

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

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

Title - Sujet Electricity test console	
Solicitation No. - N° de l'invitation U6320-130581/A	Date 2013-03-28
Client Reference No. - N° de référence du client U6320-13-0581	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-560-12295	
File No. - N° de dossier MTA-2-35331 (560)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-05-13	
Time Zone Fuseau horaire Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ghali, Camille	Buyer Id - Id de l'acheteur mta560
Telephone No. - N° de téléphone (514) 496-3871 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE L'INDUSTRIE CANADA MESURES CANADA 5100 SHERBROOKE EST, RC 18 MONTREAL Québec H1V3R9 Canada	

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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Console d'essai électrique Electricity meter test console See Annex «A» for details / Console d'essai de compteurs d'électricité Voir Annexe «A» pour détails •	U6320	U6320	1	Chaque	\$	XXXXXXXXXXXX			

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PART 1 - GENERAL INFORMATION

1.1. Security Requirement

There is no security requirement associated with the requirement.

1.2. Requirement

The requirement is detailed in annex A - Requirement that form part of the request for proposal and resulting contract.

The requirement is subject to the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

1.3. 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

2.1. 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.

2.1.1 SACC Manual Clauses

B1000T (07/11/30), Condition of material

2.2. 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.

2.3. Enquiries - Bid Solicitation

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

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

2.4 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **ten (10) calendar days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.5. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy) (Annex B)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/Politique-policy-eng.html>).

To assist Canada in reaching its objectives, bidders are encouraged to:

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

Section I: Technical Bid

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

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Section II: Financial Bid

Bidders must submit their financial bid in accordance with the basis of payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable. (See annex B)

3.1.1 SACC Manual Clauses

C3011T (11/01/2010) Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.1.1 Technical Evaluation

It is mandatory to provide technical/ descriptive documents of the product that you are offering to allow it's technical evaluation. Failure to comply will render your bid non responsive.

You have to demonstrate in your technical submission that your product is compliant with every characteristics & requirements mentionned in Annex A.

4.1.1.1 Technical Mandatory Requirements

- Compliance to Mandatory criteria to comply upon bid deposit of Annex C.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB Destination, Canadian customs duties and excise taxes included.

SACC Manual Clauses A222T Evaluation of Price (11/01/2010),

The contract will be awarded in Canadian dollars. In the event the bid recommended for Contract award was submitted in foreign currency it will be converted using the rate given by the Bank of Canada in effect on the bid solicitation closing date.

4.2. Basis of Selection - Mandatory Technical Criteria

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

PART 5 - CERTIFICATIONS

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

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

5.1. Mandatory Certifications Required Precedent to Contract Award

5.1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

5.2. 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.

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

Suppliers who are subject to the Federal Bidders Program (FCP) and have been declared ineligible bidders by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible bidders 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 bidders, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Bidder or the member of the joint venture

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

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The Contractor must provide the requirement in accordance with Annex A - Requirement that form part of the contract.

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 issued by Public Works and Government Services Canada. (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>)

3.1 General Conditions

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

3.2 Supplemental General Conditions

4001 (2010-08-16), Hardware Purchase, Lease and Maintenance

4. Term of Contract

4.1 Delivery Date

All the deliverables must be received on or before _____, 2013.

5. Authorities

5.1 Contracting Authorities

The Contracting Authority for the Contract is:

Camille Ghali
 Spécialiste en approvisionnement | Supply Specialist
 Direction générale des approvisionnements | Acquisitions Branch
 Bureau régional du Québec | Quebec Regional Office
 Travaux publics et Services gouvernementaux Canada | Public Works and Government
 Services Canada
 800 rue de la Gauchetière Ouest, Suite 7300, Montréal (Québec) Canada, H5A 1L6
 T: 514.496.3871 | F: 514.496.3822 |
 E-mail: camille.ghali@tpsgc-pwgsc.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 Contact at Customer Department

(to be completed by Canada at the time of award)

For all information related to invoicing and/or payments you may communicate with:

Customer Department: _____
 Name: _____
 Telephone Number: _____

5.3 Contractor Contacts

Name and telephone number of the person responsible for :

General enquiries & Delivery follow-up

Name: _____
 Telephone No. : _____
 Facsimile No. : _____
 E-mail address: _____

6. Payment

6.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ (*amount to be inserted at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

6.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- A) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- B) all such documents have been verified by Canada;
- C) the Work delivered has been accepted by Canada.

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.

8. Certifications

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

9. Applicable Laws

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

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) The supplemental general conditions 4001 (2010-08-16), Hardware Purchase, Lease and Maintenance,
- (c) 2010A (2012-11-19) , General Conditions - Medium Complexity - Good
- (d) Annex A, Requirement;
- (e) Annex B, Pricing
- (f) the Contractor's bid dated _____, as amended _____.

11. SACC Manual Clauses

SACC Référence	Section	Date
A2000C	Foreign Nationals (Canadian Contractor)	06/06/16
A2001C	Foreign Nationals (Foreign Contractor)	06/06/16
A9051C	Existing Technical Publications - Translation	08/05/12
B1505C	Electrical Equipment	06/06/16
C2000C	Taxes - Foreign-based Contractor	07/11/30
G1005C	Insurance	08/05/15
H1000C	Single Payment	08/05/12

12. Shipping Instructions - DDP

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

Incoterms 2000 "DDP Delivered Duty Paid"

Industry Canada
 Measurement Canada
 5100 Sherbrooke East, RC-18
 Montreal, QC H1V 3R9

Annex A

Requirement

1. Introduction

Measurement Canada wishes to purchase a calibration console, certified under the requirements EL-ENG-12-01.

