File No. - N° de dossier</b> NCS-2-35311 (002)	<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 2013-01-15</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<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> Poot (NCS), Marc	<b>Buyer Id - Id de l'acheteur</b> ncs002
<b>Telephone No. - N° de téléphone</b> (780) 497-3520 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3842
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Defence R&D Canada Suffield Bldg 560 Receiving Ralston Alberta T0J 2N0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

<b>Delivery Required - Livraison exigée</b> See Herein	<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>

**Issuing Office - Bureau de distribution**

**Public Works and Government Services Canada**  
**Northern Contaminated Site Program**  
**Telus Plaza North, 5th floor**  
**10025 Jasper Avenue**  
**Edmonton**  
**Alberta**  
**T5J 1S6**

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The requirement is detailed under Article 2 of the resulting contract clauses.

### 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.

## 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 Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 2012-11-19 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 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.

**Bids transmitted by facsimile to PWGSC will be accepted.**

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

#### 4. Applicable Laws

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

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.

### 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 (1 hard copy or 1 fax copy)

Section II: Financial Bid (1 hard copy or fax copy)

Section III: Certifications (1 hard copy or fax 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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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**

In their technical bid, bidders must demonstrate that the product offered meets all of the Minimum Performance Specifications as laid out in Annex A and Annex A-1.

**Section II: Financial Bid**

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**

C3011T 2010-01-11, Exchange Rate Fluctuation

**Section III: Certifications**

Bidders must submit the certifications required under Part 5 - Certifications.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

**1.1 Technical Evaluation****1.1.1. Mandatory Technical Criteria**

The bidder must submit with their bid, documentation that demonstrates they meet the Minimum Performance Specifications as laid out in Annex A and Annex A-1.

**2. Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html) form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

## 2. Additional 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.

### 2.1 Federal Contractors Program - Certification

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

#### 2.1.1 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: \_\_\_\_\_.

Further information on the FCP is available on the HRSDC Web site [<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>].

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Requirement**

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

### **2. 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 Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **2.1 General Conditions**

2010A 2012-11-19, General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### **3. Term of Contract**

#### **3.1 Delivery Date**

All the deliverables must be received on or before March 31, 2013 (mandatory).

### **4. Authorities**



#### 4.1 Contracting Authority

The Contracting Authority for the Contract is:

Marc Poot  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Western Region  
Telus Plaza North  
10025 Jasper Avenue, 5th Floor  
Edmonton, AB T6J 1S6  
Telephone: 780-497-3520  
Facsimile: 780-497-3510  
E-mail address: marc.poot@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.

#### 4.2 Technical Authority

The Technical Authority for the Contract is:(to be named in the Contract)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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.

#### 4.3 Contractor's Representative

Name \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.

**5. Payment****5.1 Basis of Payment****5.2 Limitation of Price**

SACC *Manual* clause C6000C 2011-05-16 Limitation of Price

**5.3 Single Payment**

SACC *Manual* clause H1000C 2008-05-12 Single Payment

**6. 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 address shown on page 1 of the Contract for certification and payment.

**7. Certifications****7.1 Compliance**

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

**8. Applicable Laws**

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

**9. 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) 2012-11-19 2010A - General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_;

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**10. Defence Contract**

*SACC Manual* clause A9006C 2012-07-16 Defence Contract

**11. SACC Manual Clauses**

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

A9062C (2011-05-16), Canadian Forces Site Regulations

B7500C (2006-06-16), Excess Goods

G1005C (2008-05-12) Insurance

## **ANNEX "A" - REQUIREMENT**

### **Title**

Handheld Laser Scanner System

### **Background**

Autonomous Intelligent Systems Section (AISS) often designs and integrates components into new and existing systems. This work has always required designers to either obtain or recreate drawings of the systems or components that they are integrating. Component and system drawings are often not available and creating high fidelity drawings from existing hardware is always problematic.

