

**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> NMSA Electronic Various (PSAB)	
<b>Solicitation No. - N° de l'invitation</b> E60HN-11ELEC/G	<b>Date</b> 2012-12-24
<b>Client Reference No. - N° de référence du client</b> E60HN-11ELEC	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-323-61852	
<b>File No. - N° de dossier</b> hn323.E60HN-11ELEC	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-12-19</b>	<b>Time Zone 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> Dubeau, Stéphane	<b>Buyer Id - Id de l'acheteur</b> hn323
<b>Telephone No. - N° de téléphone</b> (819) 956-1533 ( )	<b>FAX No. - N° de FAX</b> (819) 953-4944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**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>	<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 (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**  
Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
6B1, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

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## SET-ASIDE FOR ABORIGINAL BUSINESS

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB) as detailed in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-Aside Program for Aboriginal Business".

## REQUEST FOR SUPPLY ARRANGEMENT

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- |        |  |
|--------|--|
| Part 1 | General Information: provides a general description of the requirement;  |
| Part 2 | Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;   |
| Part 3 | Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;                                   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; and  |
| Part 6 | 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:  |
- 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;

6B, includes the instructions for the bid solicitation process within the scope of the SA;

6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Requirement and any other annexes.

### 2. Summary

- (i) This Request for Supply Arrangement is being issued in order to establish the instrument to procure various electronic parts and components, tools, test instruments, radio frequency and microwave components throughout Canada as identified in one or more of the product categories listed in Annex B. These products are generally included in the federal classification of goods 59 excluding N5975 electrical hardware and supply and are also included in classifications 51, 52, 53, 60 and 66.

The resulting Supply Arrangement is not to be used for deliveries within a comprehensive Land Claims Settlement area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to Public Works and Government Services Canada for individual processing.

- (ii) The Identified Users (IU) authorized to issue Bid Solicitations and resulting Contracts against the Supply Arrangement (SA) include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S., 1985, c. F-11 for the following regions:
- Region 1: Pacific
  - Region 2: Western
  - Region 3: Ontario
  - Region 4: National Capital Area
  - Region 5: Quebec
  - Region 6: Atlantic

IU will utilize the SA for requirements up to \$60,000.00 including GST/HST and delivery. Any requirement exceeding \$60,000.00 will be sent to the applicable PWGSC office for processing.

- (iii) Suppliers may qualify for any of six (6) regions identified in Annex C - Geographic Region. Supply Arrangements will identify each applicable region that the supplier has pre qualified for.
- (iv) Period of Supply Arrangement

The period for awarding Contracts under the Supply Arrangement (SA) will be for a period of two (2) years from issuance of the SA.

Extension of the Supply Arrangement: Should the SA be authorized for use beyond the initial period, the Supplier accepts to extend its Arrangement for an additional three (3) periods of twelve (12) months each, under the same clauses and conditions specified in the SA.

- (v) This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.
- (vi) Pursuant to section 01 of Standard Instructions 2008, a Consent to a Criminal Record Verification form, must be submitted with the Arrangement, by Request for Supply Arrangements closing date, for each individual who is currently on the Supplier's Board of Directors.

### 3. Overview of the Procurement Process

Following the publication of this Request for Supply Arrangement (RFSA) through the Government Electronic Tendering Service, Canada intends to issue a number of Supply Arrangements to all Suppliers who meet the entire requirements of the RFSA including the technical evaluation criteria.

The procurement process for this Supply Arrangement has two (2) stages:

**Stage 1:** This stage involves Suppliers becoming qualified by meeting the overall criteria and requirements described in the Request for Supply Arrangement. Canada intends to compile and maintain regional or national lists of qualified suppliers that it will make available to Identified Users for Supply Arrangement requirements.

**Stage 2:** This stage is intended for Identified Users (ID) issuing a bid solicitation describing their requirements to qualified suppliers. The resultant contracts will comply with the bid solicitation requirements of the ID and will refer to the clauses and conditions of the Supply Arrangement.

### 4. Debriefings

After issuance of a Supply Arrangement, Suppliers may request a debriefing on the results of the Request for Supply Arrangements (RFSA) process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the RFSA process. The debriefing may be in writing, by telephone or in person.

### 5. Green Procurement

As of April 2006, the Government of Canada issued the Policy on Green Procurement 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. The environmental impact assessment of a product considers the whole life cycle of the product. Hence, in the near future, government procurement will include incremental environmental criteria to encourage suppliers to improve their operations in order to reduce their negative impact on the environment.

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## **PART 2 - SUPPLIER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an Arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2012-11-19) Standard Instructions - RFSA - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - RFSA - Goods or Services, is amended as follows: Delete: sixty (60) days, Insert: ninety (90) days

### **2. Submission of Arrangements**

Arrangements 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 Request for Supply Arrangements (RFSA).

Due to the nature of the RFSA, transmission of Arrangements by facsimile or by electronic mail to PWGSC will not be accepted.

### **3. Enquiries - Request for Supply Arrangements**

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than seven (7) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

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Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Encores not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

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

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the Arrangement, 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 Suppliers.



## PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

### 3.1 Arrangement Preparation Instructions

Canada requests that Suppliers provide the Arrangement in separately bound sections as follows:

Section I: Technical Arrangement - one (1) hard copy and one (1) soft copy on CD;

Section II: Certifications and Additional Information - one (1) hard copy and one (1) soft copy on CD.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that Suppliers follow the format instructions described below in the preparation of the Arrangement.

- .1 Use 8.5 x 11 inch (216 mm x 279 mm) paper.
- .2 Use a numbering system that corresponds to that of the Request for Supply Arrangements.
- .3 Suppliers must provide the requested information in electronic form using MS Word and/or Excel that are compatible with Windows 2000.

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 Green Procurement Policy objectives, Suppliers are encouraged to:

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.

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## **Section I      Tehnnical Arrangement**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the work.

## **Section II      Certifications and Additional Information**

### **1.      Certifications**

Supplier must submit certifications required under Part 5 - Certifications.

### **2.      Additional Information**

Supplier should include the following information with his Arrangement. If not submitted, Public Works and Government Services Canada will request the Supplier to submit within five (5) working days after Supply Arrangement Authority request.

#### **2.1      Procurement Business Number**

The Procurement Business Number of the Supplier is: \_\_\_\_\_.

#### **2.2      Toll-Free Telephone Number**

The Supplier's toll-free telephone number is: \_\_\_\_\_.

#### **2.3      Supplier Contacts**

The Supplier must provide a single name of a contact authorized to receive requests from Identified Users on its behalf for the following services: General information requests, receipt of bid solicitations, delivery follow-up, and the name of the person responsible for submitting quarterly reports.

Name and telephone number of the person to be contacted for:

**General information**

Name: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 Facsimile number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Receipt of Bid Solicitation Requests**

Name: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 Facsimile number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Delivery follow-up**

Name: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 Facsimile number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Person responsible for submitting quarterly reports**

Name: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 Facsimile number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## **2.4 Environmental Initiative**

In upcoming Requests for Supply Arrangements for various electronic parts and components, tools, test instruments, radio frequency and microwave components, Public Works and Government Services Canada is considering including mandatory and optional environmental criteria. The Contracting Authority is looking for Supplier input in this area to make sure the requirement is feasible and industry is capable of meeting it. Suppliers must complete Annex F - Environmental Attributes in order to present their environmental initiatives with respect to manufacturing processes, products, business management systems and packaging as applicable.

## 2.5 Payment of Invoices by Credit Card

Canada requests that Suppliers complete one of the following:

- ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices under the Supply Arrangement.

The following credit card(s) are accepted:

- ☐ VISA  
☐ Master Card

OR

- ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices under the Supply Arrangement.

The Supplier is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of invoices will not be considered as a qualification criteria.

## 2.6 Consolidated Invoicing

It would be an asset if Suppliers could provide a consolidated invoicing service. Please state below whether you can provide this service. Consolidated invoicing of an Identified User (ID) will be used for all contracts with the ID during the applicable period, either on a monthly or bimonthly basis.

\_\_\_\_\_ Yes, we can provide this service if awarded a Supply Arrangement as a result of a Request for Supply Arrangement (RFSA).

Monthly\_\_\_\_\_ and/or bimonthly\_\_\_\_\_.

\_\_\_\_\_ No, we cannot provide this service if we are awarded a Supply Arrangement as a result of a RFSA.

The acceptance of consolidated invoicing is not considered to be a qualification criteria..

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the Arrangements.

### 1.1 Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria

Supplier must include the following information with his Arrangement:

- 1.1.1.1** Supplier must demonstrate that they can supply goods detailed in Annex A for at least one or more of the following category(s):

- 80% of all goods listed under category A;
- 80% of all goods listed under category B;
- 80% of all goods listed under category C;
- 80% of all goods listed under category D;
- 80% of all goods listed under category E.

Note: Supplier may qualify for any of six (6) regions identified in Annex C - Geographic Region. Supply Arrangements will identify each applicable region that the supplier has pre qualified.

- 1.1.1.2** Description of Company: Supplier must provide a detailed description of the supplier's Company, including its legal status, organizational chart showing key positions, as well as the prior experience, performance of the Supplier to be provided according to the requirements and the items included in the categories listed in Annex B. The Supplier must describe how they intend to meet the requirement for each region.

- 1.1.1.3** Supplier must demonstrate that they have been in business for at least one (1) full year prior to the closing date of the Request for Supply Arrangement (RFSA) providing various electronic parts and components, tools, test instruments, radio frequency and microwave components similar in nature to that described in the RFSA.

This can be evidenced by submitting the following:

- a photocopy of a business registration form showing legal name and date of registration / incorporation;
- a previous Contract, Standing Offer or Supply Arrangement with any department of the Government of Canada for the supply of good similar in nature to the one described in this RFSA, provincial or municipal government or any other organization.

**1.1.1.4** The Supplier must submit a description of two (2) separate orders successfully delivered within the last year prior to the closing date of this Request for Supply Arrangement with a value of \$5,000.00 in canadian dollar or more. Each order must have included at least two (2) different types of electronic parts and components, tools, test instruments, radio frequency and microwave components.

For each order the Supplier must provide:

- the type of items supply;
- the quantity of each item;
- The value of the overall order; and

#### **1.1.1.5** List of Manufacturers

The Supplier must provide a list of manufacturer for each good as detailed in Annex B - List of Included and Excluded Categories. The list must be produced using the same order as the list appearing in Annex B - List of Included and Excluded Categories and must include only the category (ies) being supplied. The Supplier must submitted this list with the Arrangement in hard copy and soft copy on a CD in Excel compatible with windows 2000 format. A hard copy of the list must also be included with Arrangement.

The Supplier should use the following approach:

#### *Example*

A) Electronic Components
<b>Resistors</b> Manufacturer Name No. 001 Manufacturer Name No. 002
<b>Capacitors</b> Manufacturer Name No. 003 Manufacturer Name No. 004

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**Note:** Only products and manufacturers identified on the above List of Manufacturers submitted at the time of closing date of the Request for Supply Arrangement will be authorized for offering to the Identified Users from issuance of the Supply Arrangement.

**1.1.1.6** The Supplier must provide Certifications that it is an authorized distributor or agent of the manufacturers listed. Refer to Part 5 - Certifications, clause 3 - Certifications Required with the Arrangement.

**1.1.1.7** The Supplier must indicate in Annex D the region(s) offered.

**1.1.1.8** The Supplier must provide completed manufacturer authorization letters for all manufacturers it offers. The manufacturer's letters must be provided with the Arrangement. These letters must be original, under the letterhead of the manufacturer, signed by a representative with the absolute authority to designate agents / distributors. The letter must state that the Supplier is an authorized dealer and is approved to supply the goods as detailed in Annex B - List of Included and Excluded Categories. Facsimile versions will not be accepted. Refer to Annex I Sample - Manufacturer Authorization Letters for a sample text.

**1.1.2 Point Rated Technical Criteria**

*(Evaluation grid can be found at Annex H - Evaluation Grid / Technical Evaluation.)*

Supplier should include the following information with his Arrangement:

**1.1.2.1 Description of work processes from order taking to fulfillment**

The Supplier should describe its work processes, including quality assurance procedures in the following areas:

- Providing product information to prospective clients (website, catalogues, showrooms, etc.)
- Order reception, entry and verification of specifications;
- Capable of meeting various reporting requirements;
- Order placing, sourcing, tracking, verification and keeping on schedule;
- Keeping customer up-to-date on status of order;
- Shipping, order breakdown, final inspection and delivery to Identified User location(s);
- Post delivery confirmation, follow-up and issues management; and
- Policy concerning defective or damaged products, incomplete shipments or mis-shipped goods.

**1.1.2.2 Value added services provided**

- The Supplier should describe in detail four (4) value added services it can provide, related to the supply of various electronic parts and components, tools, test instruments, radio frequency and microwave components, to various departments and agencies within the Government of Canada. For each value added service, the Supplier should describe the service itself and its benefit to Canada and its customers.
- Value added refers to "extra" feature(s) of an item of interest (product, service, person, environmental attributes, etc.) that go beyond the standard expectations and provide something "more" while adding little or nothing to its cost.



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### 1.1.2.3 Environmental initiatives

- The Supplier should describe and give examples of six (6) of its environmental initiatives in their day to day operations. Refer to Annex F - Environmental Attributes for more details.

## 2. Basis of Selection

2.1 To be declared responsive, an arrangement must:

- (a) comply with all the requirements of the Request for Supply Arrangements; and
- (b) meet all requirement laid out in Part 4 - Evaluation Procedure and Basis of Selection, clause 1.1 - Technical Evaluation; and
- (c) obtain the required minimum score required in each rated technical criteria 1.1.2.1 to 1.1.2.3 and 63 points overall score.

2.2 Arrangement not meeting (a), (b) or (c) above will be declared non-responsive.

## 3. Financial Viability

SACC Manual Clause S0030T (2011-05-16) Financial Viability.

## PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and related documentation to be issued a supply arrangement (SA). Canada will declare an arrangement non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications suppliers provide to Canada is subject to verification by Canada during the arrangement evaluation period (before issuance of a SA) and after issuance of a SA. The Supply Arrangement Authority will have the right to ask for additional information to verify suppliers' compliance with the certifications before issuance of a SA. The arrangement will be declared non-responsive if any certification made by the Supplier 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 Supply Arrangement Authority for additional information will also render the arrangement non-responsive.

### 1. Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement

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

- 1.1.1** By submitting an arrangement, the Supplier 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 an arrangement, the Supplier 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 Supplier, 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 arrangement 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 Supplier and any of the Supplier's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Supply Arrangement and any resulting contracts arising from the SA.

Suppliers who are incorporated, including those submitting arrangements as a joint venture, must provide with their arrangement or promptly thereafter a complete list of names of all individuals who are currently directors of the Supplier. Suppliers submitting arrangements as sole proprietorship, including those submitting arrangements as a joint venture, must provide the name of the owner with their arrangement or promptly thereafter. Suppliers submitting arrangements 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 arrangements is completed, Canada will inform the Supplier of a time frame within which to provide the information. Failure to comply will render the arrangement non-responsive. Providing the required names is a mandatory requirement for issuance of a Supply Arrangement and any resulting contract.

Canada may, at any time, request that a Supplier 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 arrangement being declared non-responsive.

## **2. Additional Certifications Precedent to Issuance of a Supply Arrangement**

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

### **2.1 Federal Contractors Program**

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 the issuance of a supply arrangement. If the Supplier, or, if the Supplier 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 issuance of a supply arrangement.

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 arrangements from ineligible contractors, including an arrangement from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Supplier 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 Supplier 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 Supplier, or, if the Supplier is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Supplier 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.

---

### 3. Additional Certifications Required with the Arrangement

Supplier must submit the following duly completed certifications with the arrangement:

- 3.1** The Supplier certifies that it is an agent or distributor authorized by the manufacturers to sell goods listed in Annex B - List of Included and Excluded Categories herein for region offered.

\_\_\_\_\_  
Name and title of person Authorized  
to sign on behalf of Supplier

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- 3.2** The Supplier certifies that it is able to supply goods listed in Annex B - List of Included and Excluded Categories in the proposed region listed in Annex D.

\_\_\_\_\_  
Name and title of person Authorized  
to sign on behalf of Supplier

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 3.3 Set-aside for Aboriginal Business

**3.3.1** This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.

**3.3.2** The Supplier:

- i. certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.
- ii. agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.
- iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

**3.3.3** The Supplier must check the applicable box below:

- i. ☐ The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
- OR
- ii. ☐ The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

**3.3.4** The Supplier must check the applicable box below:

- i. ☐ The Aboriginal business has fewer than six full-time employees.
- OR
- ii. ☐ The Aboriginal business has six or more full-time employees.

**3.3.5** The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.

**3.3.6** By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

### **3.4 Owner/Employee Certification - Set-aside for Aboriginal Business**

If requested by the Supply Arrangement Authority, the Supplier must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (insert "an owner" and/or "a full-time employee") of \_\_\_\_\_ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual, entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

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## **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

### **A. SUPPLY ARRANGEMENT**

#### **1. Arrangement**

The Supply Arrangement covers the work described in the requirement at Annex A.

#### **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

##### **2.1 General Conditions**

2020 (2012-11-19) General Conditions - Supply Arrangement (SA) - Goods or Services, apply to and form part of the SA.

#### **3. Supply Arrangement Reportings**

Suppliers must compile and keep current data on products purchased by Identified Users (ID) with respect to contracts arising from a Supply Arrangement (SA). These data or reports must include the contract number, the ID name, the good(s) purchased and the total contract value, including purchases using the Government of Canada Acquisition Card. A copy of contract for the same period must be included with this report if requested by the Supply Arrangement Authority. Each quarter, Suppliers must collect the data and submit it to the SA Authority at Public Works and Government Services Canada.

Quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.



Electronic reports must be completed and forwarded to the SA Authority no later than 15 calendar days after the end of the quarterly period. Refer to Annex J - quarterly report form.

All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods are provided during a given period, the Supplier must still provide a "NIL" report.

Failure to provide fully completed reports in accordance with the above instructions may result in the suspension or cancellation of the Supply Arrangement.

#### **4. Term of Supply Arrangement**

##### **4.1 Initial Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement (SA) is from \_\_\_\_\_ to \_\_\_\_\_. (to be completed on issuance of SA).

##### **4.2 Extension of the Supply Arrangement**

Should the SA be authorized for use beyond the Initial Period, the Supplier will accept to extend its arrangement for an additional three (3) periods of twelve (12) months each, under the same clauses and conditions specified in the SA.

The Supplier will be advised of the decision to authorize the use of the SA for an extended period by the SA Authority thirty (30) days before the expiry date of the SA. A revision to the SA will be issued by the SA Authority.

#### **5. Authorities**

##### **5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

Name: Stéphane Dubeau, Supply Specialist

Public Works and Government Services Canada, Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate, HN Division

11 Laurier Street, Place du Portage, Phase III, 7B3

Gatineau (Hull sector) Quebec, K1A 0S5

Telephone: 819-956-1533

Facsimile: 819-953-4944

E-mail address: stephane.dubeau@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

## 5.2 Supplier's Representative

The main point of contact to be contacted, with authority, to receive enquiries from Identified Users pursuant to this Supply Arrangement is:

### General information

Name: (to be completed on issuance of SA)  
 Telephone number: (to be completed on issuance of SA)  
 Facsimile number: (to be completed on issuance of SA)  
 E-mail: (to be completed on issuance of SA)

### Receipt of Bid Requests

Name: (to be completed on issuance of SA)  
 Telephone number: (to be completed on issuance of SA)  
 Facsimile number: (to be completed on issuance of SA)  
 E-mail: (to be completed on issuance of SA)

### Delivery follow-up

Name: (to be completed on issuance of SA)  
 Telephone number: (to be completed on issuance of SA)  
 Facsimile number: (to be completed on issuance of SA)  
 E-mail: (to be completed on issuance of SA)

### Person responsible for submitting quarterly reports

Name: (to be completed on issuance of SA)  
 Telephone number: (to be completed on issuance of SA)  
 Facsimile number: (to be completed on issuance of SA)  
 E-mail: (to be completed on issuance of SA)

## 6. Identified Users

The Identified Users authorized to enter into contracts under the Supply Arrangement include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, IV and V of the Financial Administration Act, R.S.C. 1985, Ch. F-11.

## 7. Ongoing Opportunity for Qualification

A Notice will be published on the Government Electronic Tendering Service (GETS) on an on-going basis. Existing qualified suppliers, who have been issued a Supply Arrangement, will not be required to submit a new Arrangement.

At anytime, a supplier has an opportunity to qualify for a Supply Arrangement, delete or add categories, by submitting an Arrangement. The Arrangement will be evaluated in accordance with the Request for Supply Arrangement specified in Part 4. Arrangement will be evaluated on a quarterly basis as defined below:

Period Identification no.	Closing date	Evaluation Period
E60HN-11ELEC/B/1	March 31, 2:00 p.m.	April 1 to June 30
E60HN-11ELEC/B/2	June 30, 2:00 p.m.	July 1 to September 30
E60HN-11ELEC/B/3	September 30, 2:00 p.m.	October 1 to December 31
E60HN-11ELEC/B/4	December 31, 2:00 p.m.	January 1 to March 31

Supplier must ensure that the Supplier's name, return address, period identification no. and closing date and time are clearly visible on the envelope or parcel containing the Arrangement.

