

**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> FILTER REPLENISHMENT	
<b>Solicitation No. - N° de l'invitation</b> W8486-136480/A	<b>Date</b> 2013-01-04
<b>Client Reference No. - N° de référence du client</b> W8486-136480	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HP-524-61889	
<b>File No. - N° de dossier</b> hp524.W8486-136480	<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 2013-02-13</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> Hunt, Sandra	<b>Buyer Id - Id de l'acheteur</b> hp524
<b>Telephone No. - N° de téléphone</b> (819) 956-3993 ( )	<b>FAX No. - N° de FAX</b> (819) 953-2953
<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**  
Vehicles & Industrial Products Division  
11 Laurier St./11, rue Laurier  
7A2, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

<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/</b> <b>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
W248A	DEPARTMENT OF NATIONAL DEFENCE BLDG 236 EAST END 195 AVE&82ND ST EDMONTON Alberta T5J4J5 Canada	W2481	DEPARTMENT OF NATIONAL DEFENCE 7 CF SUPPLY DEPOT STN FORCES P.O.BOX 10500 ATTN: 7 CFSD EDMONTON INVOICE SECTION EDMONTON Alberta T5J4J5 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 ATTN: 25 CFSD MTL INVOICE SECTION MONTREAL Quebec H1N3R9 Canada



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	NSN - NNO: 4330-20-006-9350 FILTER ELEMENT, COALESCER, FILTER-SEPARATO • ELEMENT FILTRANT, COALESCEUR, FILTRE/SEPARATEUR, CARBURANT • Part No. / Numéro de pièce: I-628A4TB-CAT-M/M100 • NSCM/CAGE / COF/CAGE : L0272 Velcon Canada Inc. • "or Equivalent / ou l'équivalent" • Your offer / Votre offre: • Part No. offered / No de pièce offert: • _____ • NSCM/CAGE offered / COF/CAGE offert: • _____ • NSCM/CAGE - COF/CAGE: L0272 Part No. - N° de la partie: I-628A4TB-CAT-M/M100	WB941	W1941	120	Each	\$ XXXXXXXXXXXXX XXXXXXXXXXXXX	See Herein	



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
2	<p>NSN - NNO: 4330-20-006-9352            FILTER ELEMENT, FLUID            •            ELEMENT FILTRANT, FLUIDE            •            Part No. / Numéro de pièce:            I-638A4TB-CAT-M/M100            •            NSCM/CAGE / COF/CAGE : L0272            Velcon Canada Inc.            •            "or Equivalent / ou l'équivalent"            •            Your offer / Votre offre:            •            Part No. offered /            No de pièce offert:            •            _____            •            NSCM/CAGE offered /            COF/CAGE offert:            •            _____            •            NSCM/CAGE - COF/CAGE: L0272            Part No. - N° de la partie:            I-638A4TB-CAT-M/M100</p>	<p>WB941            W248A            Total</p>	<p>W1941            W2481</p>	<p>0            700            700</p>	<p>Each            Each            Each</p>	<p>\$            \$            \$</p>	<p>XXXXXXXXXXXX            XXXXXXXXXXXX            XXXXXXXXXXXX</p>	<p>See Herein            See Herein</p>		



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
3	<p>NSN - NNO: 4330-20-006-9352            FILTER ELEMENT, FLUID            •            ELEMENT FILTRANT, FLUIDE            •            Part No. / Numéro de pièce:            I-638A4TB-CAT-M/M100            •            NSCM/CAGE / COF/CAGE : L0272            Velcon Canada Inc.            •            "or Equivalent / ou l'équivalent"            •            Your offer / Votre offre:            •            Part No. offered /            No de pièce offert:            •            _____            •            NSCM/CAGE offered /            COF/CAGE offert:            •            _____            NSCM/CAGE - COF/CAGE: L0272            Part No. - N° de la partie:            I-638A4TB-CAT-M/M100</p>	<p>WB941            W248A            Total</p>	<p>W1941            W2481</p>	<p>700            0            700</p>	<p>Each            Each            Each</p>	<p>\$            \$            \$</p>	<p>XXXXXXXXXXXX            XXXXXXXXXXXX            XXXXXXXXXXXX</p>	<p>See Herein            See Herein</p>		



