

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Réception des soumissions - TPSGC / Bid  
Receiving - PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

**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> Analyzer	
<b>Solicitation No. - N° de l'invitation</b> W7701-135573/A	<b>Date</b> 2012-11-26
<b>Client Reference No. - N° de référence du client</b> W7701-135573	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCN-015-15018	
<b>File No. - N° de dossier</b> QCN-2-35483 (015)	<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 2013-01-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<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> Legendre, Sylvie	<b>Buyer Id - Id de l'acheteur</b> qcn015
<b>Telephone No. - N° de téléphone</b> (418) 649-2860 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DÉFENCE R&D CANADA - VALCARTIER R&D DEFENSE CANADA - VALCARTIER 2459 BLVD PIE XI NORD VAL BELAIR Québec G3J1X5 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> VOIR DOC	<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**

TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement**

This bid solicitation is being issued to satisfy the requirement of Defence Research and Development Canada - Valcartier (DRDC) for the supply and delivery of an optical spectrum analyzer. DRDC is looking for a capacity of characterizing laser wavelengths in between the ultraviolet and infrared range, as detailed at Annex A.

All goods must be delivered no later than March 31, 2013.

### **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* (<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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.

#### **1.1 SACC Manual Clauses**

B1000T (2007-11-30), Condition of Material

## **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 seven (7) 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 Quebec.

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 ( 3 hard copies)

Section II: Financial Bid ( 1 hard copy)

Section III: Certifications ( 1 hard 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**

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

#### **The Bidder must provide the following with its Technical Bid:**

- (i) **Mandatory Criteria:** The Bidder must fill in and provide the technical compliance table (section 1.1.1 of Part 4).
- (ii) **Documentation:** The Bidder must provide evidence (product specifications, publication, documented data or discussion points) showing compliance to the mandatory criteria.

### **Section II: Financial Bid**

- a. Bidders must submit their financial bid in accordance with the pricing table provided at Annex B to this solicitation. The completed pricing table must include a price for every item in the pricing table.

- b. All prices must be DDP (Québec, Québec), include all shipping and handling charges to destination (Canadian Customs duties and excise taxes included), Goods and Services Tax (GST) and Harmonized Sales Tax (HST) extra.

## 1.1 SACC Manual Clauses

C3011T(2010-01-11), Exchange Rate Fluctuation

## Section III: Certifications

Bidders must submit the certifications required under Part 5.

## 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 indicate, for each mandatory technical criterion, whether the proposed products comply or not, by checking the relevant box. The Bidder must clearly demonstrate how the proposed products comply to each criterion. Simply stating that the criteria is met, is not sufficient. Where it is necessary to refer to other documentation that is included in the Bid, Bidders should include the precise location of the reference material including the title of the document, and the page and paragraph numbers. The bidder must provides an answer for each criterion. The bidder must provide enough details to permit a complete evaluation.

Technical Compliance Table - Mandatory Technical Criteria Optical Spectrum Analyzer				
Mandatory Technical Criteria		Compliant	Non Compliant	Description / References
1	Number of modules : 1			

<b>2</b>	Measurement range : 200 nm -5 $\mu\text{m}$			
<b>3</b>	Accuracy at 200 nm : $< \pm 100 \text{ pm}$			
<b>4</b>	Accuracy at 1 $\mu\text{m}$ : $< \pm 100 \text{ pm}$			
<b>5</b>	Accuracy at 5 $\mu\text{m}$ : $< \pm 100 \text{ pm}$			
<b>6</b>	Spectral Resolution at 200 nm : $\lambda/\Delta\lambda > 10000$			
<b>7</b>	Spectral Resolution at 1 $\mu\text{m}$ : $\lambda/\Delta\lambda > 10000$			
<b>8</b>	Spectral Resolution at 5 $\mu\text{m}$ : $\lambda/\Delta\lambda > 10000$			
<b>9</b>	Power supply: AC 110V or via USB			
<b>10</b>	PC Connector:USB or RS232			
<b>11</b>	Optical Input:Feeding fibre, a fibre optic connector, and an external optical probe adapter.			
<b>12</b>	Software:Included, providing the ability to control the module and display the optical spectrum graph			

## 1.2 Financial Evaluation

- a. Prices will be evaluated in Canadian Funds including any applicable Taxes and Canadian Customs Duty (if applicable) and excluding the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). For evaluation purposes, bids received in a foreign currency will be converted to Canadian funds using the rate quoted by the Bank of Canada as being in effect on date of bid closing.
- b. Prices will be evaluated on a DDP (Québec, Québec) basis.