### **Requirement**

The intent of this procurement is to obtain a portable, non-contact, easy-to-use measurement system that is capable of accurately measuring and generating a 3 dimensional representation of any object in any location. Typical examples of objects that we have had to generate drawings from in the past include such disparate objects as a 50lb hydraulic pump, a 17 ton military vehicle, and a variety of fiberglass airframes.

### **Specifications**

The system to be purchased must meet the Minimum Performance Specifications listed herein in **ANNEX A-1 - MINIMUM PERFORMANCE SPECIFICATION**.

## ANNEX A-1 - MINIMUM PERFORMANCE SPECIFICATION

Any technical information, brochures, performance analysis, drawings and test results reflecting compliance with the mandatory requirements listed herein must be submitted with the proposal at solicitation close to clearly demonstrate compliance with the specifications herein. Failure to provide the required documentation may render the proposal non-compliant.

### Instructions to bidders:

- Bidders must address any concerns with the Minimum Performance Specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal;
- Should indicate where in your proposal that the product offered addresses each item;
- In the case where no documentation is available, the bidder is requested to mark "Not Available";
- Where no such information is available, the bidder may describe how that specification is met.

HANDHELD LASER SCANNER SYSTEM		MET ✓	NOT MET ✓
<b>A. The system will have operating specifications as follows:</b>			
	Included laser(s) shall be Class II Eye Safe.		
	The handheld scanner shall weigh a maximum of 1.5kg.		
	Data point measurement rate of 20,000 samples/sec or better.		
	Measurement resolution of 0.05mm or better.		
	Measurement accuracy of 0.04mm or better.		
	Volumetric accuracy of 0.02mm + 0.1mm/m of target size or better.		
	The system must be capable of measuring part sizes up to 3m.		
	The maximum measurement standoff distance must be at least 300mm.		
	The depth of field shall be +- 150mm or better.		
	The scanning area is to be 200mm X 200mm or bigger.		
	The system software will provide scan results in a format suitable for use with Autodesk Inventor 2012 or 2013.		
<b>B. The system will have the following operating characteristics:</b>			
	The system will be portable and self-contained. For example: the use of a dedicated laptop is acceptable but a data tether (wired or wireless) to a fixed installation is not acceptable.		
	Measurements will be non-contact only (e.g. handheld contact probes are not acceptable).		
	The system must be self-positioning in that no external frame of reference is required to collect scan data.		
	The handheld portion must be usable with one hand and will not be restricted by extra arms or external hardware attachments.		
	Initial setup and calibration procedures must take less than 5 minutes.		
	Changes to the operating configuration must be accomplished in 2 minutes or less and must be able to be done repeatedly throughout the course of a scan.		
	An upgrade path (e.g. add-on photogrammetry kit) to achieve increased accuracy and resolution must be available.		
	System must be delivered with a carry case(s) to transport field calibration equipment, a starter kit of field consumables (ie. Batteries, markers, cleaning supplies, etc), cables and any other required support equipment.		
	1 year warranty.		
	Provide Two days of on-site training at DRDC Suffield for up to 8 people.		

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## **ANNEX A-1 - MINIMUM PERFORMANCE SPECIFICATION**

The bidder certifies that the products offered meet the requirement and the minimum performance specifications above.

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Signed

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Date

Bids which do not meet all of the Minimum Performance Specifications listed above will be deemed non-compliant and given no further consideration.

If, upon delivery and acceptance, the product is found to not meet the Minimum Performance Specifications, the product will be returned at the supplier's expense and the Contract will be terminated for default.

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## ANNEX "B" - BASIS OF PAYMENT

PROPOSED BASIS OF PRICING	
FIRM LOT PRICE FOR HANDHELD LASER SCANNER SYSTEM (GST EXTRA)	\$ _____
FIRM LOT PRICE FOR TWO DAYS OF ON-SITE TRAINING AT DRDC SUFFIELD FOR UP TO 8 PEOPLE (GST EXTRA)	\$ _____
SUB-TOTAL (GST EXTRA)	\$ _____
GST EXTRA @ 5%	\$ _____
TOTAL (GST INCLUDED)	\$ _____