## 8. 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 the Supply Arrangement;
- (b) the general conditions 2020 (2012-11-19), General Conditions - Supply Arrangement - Goods;
- (c) Annex A - Requirement;
- (d) Annex B - List of Included and Excluded Categories;
- (e) Annex C - Geographic Region
- (f) Annex D - Region Offered
- (g) Annex J - Quarterly report;
- (h) the Supplier's Arrangement dated \_\_\_\_\_. (to be completed on issuance of a Supply Arrangement)

## 9. Certifications

### 9.1 Compliance

Compliance with the certifications provided by the Supplier in the Arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the Arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

## 10. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (Insert the name of the province or territory as specified by the supplier in the arrangement, if applicable).

## 11. Consolidated Invoices (to be completed on issuance of a SA)

\_\_\_\_\_ Yes, we can provide this service if awarded a Supply Arrangement (SA) as a result of a Request for Supply Arrangement (RFSA).

Monthly\_\_\_\_\_ and/or Bimonthly \_\_\_\_\_

\_\_\_\_\_ No, we cannot offer the above-mentioned service if awarded a SA as a result of a RFSA.

## 12. Payment of Invoices by Credit Cards (to be completed on issuance of a SA)

( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices under the Supply Arrangement.

The following credit card(s) are accepted:

( ) VISA

( ) MasterCard

OR

( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices under the Supply Arrangement.

### 13. Add or remove manufacturer

The supplier must write to the Supply Arrangement Authority to add or delete manufacturers from Annex B - List of Included and Excluded Categories of this document. An official amendment to the SA will be issued on a quarterly basis in order to incorporate the requested changes. These changes must be submitted by the following dates: January 1, April 1, July 1 and October 1.

## B. BID SOLICITATION

### 1. Bid Solicitation Documents

Canada will use the bid solicitation templates 2T-LDV1 for low dollar value requirement and 2T-MED1 for medium complexity requirement available in the Standard Acquisition Clauses and Conditions manual based on the estimated dollar value and complexity of the requirement.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (if applicable);
- (b) a complete description of the work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements; if applicable, insert the A9130T - Controlled Goods clause;
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) financial capability (if applicable)
- (h) certifications
- (i) conditions of the resulting contract;
- (j) indicator of the solicitation being urgent or not.

## 2. Bid Solicitation - Response Time

### Non-Urgent Solicitation

Bids must be submitted within a period of four (4) working days of receiving the bid solicitation document from the Identified User in the case of items in stock, and five (5) working days in the case of items not in stock. Any bid received after this period will be considered as non responsive and will be given no further consideration.

### Urgent Solicitation

Bids must be submitted within a period of two (2) working days of receiving the bid solicitation document from the Identified User in the case of items in stock, and two (2) working days in the case of items not in stock. Any bid received after this period will be considered as non responsive and will be given no further consideration.

## 3. Bid Solicitation Process

**3.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

**3.2** The bid solicitation will be sent directly to Suppliers as follows:

**3.2.1** For requirements estimated up to \$5,000.00 including all applicable taxes and delivery charges, the Identified User will issue a request for proposal (RFP) using template 2T-LDV1 using forms PWGSC-TPSGC 9400-3 for bid solicitation and PWGSC-TPSGC 9400-4 for contract to the Supply Arrangement Holder of their choice on the Supply Arrangement List. The resulting contract will be issued based on the evaluation procedures and basis of selection outline in the RFP.

**3.2.2** For requirements estimated to be between \$5,000.00 and \$25,000 including all applicable taxes and delivery charges, the Identified User will issue a request for proposal (RFP) using template 2T-LDV1, forms PWGSC-TPSGC 9400-3 for bid solicitation and PWGSC-TPSGC 9400-4 for contract to three or more suppliers on the Supply Arrangement List for the chosen category. The resulting contract will be issued based on the evaluation procedures and basis of selection outline in the RFP.

**3.2.3** For requirements estimated over \$25,000.00 and \$60,000.00 including all applicable taxes and delivery charges the Identified User will issue a request for proposal (RFP) using template 2T-LDV1 or 2T-MED1, forms PWGSC-TPSGC 9400-3 for bid solicitation and PWGSC-TPSGC 9400-4 for contract to all Suppliers on the Supply Arrangement List. The resulting contract will be issued based on the evaluation procedures and basis of selection outline in the RFP.

**3.2.3.1** A Notice will be published by the Identified User on the Government Electronic Tendering Service (GETS) for fifteen (15) calendar days. Refer to Annex E - Notice NPP format for requirement over \$25,000.01. Suppliers not qualified under the Supply arrangement (SA) may send in a request, in writing, to the SA authority, or their designated representative, at any time to qualify for the SA. Award of contracts from any resulting Notice NPP published on GETS will not be delayed for evaluation process of the Supplier's Request for Supply Arrangement.

**3.3** IU will utilize the SA for requirements up to \$60,000.00 including GST/HST and delivery. Any requirement exceeding \$60,000.00 will be sent to the applicable Public Works and Government Services Canada office for processing.

## **C. RESULTING CONTRACT CLAUSES**

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using:

- (a) 2T-LDV1 (for low dollar value requirements), general conditions 2029 (2012-07-16) will apply to the resulting contract; or
- (b) 2T-MED1 (for medium complexity requirements), general conditions 2010A (2012-07-16) will apply to the resulting contract.

The above templates 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.

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## **Annex A**

### **Requirement**

#### **A.1 Title**

For the supply and delivery of various electronic part and components, tools, test instruments, radio frequency and microwave components. These products are generally included in the federal classification of goods 59 excluding N5975 electrical hardware and supplies and are also included in classifications 51, 52, 53, 60 and 66.

#### **A.2 Objective:**

For the supply and delivery of the product categories listed in Annex "B" - List of Included and Excluded Categories for the Identified Users throughout Canada as required during the period of the Supply Arrangement (SA) in accordance with the requirement detailed in the bid solicitation document issued against the SA.

Deliveries under this SA are authorized for destinations throughout Canada, excluding destinations that are subject to the Comprehensive Land Claims Settlement Area.

The Government of Canada is committed to greening its supply chain and has 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. As a result of new direction, the demand for green products may increase during the period of the supply arrangements.

#### **A.3 Bilingual services**

The Supplier must be capable of providing all services in both official languages.

#### **A.4 Packaging Instructions**

##### **A.4.1 Packages/Cartons:**

All deliverable goods must be delivered in undamaged, sturdy uniform packages or cartons suitable for the size of the order. Cartons are not to exceed 25 lb. in weight.

All packages and cartons must be clearly labelled as specified under A.4.2 . All cartons must be identically packaged and completely filled, i.e. (they should all have the same quantity in each carton). The cartons must be sturdy and capable of withstanding the heavy contents as well as able to sustain considerable handling.



#### **A.4.2 Labelling:**

The Supplier is responsible for addressing any items being delivered according to the delivery address(es) supplied, including output and application of any required labels. All containers must be labelled. Labelling instructions will be provided by the Identified User in each contract.

#### **A.4.3 Pallets**

For all shipments requiring pallets the following must apply:

- The Supplier must strap, and if necessary wrap, shipments on standard 1.22 m x 1.02 m (40" x 48") wood pallets. The four-way forklift entry pallet shall be supplied at no additional charge. Total height, including pallet, shall not exceed 1.19 m (47"). The pallet load shall not extend further than 2.54m(1") from any edge of the pallet.
- The Supplier must group item by item description (on the same pallet) within consolidated shipments. Pallet loads composed of more than one (1) item description must be marked as MIXED ITEMS.

Any exception must require the prior approval of the Identified User.

#### **A.4.4 Packing Slips**

Each shipment must be accompanied by a clear and detailed packing slip/waybill. All packing slips must indicate the item title, the number of items within each box, the number of boxes per skid, the total number of boxes for the shipment and the total quantity of each item shipped.

#### **A.4.5 Shipping and Couriers**

The Supplier is responsible for the shipping/collection of proofs as well as the shipping of advance items and pre-production material to the Identified User identified in the contract.

The Supplier is responsible for all shipping activities, including ensuring the timely and safe arrival of all goods at the specified destination. This includes all tracking of shipments up to confirmation of receipt at destination, for all material. The Supplier is responsible for determining the most economical means of shipping/transport, suitable to meet the specified delivery date. The supplier will include all transportation/shipping costs in all responses to solicitation documents.

The Supplier is also responsible for the collection and (re)shipping of any returned items (from and to the address[es] specified in the original contract).

---

#### **A.4.6 Shipping Notification**

The Supplier is responsible for making all Arrangements with the destination addresses to schedule a time and date for delivery of the completed order.

Any scheduled delivery date cannot be changed unless approved in writing by the Identified User.

If specified in the Contract, a notice must be provided in writing (by facsimile) 24 to 48 hours prior to shipping any completed order.

Destination addresses retain the right to refuse shipments when prior Arrangements/ notification has not been made.

Notification to the destination address is to include the following information:

- Item title and type of product (Description)
- Quantity of each item
- Shipping date
- Supply Arrangement and Contract Number
- Contact name and telephone number
- Type of transport vehicle

#### **A.4.7 Destination Addresses:**

Anywhere in Canada as specified in each bid solicitation document.

#### **A.4.8 Delivery Schedule:**

The delivery schedule for each contract will be specified in the bid solicitation document.

## A.5 Catalogue distribution

As a result of Canada's commitment to the Policy on Greening procurement, the mass distribution of printed catalogues for this commodity is prohibited. Suppliers may, as an alternative to print catalogues, distribute an electronic version of their manufacturer catalogue to Identified Users that have either requested it or have voluntarily opted to receive it.

## A.6 Environmental Considerations

As part of Canada's 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.

Suppliers are encouraged to:

- Reduce packaging;
- have ISO 14001 or other environmental management system (EMS) certification;
- have environmental management policies and practices that are geared towards continuous improvement;
- have a waste disposal program;
- have environmentally preferable disposal of products considered defective or damaged;
- comply with Waste Electrical and Electronic Equipment (WEEE) Directive;
- comply with Restriction Of the use of certain Hazardous Substances (RoHS) Directive;
- meet the recycling requirements of Electronics Product Stewardship of Canada (EPSC);
- participate in any provincial electronic recycling program.

Preference should be made for:

- reusable items;
- items made using Alternative Energy sources (e.g., solar) or not requiring batteries;
- recycled content for plastic and metal items;
- items made using sustainable wood or paper products (sustainably managed forests certification - Forest Stewardship Council (FSC), Sustainable Forest Initiative (SFI), Canadian Standards Association (CSA);
- minimal, reusable and/or recyclable packaging of products; and recyclable and/or reusable end product components.

**Note:** Suppliers are strongly encouraged to regularly consult the Green Scorecards (<https://buyandsell.gc.ca/initiatives-and-programs/green-procurement/sell-green/green-scorecards>) to learn what environmental criteria government buyers consider when planning to purchase good and/or services. Green Scorecards ensure that suppliers are aware of new and future green requirements in advance of a procurement release.

## A.7 Service Level

The minimum service level that Supplier is to provide to Identified Users is described below:

- Provide information to Identified Users (ID) to help them to select goods in accordance with their requirements;
- Help ID to prepare their Bid Solicitations document;
- In-depth knowledge of the goods available in the Supply Arrangement so that the Supplier can knowledgeably discuss the needs of ID with them in relation to available goods;
- Respond to all ID queries (other than RFQs) within twenty-four (24) hours of receiving the ID query.

## A.8 Return of Goods

- Identified Users (ID) will have ten (10) days following the receipt of goods to advise the Supplier of problems in the performance of the contract.
- If the error is caused by the Supplier, the Supplier must replace/credit/ refund any item(s) within three (3) days of receipt of notification from the ID. In this instance, the Supplier will be responsible for return shipping charges.
- If the item was ordered incorrectly by the ID, the Supplier may credit, replace or refund the item within a reasonable period of time from the date of the request. If a mistake was made in the order or if the Supplier was not advised within the prescribed time frame, restocking charges could be levied. These charges must not be more than 15 per cent of original cost of item (s).
- The Supplier must replace, without charge, all items that are damaged or defective at time of delivery within three (3) days of being notified by the ID in this regard.

## A.9 Definitions

The following definitions apply to Supply Arrangement:

### **Electronic Parts**

An electronic part is a basic defined electronic element used in the electronics field solely for electronics purposes, which would include a wide range of items, including items such as spare parts modules to miscellaneous parts for repairs of electronic equipment and all items not considered an electronic component.

### **Electronic Components**

An electronic component is a basic electronic element usually packaged separately or in bulk with two or more connecting leads or metallic pads. Components are intended to be connected together, usually by soldering them to a printed circuit board in order to create an electronic circuit with a particular function.

### **Tools and Hardware - to be Used for Electronic Purposes Only**

Electronic tools generally are specific tools tailored to a myriad of electronic work, designed and intended for use by various groups such as electronics technicians, electronics assembly personnel, lab technicians etc. Electronics hardware can be considered as a range of items used in support of building, repairing, maintenance or general work with electronic products and equipment.

### **Electric, Electronic and Testing Instruments**

This category includes electric, electronic and testing instruments. All other testing equipment measuring other properties, including distance, force and temperature, is excluded from this category.

### **Radio Frequency and Microwave**

Radio Frequency, short for radio frequency, can be defined as any frequency within the electromagnetic spectrum associated with radio wave propagation. Microwaves are electromagnetic waves or a type of electromagnetic radiation with wavelengths between infrared radiation and radio waves ranging from 1mm-1m, or frequencies between 0.3 GHz and 300 GHz.

## Annex B

### List of Included and Excluded Categories

<i>A) <u>Electronics Components</u></i>
Resistors
Capacitors
Filters
Fuses
Circuit Breakers (component type)
Switches
Connectors (component type)
Sockets
Inserts
Plug
Jacks
Receptacle (Electronic use)
Relays
Resonators
Clips
Terminals
Coils
Crystals
Chokes
Transformers, (component type)
Micro circuits
Semi Conductors
Potentiometers
Inductors
Transistors
Diodes
Oscillators
Varistors
Sensors
Power Supply Components

Solicitation No. - N° de l'invitation

E60HN-11ELEC/G

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hn323

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E60HN-11ELEC

hn323E60HN-11ELEC

***B) Electronic Parts***

Suppresser

Fuse Accessories

Adapters

Switches (miscellaneous)

PCB board

Clamps

Backshelves

Terminal (miscellaneous)

Terminal Strip

Actuators

Solenoids

Insulator

Cable and Wire

Heat Shrink Tubing

Fibre Optic Connector and Cable

Cable and Connectors Assemblies

Fibre Optic Components

Fibre Optic cable and connector assemblies

ESD Supplis (Excluded ESD Test Equipment)

RF Micro Wave and Wave Guide

Tie Wraps and Cable Ties

Patch Cords

Cable Management

Fans &amp; Blowers

Indicators &amp; Displays

Connectors &amp; Backshells

Lamps &amp; Sockets

Optocouplers &amp; Sensors

Panel Instrumentation

Receptacles

Opto Electronic parts

Equipment spare parts (plug-ins, board assemblies and modules up to \$5,000.00)

***C) Tools & Hardware - to be used for Electronic purposes only***

Enclosures, racks, cabinets and boxes

Specialized Tools, small hand and small power

Specialized Tool kits and tool cases

Soldering accessories

Soldering Stations

Hardware, fastening, includes nuts, bolts, screws, washers, bushings, standoffs, spacers, grommets, handles, bumpers, brackets

Carry cases, transit cases

Tape

Label Printers and Labels



***D) Electric and Electronic Calibration and Testing Instruments***

AC Power Supplies

Amprobe Testers

Audio Analyzers

Bit Error Rate Tester

Cable and Antenna Tester

Cable &amp; Continuity Testers

Calibrators

Circuit Board Testers

Circuit Testers

Clamp Meters

Component Testers

Counters

Current Probes

Current Transducers

Data Acquisition Equipment

Dataloggers/Recorders

DC Power Supplies

Device/Eprom Programmers and Erasers

Digital Multimeters

Electronic Loads

EMC/EMI compliance and pre-compliance testers

ESD Testing Equipment

Fault Locators

Frequency Counters

Frequency &amp; Voltage Converters

Function Generators

Hand Held Multimeters

Hand Held Oscilloscopes

Hand Held Spectrum Analyzers

Insulation &amp; Ground Resistance Testers

Logic Analyzers

Micro-Ohmmeters

Milliohm Meters

Multimeters

Oscilloscopes

Panel Meters

Passive Intermodulation (PIM) Tester

Solicitation No. - N° de l'invitation

E60HN-11ELEC/G

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

E60HN-11ELEC

Amd. No. - N° de la modif.

File No. - N° du dossier

hn323E60HN-11ELEC

Buyer ID - Id de l'acheteur

hn323

CCC No./N° CCC - FMS No/ N° VME

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Power Meters
Power Quality Analyzers
Power Sensors
Power Supplys
Probes, Test & Measurement purpose
Process Meters
Resistance Standards
Scopes
Sensors
Signal Generators
Spectrum Analyzers
Synthesizers
Test Set, non custom, standard catalog item
Transducers
Vector Network Analyzer
Video Generators
Voltage Detectors
Voltage Testers
Voltmeters
Waveform Generators

All other testing equipment measuring other properties, including distance, force and temperature, is excluded from this category.

**E) Radio Frenquency and Microwave**

Attenuators

Bias Tee

Circulator

Coaxial Components

Coaxial Parts

Coaxial Adaptor

Coupler

Flanges

High Frequency Components

Isolator

Microwave Filters

Power Divider

Radio Frequency Components

RF Cable

RF Connectors

RF Filters

RF Jumper cable

RF Parts

RF Semiconductors

RF Termination

Microwave Components

Microwave Semiconductors

Waveguides

Waveguide Bandpass Filters

WaveGuide Products &amp; Components

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**Excluded Categories**

Networking Equipment  
Communication Equipment  
Lab Equipment, parts and supplies  
Calibration Service  
Cleanroom Equipment, including all supplies, accessories and parts  
Carts, utility and lab  
Shelving  
Furniture  
Workstations, Benches, Cabinets and Bins  
AudioVisual Equipment and parts  
Telephone Equipment (including IP Handsets)  
Security Equipment  
RF Microwave Equipment  
Computing Equipment and accessories  
Video Conference Equipment  
Hazardous Materials (includes all products associated with an MSDS)  
Services of all kinds  
Installation, on-site  
Support (Repair and maintenance)  
Material Support (Repair and maintenance)  
Courses and other Training  
Licenses, all types, unless delivered at the same time as the good  
Electrical Parts, Components, Supplies and Equipment  
Batteries, included all types of UPS's  
Consumable items including CD/DVD/DVD-R disks and labels  
Chemical/Gas Testing Equipment  
Chemical/Gas Sniffing Equipment  
Custom Made Test Sets  
Custom Test Equipment

### Annex C Geographic Region

Region	No.	Description
Pacific	01	The entire province of British Columbia and the Yukon Territory
Western	02	The entire provinces of Alberta, Manitoba and Saskatchewan, and that portion of the Northwest Territories immediately north of British Columbia, Alberta, Saskatchewan and Manitoba
Ontario	03	The province of Ontario with the exception of the National Capital Region
National Capital Area	04	Bounded on the west by a north-south line running from Petawawa to Kingston, as far north as Maniwaki, Quebec, on the east by the Ontario-Quebec border on the south by the St. Lawrence River (includes Gatineau-Maniwaki and Masson-Angers areas), and the Nunavut Territory
Quebec	05	The entire province of Quebec, excluding the National Capital Region
Atlantic	06	The entire province of Nova Scotia
		The entire province of New Brunswick and Prince Edward Island
		The entire province of Newfoundland including Labrador

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**ANNEX D****Region offered**

The Supplier is able to supply various electronic parts and components, tools, test instruments, radio frequency and microwave components listed in Annex B - List of Included and Excluded Categories to the following locations:

<b>Region</b>	<b>No.</b>	<b>Yes or No</b>
Pacific	01	_____
Western	02	_____
Ontario	03	_____
National Capital Area	04	_____
Quebec	05	_____
Atlantic	06	_____

**ANNEX E****Notice NPP format to be posted by Identified User on MERX for requirement over \$25,000.00.**

FILE NUMBER: \_\_\_\_\_

PROCUREMENT OFFICER (IDENTIFIED USER) NAME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

***THIS IS A BID SOLICITATION AGAINST PWGSC SUPPLY ARRANGEMENT  
# E60HN-11ELEC/\_\_\_/HN to E60HN-11ELEC/\_\_\_/HN FOR THE SUPPLY OF VARIOUS  
ELECTRONIC PARTS AND COMPONENTS, TOOLS, TEST INSTRUMENTS, RADIO  
FREQUENCY AND MICROWAVE COMPONENTS.***

***Only pre-qualified Suppliers have been invited to bid.***

***As a requirement of the Supply Arrangement this notice is published on MERX  
for a period of 15 calendar days.***

***Suppliers that do not already hold a Supply Arrangement for the supply of various electronic  
parts and components, tools, test instruments, radio frequency and microwave components  
identified above with PWGSC cannot submit their bid.***

The <Identified User to insert Federal Departmental name> requires the following items:

Item Number	Description	Quantity
-------------	-------------	----------

**Requested delivery date for all of the above mentioned goods is\_\_\_\_\_.**

The responsive Supplier already holding a Supply arrangement for the items mentioned above from Public Works and Government Services Canada with the lowest evaluated price will be recommended for contract award.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT) and this notice is being published in accordance with these Agreements.