The objective of this contract is to acquire the console in order to perform the verification of electricity meters subject to contest or complaint at Measurement Canada under the Inspection Act of electricity and gas.

2. Mandate

The scope of work includes the supply, delivery, installation and commissioning of the system as well as training on the use and routine maintenance of the equipment.

The test console must be fully automatic (computer controlled) and to test the functions of measuring the energy and power of the meter. The computer is provided by the supplier. The platform used is selected by the supplier to be compatible with the operating software of the console. The console must meet the EL-ENG-12-01 Measurement Canada (<http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm04604.html>) requirements for electricity meter testing and other parameters as noted below. The test console must be able to accommodate one (1) meter.

3. Mandatory technical specifications

The system proposed by the contractor must minimally meet those technical specifications below, but without limitation. In addition, the system would be fully functional and operational.

3.1. Power Ratings

3.1.1 The test console must be designed to operate on 120/208 volt, "Y" three (3) phase 4 wire supply or 120/240V single phase.

3.1.2 The maximum test current and voltage supply to the meter under test must be 150 amps at 600 volt capacity.

3.1.3 1:1 current transformer with a minimum current rating of 150 amps is required for closed link single phase meter testing.

3.2 Meter Test Socket

3.2.1 The test console must be supplied with meter sockets compatible with all meter forms, including A-base and P-base.

3.2.2 The test console must be equipped with optical pick-up capable of automatically sensing meter disc rotations, visible LED and infrared LED.

3.3 Voltage and Current Parameters

3.3.1 The test console must be capable of testing meters under single phase conditions with potential circuits connected in parallel and current circuits connected in series.

3.3.2 The console must be equipped with a mechanism to allow for creep testing and software controlled dial testing.

3.4 Console Indicators

3.4.1 The console must be equipped with digital ammeters, voltmeters and phase angle meters with accuracy criteria to meet EL-ENG-12-01 requirements.

3.4.2 The console must be equipped with power (watt, va and var) meter indication (installed on test console or on the PC monitor supplied by the supplier).

3.5 Regulation

3.5.1 The test console must be equipped with regulation system that meets EL-ENG-12-01 requirements for meter demand testing.

3.6 Pulses

3.6.1 KYZ pulse inputs are required for meter pulse testing.

3.6.2 The test console must contain a pulse generator (3 wire) which is software controlled.

4. Other Requirements

4.1 Instruction manuals, user's guide(s) and test console schematics must be provided.

4.2 The supplier must provide evidence that the console meets EL-ENG-12-01 requirements prior to its delivery. Once delivered and installed on site, the supplier shall put the console into operation, conduct pre-certification testing and dispense training so that Measurement Canada may proceed with certification according to the EL-ENG-12-01 requirements with the assistance of the supplier.

The supplier will have a maximum of 30 calendar days after delivery to demonstrate compliance with EL-ENG-12-01. Failure to demonstrate the compliance, the system will be deemed unacceptable leading to the consideration of the termination of the contract for reason of default.

4.3 Before awarding the contract, the model of the test console must be reviewed and approved as ergonomic. The work will be done by a professional in the field, that is to say, an ergonomist from Measurement Canada and the evaluation can be done based on the plans and / or drawings provided by the supplier.

5. Other contractual requirements

5.1 Training

The training session on the equipment will be held for a minimum of 2 persons. The training session will be held in Montreal at the following address: 5100 Sherbrooke East, RC-18, Montreal, QC, H1V 3R9.

The training session must include, but is not limited to, theoretical explanations and practical demonstration of the equipment supplied. For example: the installation of equipment, explaining the software used to control the console, etc.. The trainer should be able to answer any question regarding the equipment.

5.2 Warranty

The console must have at least a one (1) year warranty and onsite service for parts and labour.

6 Delivery address

Industry Canada
Measurement Canada
5100 Sherbrooke East, RC-18
Montreal, QC H1V 3R9

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Annex B

Pricing

Description of deliverable	Qty	Unit Price	Total Price*
1. Supply, delivery, installation and commissioning of the console as well as training on the use as described in Section 3- Mandatory Technical Specifications "Appendix A - Requirement "	1	_____ \$	
2. Min. one year Warranty and on-site service for parts and labour	1	_____ \$	_____ \$

Suggested Model: _____ (for information only)

*Taxes to be added separately

Annex C

Mandatory technical specifications to demonstrate upon bid deposit

To comply to the presentation of evaluation criteria, refer to Section I - Technical Bid of 3.1. - Bid Preparation Instructions of Part 3 - BID PREPARATION INSTRUCTIONS of the Request for Proposal

All mandatory technical specifications must be met. Canada request that bidders indicate that they meet each stated criterion, indicating the title of the attached supporting documentation, or the page of the attached brochure or catalogue that meets the criterion. Bidders will be rejected if they do not meet all mandatory requirements.

Mandatory Evaluation Criteria

The requested equipment must meet the descriptions and specifications set out in Annex "A" - Requirement-Mandatory technical specifications. These descriptions and specifications are designated below by their numbers 3.1.1 to 3.6.2:

Mandatory specifications	Specify the location in the bid documentation or data sheets where the mandatory specifications are met.
3.1.1	
3.1.2	
3.1.3	
3.2.1	
3.2.2	
3.3.1	
3.3.2	
3.4.1	
3.4.2	
3.5.1	

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3.6.1	
3.6.2	

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Annex D

Complete list of bidder's board directors

NOTE TO BIDDERS

WRITE ALL DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS