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Del. Offered Liv. offerte	
4	NSN - NNO: 4330-20-007-0436 FILTER ELEMENT, FLUID • ELEMENT FILTRANT, FLUIDE • Part No. / Numéro de pièce: I-633A4TB-CAT-M/M100 • NSCM/CAGE / COF/CAGE : L0272 Velcon Canada Inc. • "or Equivalent / ou l'équivalent" • Your offer / Votre offre: • Part No. offered / No de pièce offert: • _____ • NSCM/CAGE offered / COF/CAGE offert: • _____ • • NSCM/CAGE - COF/CAGE: L0272 Part No. - N° de la partie: I-633A4TB-CAT-M/M100	WB941 W248A Total	W1941 W2481	0 30 30	Each Each Each	\$ \$ \$	XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX	See Herein See Herein	



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
5	<p>NSN - NNO: 4330-20-007-0675            FILTER ELEMENT, COALESCER, FILTER-SEPARATO            •            ELEMENT FILTRANT, COALESCEUR, FILTRE/SEPARATEUR, CARBURANT            •            Part No. / Numéro de pièce:            SO-629C-CAT-M/M100            •            NSCM/CAGE / COF/CAGE : L0272            Velcon Canada Inc.            •            "or Equivalent / ou l'équivalent"            •            Your offer / Votre offre:            •            Part No. offered /            No de pièce offert:            •            _____            •            NSCM/CAGE offered /            COF/CAGE offert:            •            _____            NSCM/CAGE - COF/CAGE: L0272            Part No. - N° de la partie:            SO-629C-CAT-M/M100</p>	<p>WB941            W248A            Total</p>	<p>W1941            W2481</p>	<p>0            12            12</p>	<p>Each            Each            Each</p>	<p>\$            \$            \$</p>	<p>XXXXXXXXXXXX            XXXXXXXXXXXX            XXXXXXXXXXXX</p>	<p>See Herein            See Herein</p>		



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
6	NSN - NNO: 4330-20-006-9350 FILTER ELEMENT, COALESCER, FILTER-SEPARATO • ELEMENT FILTRANT, COALESCEUR, FILTRE/SEPARATEUR, CARBURANT • Part No. / Numéro de pièce: I-628A4TB-CAT-M/M100 • NSCM/CAGE / COF/CAGE : L0272 Velcon Canada Inc. • "or Equivalent / ou l'équivalent" • Your offer / Votre offre: • Part No. offered / No de pièce offert: • _____ • NSCM/CAGE offered / COF/CAGE offert: • _____ • NSCM/CAGE - COF/CAGE: L0272 Part No. - N° de la partie: I-628A4TB-CAT-M/M100	WB941 W248A Total	W1941 W2481	0 120 120	Each Each Each	\$ \$ \$		XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX	See Herein See Herein	



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
7	NSN - NNO: 4330-20-007-1187 FILTER ELEMENT, COALESCER, FILTER-SEPARATO • ELEMENT FILTRANT, COALESCEUR, FILTRE/SEPARATEUR, CARBURANT • Part No. / Numéro de pièce: SO-318-C-CAT-M/M100 • NSCM/CAGE / COF/CAGE : L0272 Velcon Canada Inc. • "or Equivalent / ou l'équivalent" • Your offer / Votre offre: • Part No. offered / No de pièce offert: • _____ • NSCM/CAGE offered / COF/CAGE offert: • _____ • NSCM/CAGE - COF/CAGE: L0272 Part No. - N° de la partie: SO-318-C-CAT-M/M100	WB941 W248A Total	W1941 W2481	0 143 143	Each Each Each	\$ \$ \$		XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX	See Herein See Herein	