NOTE: This supply arrangement (SA) is refreshed on an ongoing basis. If you wish to find out how you can become a qualified SA Holder and/or to obtain additional information regarding this SA program, please contact PWGSC at [stephane.dubeau@pwgsc-tpsgc.gc.ca](mailto:stephane.dubeau@pwgsc-tpsgc.gc.ca).

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## **ANNEX F**

### **ENVIRONMENTAL ATTRIBUTES**

As part of the federal governments commitment to environmentally responsible procurement, Public Works and Government Services Canada encourages the private sector to develop and implement environmentally responsible initiatives in manufacturing processes, products, business management systems and packaging.

Suppliers are requested to submit information and /or substantiating documentation regarding their stated environmental initiatives, and the details of the environmental impact of the goods proposed in terms of overall environmental management, for example:

- a. Provide details of your policies and practices in relation to environmentally responsible manufacturing processes.
- b. Provide details of your policies and practices in relation to environmentally responsible waste disposal initiatives.
- c. Provide details of your policies and practices in relation to waste reduction initiatives.
- d. Provide details of your policies and practices in relation to packaging initiatives.
- e. Provide details of your policies and practices in relation to re-use strategies.
- f. Provide details of your policies and practices in relation to recycling.

If your company has a corporate environmental policy, you are requested to submit a copy of this policy either on corporate letterhead, as corporate documentation. In support of your company's environmental policy you are requested to provide documentation regarding the environmental principles referenced in your policy and details of the environmental policy and its impact in terms of overall environmental management.

If your company has established a program for solid waste auditing, has prepared a waste reduction plan and has instituted a means to track progress towards waste reduction and diversion from disposal of materials such as metals, plastics, fabrics, wood, fibreglass, glass etc., a description of this program and or a copy of the most recent waste audit should be submitted.



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## Definitions

**Recyclable product:** A product, which after its intended use can demonstrably be diverted from the solid waste stream for use as a raw material in the manufacture of another product.

**Recycled material:** Material and byproducts that have been recovered or diverted from solid waste and that can be utilized in place of raw or virgin material in manufacturing a product. It is derived from post consumer recycled material, manufacturing waste, industrial scrap, agricultural waste and other waste material, but does not include material or byproducts generated from and commonly reused within an original manufacturing process.

**Recycled product:** A product containing recycled material.

**Post consumer recycled material:** Only those products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from the solid waste stream.

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## **ANNEX G**

### **CORPORATE PROFILE**

Supplier are invited to complete the following corporate profile. Supplier are encouraged to provide the profile in french and english as this profile will be posted on the Standing Offer Index and Publiservice as part of the general information available for each Identified Users.

Should the supplier have more than one facility in Canada, a description of each location can be provided. Supplier is to restrict their responses to a maximum of 200 words for each of the areas where information is requested. The 200 word maximum will be applicable to each facility. Public Works and Government Services Canada will edit responses to maintain the 200 words maximum.

Supplier are to address each of the points listed. In addition to the basic information requested, Supplier may include whatever information they believe will enhance the understanding of their corporate capabilities.

The corporate profile will not be considered in the evaluation process for this Request for Supply Arrangement and only profiles of authorized supply arrangement holders will be posted.

#### **CORPORATE NAME:**

#### **CORPORATE ADDRESS:**

#### **PRINCIPAL CONTACT METHODS:**

Telephone:

Fax:

E-mail:

#### **CORPORATE WEB SITE:**

#### **LOCATION OF SHOWROOM IF ANY, CONTACT METHODS AND HOURS OF OPERATION:**

**ENVIRONMENTALLY PREFERABLE PRACTICES:**

Supplier is requested to describe their activities related to greening their own supply chain and operations.

**ENVIRONMENTALLY PREFERABLE PRODUCTS AVAILABLE:**

Supply Arrangement holders will be required to notify the Supply Arrangement Authority every six months of new available products.

**CATEGORIES OF VARIOUS ELECTRONIC PARTS AND COMPONENTS, TOOLS, TEST INSTRUMENTS, RADIO FREQUENCY AND MICROWAVE COMPONENTS.****ELECTRONIC PARTS MADE IN CANADA AVAILABLE:**

Supply Arrangement holders will be required to notify the Supply Arrangement Authority every six months of new available products.

**OTHER INFORMATION:**

## ANNEX H

### EVALUATION GRID

### TECHNICAL EVALUATION

For use of the Suply Arrangement Authority only during the evaluation process.

Title: Various electronic parts and components, tools, test instruments, radio frequency and microwave components

Solicitation number: E60HN-11ELEC/B

			Comments
<b>1.1.1 MANDATORY TECHNICAL CRITERIA:</b>			
<b>1.1.1.1</b> Suppliers must demonstrate that they can supply goods for the proposed region(s) for at least:			
80% of all goods listed under category A of Annex B	Met _	Not Met _	
80% of all goods listed under category B of Annex B	Met _	Not Met _	
80% of all goods listed under category C of Annex B	Met _	Not Met _	
80% of all goods listed under category D of Annex B	Met _	Not Met _	
80% of all goods listed under category E of Annex B	Met _	Not Met _	
<b>1.1.1.2</b> Description of Company: Supplier must provide a detailed description of the supplier's Company, including its legal status, organizational chart showing key positions, as well as the prior experience, performance of the supplier. Also, the Supplier must describe how they intend to meet the requirement for each region.	Met _	Not Met _	

<p><b>1.1.1.3</b> The Supplier must demonstrate that they have been in business for at least one (1) full year prior to the closing date.</p>	Met _	Not Met _	
<p><b>1.1.1.4</b> The Supplier must submit a description of two (2) separate orders successfully delivered within the last year (prior to the closing date of this RFSA) with a value of \$5,000.00 in canadian dollar or more. Each order must have included at least two (2) different types of electronic parts and components, tools, test instruments, radio frequency and microwave components.</p>	Met _	Not Met _	
<p><b>1.1.1.5</b> Submit an electronic version of the list of manufacturers using versions of Excel that are compatible with Windows 2000.</p>	Met _	Not Met _	
<p><b>1.1.1.6</b> Supplier must provide certification that it is an authorized distributor or agent that the manufacturer listed.</p>	Met _	Not Met _	
<p><b>1.1.1.7</b> Supplier must complete Annex "D"- region offered</p>	Met _	Not Met _	
<p><b>1.1.1.8</b> Supplier must provided completed manufacturer authorization letters for all manufacturer/equipment sub-category(ies) it offers.</p>	Met _	Not Met _	

## 1.1.2 POINT RATED REQUIREMENTS

### 1.1.2.1 Description of processes from order taking to fulfilment

The Supplier must obtain an overall pass score of 35 points for the processes from order taking to fulfilment proposal.

