

**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> MOTION PICTURE FILM SCANNER	
<b>Solicitation No. - N° de l'invitation</b> 5Z011-140347/A	<b>Date</b> 2013-07-29
<b>Client Reference No. - N° de référence du client</b> 5Z011-140347	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PV-940-63189	
<b>File No. - N° de dossier</b> pv940.5Z011-140347	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-09-09</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hooper, Marlyn	<b>Buyer Id - Id de l'acheteur</b> pv940
<b>Telephone No. - N° de téléphone</b> (819) 956-2702 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Scientific, Medical and Photographic Division / Division de  
l'équipement scientifique, des produits photographiques et  
pharmaceutiques  
11 Laurier St./ 11 rue, Laurier  
6B1, Place du Portage  
Gatineau, Québec K1A 0S5

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

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**List of Annexes:**

Annex A	Requirement / Basis of Payment
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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with this bid solicitation..

### 2. Requirement

The requirement is detailed under the "Annex A".

#### 2.1 Optional Requirement

The Contractor grants to Canada the irrevocable option to extend the warranty of the Contract by up to three (3) additional one (1) year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

### 3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: ninety (90) days

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## 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

## 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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.

## 4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada.

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

# PART 3 - BID PREPARATION INSTRUCTIONS

## 1. Bid Preparation Instructions

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

Section I: Technical Bid (two (2) copies)  
Section II: Financial Bid (one (1) copy)  
Section III: Certifications (one (1) copy)

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

## **1.1 Section I: Technical Bid**

The following applies to the Requirement and bidders must provide the following information in the bid where applicable:

### **1.1.1 Installation**

On-site installation must be provided and be carried out by a qualified service technician.

All interconnected components of the solution (hardware and software) must be installed and configured for integrated operation at LAC's premises in Gatineau, Quebec.

State your best installation schedule. Installation will be carried out within \_\_\_\_\_ calendar days of delivery and be completed within \_\_\_\_\_ calendar days.

### **1.1.2 Training**

On-site user training must be provided for up to four (4) users. All costs associated with the on-site training must be included in the price.

Training must cover all hardware and software that is part of the solution.

Training must be provided in English.

On-site training will be completed within \_\_\_\_\_ calendar days of installation. Provide complete details of training e.g. duration, scope, etc.,

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### 1.1.3 Service

Purchase of the system must include: technical support; technical phone support; support via the Internet; and support via a fax-back document system. Service cost must be included in the price.

If the bidder is to provide remote support, it must be Fips 140-2 compliant in order to align with LAC (Library and Archives) policy on VPN (Virtual Private Network) access.

Response for service must be within 24 hours or less.

Also, provide the following with your bid

- a) Location of available service facilities (after sales service and repair). List the service facilities closest to the destination.

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- b) Locations of available replacement parts from consumables to major components.

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- c) Response time re: service calls, and escalation schedule, i.e. (how many days with no resolution to a problem until a more experienced person is called in, and from which location).

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- d) List the frequency of routine maintenance visits provided by a qualified service technician during the warranty period, if applicable and included in the price.

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### 1.1.4 Product(s) Offered

The Bidder must indicate the make and model number of the products offered (identify specific components which make up the system):

Name of Manufacturer: \_\_\_\_\_

Model/Part Number: \_\_\_\_\_

Literature attached: Yes (\_\_\_\_) No (\_\_\_\_)

#### 1.1.5 Point of Manufacture/Shipping

The Bidder must state the point of manufacture/shipping of goods:

Location: \_\_\_\_\_

Postal Code: \_\_\_\_\_

#### 1.1.6 Delivery

Delivery of film scanner must be done by February 28, 2014 and the installation and training must be completed by March 31, 2014, the best delivery that could be offered by the Bidder is \_\_\_\_\_.

#### 1.1.7 Software Upgrades

The Bidder must provide all software updates and new releases to the purchaser for a period of five (5) year following the acceptance, at no additional cost.

Note: The word "updates" means all enhancements, extensions or other modifications to the software. The word "releases" means enhancements or modifications to the software or new modules or supplementary modules that function in conjunction with the software, that represent the next generation of software, and which the Contractor has decided to make available to its customers usually for an additional charge.