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
8	NSN - NNO: 4330-20-007-1187 FILTER ELEMENT, COALESCER, FILTER-SEPARATO • ELEMENT FILTRANT, COALESCEUR, FILTRE/SEPARATEUR, CARBURANT • Part No. / Numéro de pièce: SO-318-C-CAT-M/M100 • NSCM/CAGE / COF/CAGE : L0272 Velcon Canada Inc. • "or Equivalent / ou l'équivalent" • Your offer / Votre offre: • Part No. offered / No de pièce offert: • _____ • NSCM/CAGE offered / COF/CAGE offert: • _____ • NSCM/CAGE - COF/CAGE: L0272 Part No. - N° de la partie: SO-318-C-CAT-M/M100	WB941 W248A Total	W1941 W2481	108 0 108	Each Each Each	\$ \$ \$		XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX	See Herein See Herein	



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
9	<p>NSN - NNO: 4330-20-007-1188            FILTER ELEMENT, COALESCER, FILTER-SEPARATO            •            ELEMENT FILTRANT, COALESCEUR, FILTRE/SEPARATEUR, CARBURANT            •            Part No. / Numéro de pièce:            I-618A4-CAT-M/M100            •            NSCM/CAGE / COF/CAGE : L0272            Velcon Canada Inc.            •            "or Equivalent / ou l'équivalent"            •            Your offer / Votre offre:            •            Part No. offered /            No de pièce offert:            •            _____            •            NSCM/CAGE offered /            COF/CAGE offert:            •            _____            NSCM/CAGE - COF/CAGE: L0272            Part No. - N° de la partie:            I-618A4-CAT-M/M100</p>	<p>WB941            W248A            Total</p>	<p>W1941            W2481</p>	<p>0            56            56</p>	<p>Each            Each            Each</p>	<p>\$            \$            \$</p>	<p>XXXXXXXXXXXX            XXXXXXXXXXXX            XXXXXXXXXXXX</p>	<p>See Herein            See Herein</p>		



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
10	<p>NSN - NNO: 4330-20-003-8187            FILTER ELEMENT, FLUID            • ELEMENT FILTRANT, FLUIDE            • Part No. / Numéro de pièce:            FOW-215            • NSCM/CAGE / COF/CAGE : L0272            Velcon Canada Inc.            • "or Equivalent / ou l'équivalent"            • Your offer / Votre offre:            • Part No. offered /            No de pièce offert:            • _____            • NSCM/CAGE offered /            COF/CAGE offert:            • _____            NSCM/CAGE - COF/CAGE: L0272            Part No. - N° de la partie:            FOW-215</p>	<p>WB941            W248A            Total</p>	<p>W1941            W2481</p>	<p>0            720            720</p>	<p>Each            Each            Each</p>	<p>\$            \$            \$</p>	<p>XXXXXXXXXXXX            XXXXXXXXXXXX            XXXXXXXXXXXX</p>	<p>See Herein            See Herein</p>	



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
11	NSN - NNO: 4330-20-003-8187 FILTER ELEMENT, FLUID ELEMENT FILTRANT, FLUIDE Part No. / Numéro de pièce: FOW-215 NSCM/CAGE / COF/CAGE : L0272 Velcon Canada Inc. "or Equivalent / ou l'équivalent" Your offer / Votre offre: Part No. offered / No de pièce offert: _____ NSCM/CAGE offered / COF/CAGE offert: _____ NSCM/CAGE - COF/CAGE: L0272 Part No. - N° de la partie: FOW-215	WB941 W248A Total	W1941 W2481	720 0 720	Each Each Each	\$ \$ \$		XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX	See Herein See Herein	