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## **2. Basis of Selection**

### **2.1 SACC Manual Clause A0031T (2010-08-16), Basis of Selection - Mandatory Technical Criteria**

## **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 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**

### **2.1 Federal Contractors Program - Certification**

#### **2.1.1 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;

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- (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.

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

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement**

The Contractor shall meet all requirements and perform all work in accordance with the Requirement at Annexe A.

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

#### **3.1 General Conditions**

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

#### **3.2 Supplemental General Conditions:**

4003 (2010-08-16), Supplemental General Conditions - Licensed Software, apply to and form part of the Contract.

### **4. Term of Contract**

#### **4.1 Delivery Date**

All the deliverables must be received no later than March 31, 2013.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Sylvie Legendre

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Public Works and Government Services Canada

601-1550 D'estimauville Avenue

Québec, Québec, G1J 0C7

Telephone : (418) 649-2860

Facsimile: (418) 648-2209

E-mail address: sylvie.legendre@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: \_\_\_\_\_

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

Organization: \_\_\_\_\_

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

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

Email : \_\_\_\_\_

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 : \_\_\_\_\_

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

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

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

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

## 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 Annex B. 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 Single Payment**

SACC Manual Clause H1000C (2008-05-12), Single Payment

## **6.3 Shipping Instructions - Delivery at Destination**

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

- (a) Free on Board (Destination) common carrier Québec, Québec for shipments from the United States government; or
- (b) Delivered Duty Paid (DDP) (Québec, Québec) Incoterms 2000 for shipments from a commercial contractor.

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

## **8. Certifications**

### **8.1 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

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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 \_\_\_\_\_. (will be inserted at Contract award)

## **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) 4003 (2010-08-16), - Licensed Software
- (c) the general conditions 2010A (2012-07-16), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Statement of Requirement;
- (e) Annex B, Pricing Table;
- (f) the Contractor's bid dated \_\_\_\_\_ .

## **12. SACC Manual Clauses**

B7500C (2006-06-16), Excess Goods

G1005C (2008-05-12), Insurance

## ANNEX A - STATEMENT OF REQUIREMENT

### Optical Spectrum Analyzer

The Contractor must supply and deliver an optical spectrum analyzer, as detailed below.

Defence Research and Development Canada - Valcartier (DRDC) is looking to for a capacity of characterizing laser wavelengths in between the ultraviolet and infrared range. The Optical Spectrum Analyzer will comprise one single module whose overall measurement range will satisfy the criteria stated below. The user must be able to make successive measurements of different wavelengths without any alignment or adjustment to the system other than selecting the approximate wavelength range. The Optical Spectrum Analyzer must allow a connection to a personal computer or a laptop to display the measured optical spectra.

All goods must be delivered no later than March 31, 2013.

Mandatory Technical Criteria	
1	Number of modules : 1
2	Measurement range : 200 nm -5 $\mu$ m
3	Accuracy at 200 nm : $< \pm 100$ pm
4	Accuracy at 1 $\mu$ m : $< \pm 100$ pm
5	Accuracy at 5 $\mu$ m : $< \pm 100$ pm
6	Spectral Resolution at 200 nm : $\lambda/\Delta\lambda > 10000$
7	Spectral Resolution at 1 $\mu$ m : $\lambda/\Delta\lambda > 10000$
8	Spectral Resolution at 5 $\mu$ m : $\lambda/\Delta\lambda > 10000$
9	Power supply: AC 110V or via USB
10	PC Connector:USB or RS232

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<b>11</b>	Optical Input:Feeding fibre, a fibre optic connector, and an external optical probe adapter.
<b>12</b>	Software:Included, providing the ability to control the module and display the optical spectrum graph



Solicitation No. - N° de l'invitation

W7701-135573/A

Client Ref. No. - N° de réf. du client

W7701-135573

Amd. No. - N° de la modif.

File No. - N° du dossier

QCN-2-35483

Buyer ID - Id de l'acheteur

qcn015

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX B - PRICING TABLE**

Item	Description	QTY	Firm Lot Price
1	<b>Optical spectrum analyzer</b> , as detailed at Annex A.	1	\$
2	<b>Delivery.</b> DDP (Québec, Québec), including all custom duties, transport and delivery charges.	1	\$
	<b>TOTAL (excluding sales tax)</b>		\$