#### 1.1.8 Contacts

Bidders are requested to provide the following: Information pertaining to Article 5.3 Contractor Representatives under Part 6, Resulting Contract Clauses.

### 1.2 Section II: Financial Bid

The bidder must quote a firm lot price all inclusive of supply, installation, training and manuals, DDP (Gatineau, QC), the total amount of applicable taxes must be shown separately. Freight charges to destination and all applicable Customs duties and Excise taxes must be included.

A firm unit price must be filled in for each of the option periods. If the bidder fails to quote a firm unit price for each of the option periods, the bidder will be considered non-compliant and no further consideration will be given.

#### 1.2.1 Exchange Rate Fluctuation

C3011T

Exchange Rate Fluctuation

2010-01-11



### 1.3 Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Technical Evaluation

All proposals submitted must be completed in full and provide all of the information requested in the Request for Proposal (RFP) package to enable a full and complete evaluation. If the requirement is not addressed in the bidder's proposal, the proposal will be considered incomplete or non-responsive and will be rejected. The onus is on the bidder to provide all the information necessary to ensure a complete and accurate assessment.

Factors for Evaluation

1. PRICING BASIS (MANDATORY): Prices must be firm, DDP Delivered Duty Paid.
2. ABILITY TO MEET THE TECHNICAL REQUIREMENT (MANDATORY):
  - a) For Items Defined by Specifications:
 

The bidder is requested to cross reference the mandatory technical criteria contained herein to their supporting technical documentation.
  - b) Provision of Supporting Technical Documentation:
 

Supporting technical documentation for the stores offered must be provided with the bid at time of bid closing.

Technical brochures or technical data MUST be provided to verify compliancy to the technical mandatory specifications.
3. COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS REQUEST FOR PROPOSAL (MANDATORY)
4. Please note that the requirements of the Federal Contractors Program for Employment Equity may apply - (see Part 5).

### 1.1.1 Mandatory Technical Criteria

See Annex B

## 1.2 Financial Evaluation

The lowest evaluated price will be established using the following criteria:

- a) prices will be evaluated in Canadian Funds including Excise Taxes, Canadian Customs Duty (if applicable) and applicable taxes excluded. For evaluation purposes, bids received in a foreign currency will be converted to Canadian funds using the appropriate rate of exchange using the rate quoted by the Bank of Canada as being in effect on date of bid closing.
- b) prices will be evaluated on a DDP Gatineau, Quebec
- c) for bid evaluation purposes only, the total bid price will be determined by adding the cost for the firm quantity total with the cost for the optional extended warranty .

## 2. Basis of Selection

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 aggregate evaluated price (including the optional extended warranty) will be recommended for award of a contract.

## PART 5 - CERTIFICATIONS

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

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

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

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

- 1.1.1 By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

## **2. Additional Certifications Required with the Bid**

Bidders must submit the following duly completed certifications with their bid.

### **2.1 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.hrsdc.gc.ca/eng/labour/index.shtml)" list (<http://www.hrsdc.gc.ca/eng/labour/index.shtml>) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's website](#).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement applicable to this contract.

### 2. Requirement

#### 2.1 Requirement

The Contractor must provide the items detailed under Annex A.

#### 2.2 Optional Requirement

The Contractor grants to Canada the irrevocable option to extend the warranty of the Contract by up to three (3) additional one (1) year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 2.3 Installation

On-site installation must be provided and be carried out by a qualified service technician.

All interconnected components of the solution (hardware and software) must be installed and configured for integrated operation at LAC's premises in Gatineau, Quebec.

#### 2.4 Manuals

User manuals for all equipment in electronic form on a USB drive must be supplied.

Schematics in electronic form on a USB drive must be supplied

#### 2.5 Training

On-site user training must be provided for up to four (4) users.

Training must cover all hardware and software that is part of the solution.

Training must be provided in English.

## 2.6 Software Upgrades

The contractor must provide all software updates and new releases to the purchaser for a period of five (5) years following the acceptance, at no additional cost.

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

### 3.1 General Conditions

2010A (2013-04-25) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Subsection 9 of 2010A (2013-04-25) General Conditions - Goods or Services, is amended as follows:

Delete: Subsection 9 in his entirety.