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
12	NSN - NNO: 4330-20-007-1188 FILTER ELEMENT, COALESCER, FILTER-SEPARATO • ELEMENT FILTRANT, COALESCEUR, FILTRE/SEPARATEUR, CARBURANT • Part No. / Numéro de pièce: I-618A4-CAT-M/M100 • NSCM/CAGE / COF/CAGE : L0272 Velcon Canada Inc. • "or Equivalent / ou l'équivalent" • Your offer / Votre offre: • Part No. offered / No de pièce offert: • _____ • NSCM/CAGE offered / COF/CAGE offert: • _____ • NSCM/CAGE - COF/CAGE: L0272 Part No. - N° de la partie: I-618A4-CAT-M/M100	WB941 W248A Total	W1941 W2481	56 0 56	Each Each Each	\$ \$ \$	XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX	See Herein See Herein	

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Security Requirement
2. Requirement
3. Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

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

1. Bid Preparation Instructions
2. Technical Bid
3. Financial Bid
4. Certifications and Additional Information
5. Environmental Considerations

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Technical Evaluation
3. Financial Evaluation
4. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

Solicitation No. - N° de l'invitation

W8486-136480/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hp524W8486-136480

Buyer ID - Id de l'acheteur

hp524

CCC No./N° CCC - FMS No/ N° VME

W8486-136480

---

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

1. Security Requirement
2. Requirement
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses
12. Preparation for Delivery
13. Condition of Material - DND
14. Shipping Instructions - DDP Destination

---

## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement**

The requirement is detailed under the "Line Item Detail".

### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided 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://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 (2012-11-19)** 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) days

#### 1.1 SACC Manual Clauses

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 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 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.

#### **5. Environmental Considerations**

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the Policy on Green Procurement, for this solicitation:

- Offerors / suppliers are requested to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.
- Offerors / suppliers should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).
- Product components used in performing the services should be recyclable and/or reusable, whenever possible.

---

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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 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.

### 2. 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.

#### 2.1 Equivalent Products

In order to be considered for the evaluation of an equivalent product, Bidders must provide all required technical information.

2.1.1 Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:

- (a) designates the brand name, model and/or part number of the substitute product;
- (b) states that the substitute product is fully interchangeable with the item specified;

- 
- (c) provides complete specifications and descriptive literature for each substitute product;
  - (d) provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
  - (e) clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.
- 2.1.2 Products offered as equivalent in form, fit, function and quality will not be considered if:
- (a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
  - (b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
- 2.1.3 Offerors/suppliers are encouraged to offer or suggest green solutions whenever Possible.
- 2.1.4 In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

## **2.2 Replaced Part Numbers**

In order to be considered for the evaluation of an Original Equipment Manufacturer (OEM) replaced part number (superseded or obsolete), Bidders must provide the following with their bid by the bid closing date and time:

- (a) a copy of Certificate of Conformity from the Original Equipment Manufacturer (OEM), or
- (b) all required technical information (as detailed in Part 3, Section 2, of this RFP) to demonstrate their technical compliance and to confirm form, fit, function, quality and performance of these replaced part numbers.

### 3. 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.

The Bidder must submit firm unit prices in "Line Item Detail" only. No prices must be indicated in any other section of the bid.

#### 3.1 SACC Manual Clauses

C3011T	Exchange Rate Fluctuation	2010-01-11
--------	---------------------------	------------

### 4. Certifications and Additional Information

#### 4.1 Certifications :

Bidders must submit the certifications required under Part 5.

#### 4.2 Additional Information

Canada requests that bidders submit the following information:

##### 4.2.1 Delivery Date

Delivery is highly desirable for 1 March 2013.

The bidder is to state the delivery offered:

Item 001: \_\_\_\_\_ **Weeks/Calendar days** from the effective date of the contract.

Item 002: \_\_\_\_\_ **Weeks/Calendar days** from the effective date of the contract.

Item 003: \_\_\_\_\_ **Weeks/Calendar days** from the effective date of the contract.

Item 004: \_\_\_\_\_ **Weeks/Calendar days** from the effective date of the contract.

Item 005: \_\_\_\_\_ **Weeks/Calendar days** from the effective date of the contract.

Item 006: \_\_\_\_\_ **Weeks/Calendar days** from the effective date of the contract.

Item 007: \_\_\_\_\_ **Weeks/Calendar days** from the effective date of the contract.