The Supplier should describe its work processes, including quality assurance procedures in the following areas:

Description of processes	Score	Minimum points required	Maximum points available
		35 points	58 points
Assessment of Criteria			
For each of the eight (8) work processes identified above, the Supplier will be evaluated in accordance with the following criteria:			
<p>A. Providing product information to prospective Identified User (ex: website, catalogues, showrooms, visits, etc.)</p> <p>0 point: Little to no information provided            3 points: Weak : Information provided, lacks detail            5 points: Good: Information provided has minimal detail            7 points: Very good: Information provided is extremely detailed</p>		5	7

<p>B. Providing detailed information about 1) order reception, 2) entry and 3) verification of specifications.</p> <p>Maximum of 2 points for each topic identified above.(order reception, entry and verification of specifications)</p> <p>0 point: No information provided  1 points: Good: Information provided has minimal detail  2 points: Very good: Information provided is extremely detailed</p>		<p>Minimum of 1 point per topic for a total minimum score of 3</p>	<p>Maximum of 2 points per topic for a total maximum score of 6</p>
<p>C. Description of how the various reporting requirement stipulated in this Request for Supply Arrangement will be met.</p> <p>0 point: No information provided  3 points: Weak: Description lacks detail  5 points: Good: Descriptions has minimal detail  7 points: Very good: Description is extremely detailed</p>		<p>5</p>	<p>7</p>
<p>D. Providing detailed information about 1) order placing, 2) sourcing, 3) tracking, 4) verification and 5) keeping on schedule.</p> <p>Maximum of 2 points for each topic identified above. (order placing, sourcing, tracking, verification and keeping on schedule)</p> <p>0 point: No information provided  1 points: Good: Information provided has minimal detail  2 points: Very good: Information provided is extremely detailed</p>		<p>Minimum of 1 point per topic for a total minimum score of 5</p>	<p>Maximum of 2 points per topic for a total maximum score of 10</p>

<p>E. Capable of keeping customer up-to-date on status of order.</p> <p>0 point: No information provided  3 points: Weak: Description lacks detail  5 points: Good: Descriptions has minimal detail  7 points: Very good: Description is extremely detailed</p>		5	7
<p>F. Description of the process to ensure 1) shipping, 2) order breakdown, 3) final inspection and 4) delivery to customer location(s).</p> <p>Maximum of 2 points for each topic identified above.  Shipping, order breakdown, final inspection and delivery to customer location(s).</p> <p>0 point: No information provided  1 points: Good: Information provided has minimal detail  2 points: Very good: Information provided is extremely detailed</p>		Minimum of 1 point per topic for a total minimum score of 4	Maximum of 2 points per topic for a total maximum score of 8
<p>G. Providing detailed information about 1) post delivery confirmation, 2) follow-up and 3) issues management.</p> <p>Maximum of 2 points for each topic identified above.  Post delivery confirmation, follow-up and issues management.</p> <p>0 point: No information provided  1 points: Good: Information provided has minimal detail  2 points: Very good: Information provided is extremely detailed</p>		Minimum of 1 point per topic for a total minimum score of 3	Maximum of 2 points per topic for a total maximum score of 6
<p>H. Providing a detailed description of policy concerning defective, damaged products, incomplete shipments and mis-shipped goods.</p> <p>0 point: No information provided  3 points: Weak: Description lacks detail  5 points: Good: Descriptions has minimal detail  7 points: Very good: Description is extremely detailed</p>		5	7



### 1.1.2.2 Value added services provided

The Supplier must obtain an overall pass score of 16 points for the value added service proposal

The Supplier should describe in detail four (4) value added services it can provide, related to the supply of various electronic parts and components, tools, test instruments, radio frequency and microwave components, to various departments and agencies within the Government of Canada. For each value added service, the Supplier should describe the service itself and its benefit to its customers.

Value added refers to "extra" feature(s) of an item of interest (product, service, person etc.) that go beyond the standard expectations and provide something "more" while adding little or nothing to its cost.

Value added services provided			
Assessment of Criteria	Score	Minimum points required	Maximum points available
		16 points	24 points
<p>For each of the four (4) value added services it can provide, the Supplier will be evaluated in accordance with the following criteria:</p> <p><u>Identification of the value added service:</u></p> <p><b>1-detailed discussion of its unique or intended value</b></p> <p>0 point: Inadequate discussion of its unique or intended value  2 points: Good detailed discussion of its unique or intended value  3 points: Very good detailed discussion of its unique or intended value</p> <p><b>2-relevant and benefit to government departments and Canada</b></p> <p>0 point: Little to no relevance and benefit to its customers  2 points: Relevant and beneficial to its customers  3 points: Very relevant and beneficial to its customers</p>			
Value added service one (1)		4	6
Value added service two (2)		4	6
Value added service three (3)		4	6
Value added service four (4)		4	6

### 1.1.2.3 Environmental Initiatives

The Supplier must obtain an overall pass score of 12 points for the environmental initiatives.

The Supplier should describe and give examples of six (6) of its environmental initiatives in their day to day operations.

<b>Environmental Initiatives</b>			
Assessment of Criteria	Score	Minimum points required	Maximum available points
		12 points	18 points
<p>The Supplier should describe 6 environmental initiatives in their day to day operations and give an example for each.</p> <p>0 point: No information provided or the initiative description and example lacks detail or relevance</p> <p>2 point: Good: Information on the initiative description and example is detailed or relevant</p> <p>3 points: Very good: Information on the initiative description and example is very detailed or very relevant.</p>			
Environmental initiative one (1) description __ example__		2	3
Environmental initiative two (2) description __ example__		2	3
Environmental initiative three (3) description __ example__		2	3
Environmental initiative four (4) description __ example__		2	3
Environmental initiative five (5) description __ example__		2	3
Environmental initiative six (6) description __ example__		2	3

<b>1.1.2 SUMMARY OF RATED REQUIREMENTS:</b>	<b>Score</b>	<b>Minimum points required</b>	<b>Maximum available points</b>
<b>1.1.2.1</b> Description of work processes from order taking to fulfilment	_____	35	58
<b>1.1.2.2</b> Value added service provided	_____	16	24
<b>1.1.2.3</b> Environmental practices	_____	<u>12</u>	<u>18</u>
		<u>63</u>	<u>100</u>
<b>Total score achieved : _____ points</b>			
<b>Overall score of 63 points must be achieved in order to be declared responsive.</b>			

PWGSC Evaluator

\_\_\_\_\_  
Print name\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

Solicitation No. - N° de l'invitation

E60HN-11ELEC/G

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

E60HN-11ELEC

Amd. No. - N° de la modif.

File No. - N° du dossier

hn323E60HN-11ELEC

Buyer ID - Id de l'acheteur

hn323

CCC No./N° CCC - FMS No/ N° VME

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**Annex I**  
**Sample**  
**Manufacturer Authorization Letters**

*Authorized Letters*

Department of Public Works and  
Government Services Canada  
Place du Portage Phase III,  
11 Laurier street, 7B3  
Gatineau, Quebec  
K1A 1C9

Attention: Stéphane Dubeau

*MFGR authorized Offered*

Date: \_\_\_\_\_

Reference: E60HN-11ELEC/B

This letter certifies that Supplier Company Name is an authorized dealer of Manufacturers Company Name products and is approved to supply Electronic parts and components, test instruments, tools, radio frequency and microwave to the Government of Canada through the Supply Arrangement E60HN-11ELEC/B in the following region (s). (indicate "X" where applicable)

Region 1: Pacific    ☐    Region 3: Ontario    ☐    Region 5: Quebec    ☐  
Region 2: Western    ☐    Region 4: National Capital Region:    ☐    Region 6: Atlantic    ☐

Manufacturer Contact Person:

Manufacturer: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Best Regards,

[Signature]

Name of Highest Ranking  
Authorized Representative  
Title,  
Distributors Company Name  
Phone number  
E-mail address