Insert: " The Work is subject to inspection and acceptance by Canada. Despite prior acceptance of the Work and without restricting any conditions or warranty imposed by law, the Contractor, if requested by the Minister to do so, must replace, repair or correct at its option and its own expense any Work which becomes defective or which fails to conform to the Contract requirements, where applicable. For goods, the on-site warranty period will be **two (2) years** after delivery and acceptance or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer. The on-site warranty covers parts, labor and all related expenses. Any Work replaced, repaired or corrected pursuant to this section is subject to all provisions of the contract to the same extent as Work initially performed."

## 4. Term of Contract

### 4.1 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_ (**to be filled in only at contract award**).

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marlyn Hooper  
Public Works and Government Services Canada  
Acquisitions Branch  
Commercial Consumer Products Directorate  
11 Laurier Street, 6A2, Phase III  
Place du Portage, Gatineau, Quebec, K1A 0S5  
Telephone: (819) 956-2702  
Facsimile: (819) 956-3814  
E-mail address: marlyn.hooper@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 Technical Authority (to be filled in only at contract award)

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_  
Facsimile: (\_\_\_\_) \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative (fill in)

The telephone number of the person responsible for:

#### General enquiries

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### 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 lot price, as specified in Annex A for a cost of \$\_\_\_\_\_ (to be filled in only at contract award). Customs duties are included, and Applicable Taxes are extra.

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

### 6.2 SACC Manual Clauses

C2000C	Taxes - Foreign-Based Contractor	2007-11-30
C2605C	Canadian Customs Duty and Sales Tax	2008-05-12
H1000C	Single Payment	2008-05-12

## 7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
  - (c) one (1) copy must be forwarded to the consignee.

## 8. Certifications

### 8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is 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 Ontario, Canada.

## 10. Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010A (2013-04-25) General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement / Basis of Payment;
- (d) Annex B, Mandatory Specifications;
- (e) the Contractor's bid dated (to be filled in at contract award).

## 11. SACC Manual clause

B1501C	Electrical Equipment	2006-06-16
A9068C	Government Site Regulations	2010-01-11
A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16
A2001C	Foreign Nationals (Foreign Contractor)	2006-06-16

## 12. Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the Contract and delivered:  
  
Delivered Duty Paid (DDP) Gatineau, Quebec Incoterms 2000 for shipments from a commercial contractor.
2. The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.



**ANNEX A****REQUIREMENT / BASIS OF PAYMENT**

Library and Archives Canada (LAC) has a requirement for the supply and installation of one (1) Digital Motion Picture Film Scanner new or refurbished with two (2) years full warranty and on-site user training for up to four (4) people. This requirement also include options to purchase extended warranty for three (3) additional one (1) year periods. Complete detailed specifications is identified at annex B Delivery is requested by February 28, 2014 to Gatineau QC.

Item	Description	Unit of Issue	Quantity	Firm Unit Price , DDP (Gatineau, QC)
1	Motion Picture Film Scanner in accordance with the mandatory specifications at Annex B.  And Including:  Installation Training Manual 2 Years Warranty	Lot	1	\$_____

**Optional One Year Extended Warranty**

Item	Description	Unit of Issue	Qty	Firm Unit Price
1	Extended Warranty	EA	1	\$_____

**Note:** Optional Extended Warranty may be exercised 30 days before the original 2 years warranty expired

**Optional One Year Extended Warranty**

Item	Description	Unit of Issue	Qty	Firm Unit Price
1	Extended Warranty	EA	1	\$_____

**Note:** Optional Extended Warranty may be exercised 30 days before the first optional extended warranty expired.

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### Optional One Year Extended Warranty

Item	Description	Unit of Issue	Qty	Firm Unit Price
1	Extended Warranty	EA	1	\$_____

**Note:** Optional Extended Warranty may be exercised 30 days before the second optional extended warranty expired.

## ANNEX B

### MANDATORY SPECIFICATIONS

#### MOTION PICTURE FILM SCANNER

Library and Archives Canada (LAC) has a requirement to purchase a film scanner and all associated equipment and workstations to meet their requirement for:

- The digitization of motion picture film;
- The digitization of related motion picture sound elements;
- The critical monitoring of digitized picture and sound elements; and
- The advanced colour correction and grading of digitized film elements.

LAC is looking for an integrated technological solution or a suite of component interconnected systems that meets the overall need.