Item 008: \_\_\_\_\_ **Weeks/Calendar days** from the effective date of the contract.

Item 009: \_\_\_\_\_ **Weeks/Calendar days** from the effective date of the contract.

Item 010: \_\_\_\_\_ **Weeks/Calendar days** from the effective date of the contract.

Item 011: \_\_\_\_\_ **Weeks/Calendar days** from the effective date of the contract.

Item 012: \_\_\_\_\_ **Weeks/Calendar days** from the effective date of the contract.

---

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- 1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- 1.2 An evaluation team composed of representatives of Canada will evaluate the bids.
- 1.3 Proposals not meeting all of the requirements identified as “mandatory” will be considered non responsive and no further consideration will be given to the bid.

### **2. Technical Evaluation**

#### Mandatory Technical Criteria

- 2.1 Bidders must indicate the Part Number and the NCAGE offered in the "Line Item Detail" in accordance with the requirement.
- 2.2 Mandatory Technical Criteria - Equivalent Products

Bidders proposing an equivalent product must meet the following criteria:

In order to be considered for the evaluation of an equivalent product, Bidders must provide all required technical information (as detailed in Part 3, Technical Bid, of this RFP) to demonstrate their technical compliance and to confirm form, fit, function, quality and performance of these equivalent products.

- 2.3 Mandatory Technical Criteria - Replaced Part Numbers from the OEM

Bidders proposing a replaced part number must meet the following criteria:

In order to be considered for the acceptance of a replaced part number (superseded or obsolete),

Bidders must provide:

- (a) proof by submitting a copy of a Certificate of Conformity from the Original Equipment Manufacturer (OEM) providing justification/explanation that the replaced part numbers are equivalent in form, fit, function, quality and performance to the OEM's parts specified herein; or

- 
- (b) all required technical information (as detailed in Part 3, Technical Bid, of this RFP) to demonstrate their technical compliance and to confirm form, fit, function, quality and performance of these replaced part numbers.

### **3. Financial Evaluation**

- 3.1 All firm unit prices will be evaluated in Canadian dollars, Delivery Duty Paid (DDP) at destination, Incoterms 2000, including Canadian Custom Duties and Excise taxes where applicable, Goods and Services tax (GST) or Harmonized Sales Tax (HST) extra, if applicable.

### **4. Basis of Selection**

- 4.1 A bid must comply with all requirements of the bid solicitation 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 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**

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 - \$200,000 or more**

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168,

Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. 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), in which case a duly signed certificate of commitment is attached;
- (d) ( ) is subject to the FCP, and has a valid certificate number as follows:  
\_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

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

[Http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml](http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml)

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The Contractor must provide the items detailed under the "Line Item Detail".

### 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 Manual (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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.

### 4. Term of Contract

#### 4.1 Delivery Date

The Contractor must make the delivery as follows:

Item 001: must be delivered on or before \_\_\_\_\_ (Date to be inserted by the Contracting Authority at time of contract award.)

Item 002: must be delivered on or before \_\_\_\_\_ (Date to be inserted by the Contracting Authority at time of contract award.)

Item 003: must be delivered on or before \_\_\_\_\_ (Date to be inserted by the Contracting Authority at time of contract award.)

Item 004: must be delivered on or before \_\_\_\_\_ (Date to be inserted by the Contracting Authority at time of contract award.)

Item 005: must be delivered on or before \_\_\_\_\_ (Date to be inserted by the Contracting Authority at time of contract award.)

- Item 006: must be delivered on or before \_\_\_\_\_ (Date to be inserted by the Contracting Authority at time of contract award.)
- Item 007: must be delivered on or before \_\_\_\_\_ (Date to be inserted by the Contracting Authority at time of contract award.)
- Item 008: must be delivered on or before \_\_\_\_\_ (Date to be inserted by the Contracting Authority at time of contract award.)
- Item 009: must be delivered on or before \_\_\_\_\_ (Date to be inserted by the Contracting Authority at time of contract award.)
- Item 010: must be delivered on or before \_\_\_\_\_ (Date to be inserted by the Contracting Authority at time of contract award.)
- Item 011: must be delivered on or before \_\_\_\_\_ (Date to be inserted by the Contracting Authority at time of contract award.)
- Item 012: must be delivered on or before \_\_\_\_\_ (Date to be inserted by the Contracting Authority at time of contract award.)

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sandra Hunt

Title: Acting Team Leader

Public Works and Government Services Canada - Acquisitions Branch

LEFT Directorate, HP Division,

7A2, Place du Portage, Phase 3, 11 Laurier Street, Gatineau Quebec. K1A 0S5

Telephone: 819 956-3993

Facsimile: 819 953-2953

E-mail address: sandra.hunt@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 Procurement Authority

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_ (To be inserted by PWGSC at time of contract award.)  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 E-mail: \_\_\_\_\_

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_ (To be inserted by PWGSC at time of contract award.)  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 E-mail: \_\_\_\_\_

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.

## 5.4 Contractor's Representative

Name and telephone number of the person responsible for :

### General enquiries

Name: \_\_\_\_\_ (To be completed by the bidder.)

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

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

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

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

### Delivery follow-up

Name: \_\_\_\_\_ (To be completed by the bidder.)

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

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

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

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

## 6. Payment

### 6.1 Basis of Payment -Firm Unit Price

6.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in "Line Item Detail".

6.1.2 All firm unit prices in Canadian dollars must be Delivery Duty Paid (DDP) at destination, Incoterms 2000, including Canadian Custom Duties and Excise taxes where applicable, Goods and Services tax (GST) or Harmonized Sales Tax (HST) extra, if applicable.

6.1.3 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 SACC Manual Clauses

C2000C	Taxes - Foreign-based Contractor	2007-11-30
H1001C	Multiple Payments	2008-05-12

---

## 7. Invoicing Instructions

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. Offerors / suppliers are requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.

### 7.1. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the consignee for certification and payment;
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- (c) One (1) copy must be forwarded to the following address:

Department of National Defence  
National Defence Headquarters  
Mgen. George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
Attention: **DLP-4-3-2-4**

## 8. Certifications

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.

## 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) 2010A (2012-11-19) General Conditions - Goods (Medium Complexity);
- (c) Line Item Detail;
- (d) the Contractor's bid dated \_\_\_\_\_ .

## 11. SACC Manual Clauses

A9006C	Defence Contract	2012-07-16
B7500C	Excess Goods	2006-06-16
C2800C	Priority Rating	2011-05-16
C2801C	Priority Rating - Canadian-based Contractors	2011-05-16
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
D2025C	Wood Packaging Materials	2008-12-12
D5545C	ISO 9001:2008 - Quality Management Systems - Requirements (QAC C)	2010-08-16
D6009C	Shipping Instructions - Delivery and Destination Schedules Unknown	2008-05-12
D6010C	Palletization	2007-11-30
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance	2008-05-12

## 12. Preparation for Delivery

The Contractor must prepare all items for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package all items in quantities of one (1) per package.

## 13. Condition of Material - DND

The Contractor must provide material that is new production of current manufacture supplied by the principal manufacturer or its accredited agent. The material must conform to the latest issue of the applicable drawing, specification and part number, as applicable, that was in effect on the bid closing date.

Solicitation No. - N° de l'invitation

W8486-136480/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hp524W8486-136480

Buyer ID - Id de l'acheteur

hp524

CCC No./N° CCC - FMS No/ N° VME

W8486-136480

---

#### **14. Shipping Instructions - DDP Destination**

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

Incoterms 2000 "DDP Delivered Duty Paid" as follows:

Items 001, 003, 008, 011, 012: Montreal, QC

Delivery contact: \_\_\_\_\_ (To be inserted by PWGSC at time of contract award)

Items 002, 004, 005, 006, 007, 009, 010: Edmonton, AB

Delivery contact: \_\_\_\_\_ (To be inserted by PWGSC at time of contract award)