LAC is open to considering the following solutions:

One commercially available system that is able to meet all of LAC's requirements; or

A 'best of breed' solution where commercially available products that excel in specific functional areas are brought together to meet LAC's requirements.

LAC will be concurrently developing its own internal IT network and storage infrastructure to support the purchase of a digital motion picture film scanner. It is important that the networking and high performance storage requirements of the complete film scanning solution be detailed and outlined in the solution proposal to ensure that the necessary IT architecture will be in place to facilitate a successful installation.

#### 1.0 IT Infrastructure

- 1.1** The solution must include dedicated high performance connectivity with sufficient throughput to support 2K film scanning in real time and 4K scanning up to 15 fps.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 1.2** The solution must include a dedicated high performance NAS or SAN storage appliance with sufficient throughput to support 2K film scanning in real-time, 4K scanning at 10-15 fps and have a base storage capacity of 14TB. Please provide a detailed technical description of how this requirement will be achieved and specifications for a suitable network environment that would support this requirement.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 1.3** The NAS or SAN storage appliance must be scalable for future expansion beyond the base 14TB initially required. Please provide a detailed technical description of how this requirement will be achieved.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 1.4** The NAS or SAN storage appliance must allow concurrent connections to multiple clients (minimum 4 concurrent connections) including but not limited to, the scanner, additional colour grading workstation(s) and LAC's internal network. Please provide a detailed technical description of how this requirement will be achieved and specifications for a suitable network environment that would support this requirement.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 1.5** The performance of the NAS or SAN storage appliance and the overall solution must be capable of supporting colour grading and transcoding activities on previously scanned film files from a secondary networked workstation while film scanning is in progress. Please provide a detailed technical description of how this requirement will be achieved and specifications for a suitable network environment that would support this requirement.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 1.6** The solution must support at minimum network connections via Gigabit Ethernet, fibre channel protocol at 8GB and/or 10 Gb Ethernet connections. Where possible the solution will allow for the replacement of communications equipment to permit future network connectivity upgrades and other high speed communications protocols.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 1.7** The Library and Archives Canada currently uses CommVault's Simpana for data backup and long term archival operations. The NAS or SAN storage appliance must be capable of interfacing with Simpana and/or allow its files to be accessible via the network for archival by Simpana. Please provide a detailed technical description of the network file sharing capabilities of the proposed NAS/SAN solution.

**Reference in Contractors Proposal:** \_\_\_\_\_

## **2.0 Operating Environment**

- 2.1** The solution must be capable of operating at a minimum of eight continuous hours per day, five days per week.

**Reference in Contractors Proposal:** \_\_\_\_\_

### 3.0 Formats

3.1 Scan standard and super 16mm film.

**Reference in Contractors Proposal:** \_\_\_\_\_

3.2 Scan standard and super 35mm film.

**Reference in Contractors Proposal:** \_\_\_\_\_

3.3 Scan colour, black and white, positives, interpositives and negatives.

**Reference in Contractors Proposal:** \_\_\_\_\_

3.4 Scan anamorphic, widescreen, full frame and academy frame images.

**Reference in Contractors Proposal:** \_\_\_\_\_

3.5 Scan 35mm mono, Dolby A and Dolby SR optical audio soundtracks.

**Reference in Contractors Proposal:** \_\_\_\_\_

3.6 Scan 16mm optical and magnetic soundtracks.

**Reference in Contractors Proposal:** \_\_\_\_\_

3.7 The format changeover process between 16mm and 35mm must be accomplished in 15 minutes or less.

**Reference in Contractors Proposal:** \_\_\_\_\_

### 4.0 Film Transport System and Handling

4.1 Hold 2,000 feet of film on cores.

**Reference in Contractors Proposal:** \_\_\_\_\_

4.2 The film transportation system must support the scanning of films with broken perforations and/or splices.

**Reference in Contractors Proposal:** \_\_\_\_\_

4.3 The scanner must be able to scan film that has shrunk by up to 2.5%.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 4.4** The film transport system must minimize dust and maintain the film and film path free of debris.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 4.5** Must be able to run 2K scans at real time (24 frames per second).

**Reference in Contractors Proposal:** \_\_\_\_\_

- 4.6** Must be able to vary scanning speed to deal with degraded, shrunken or otherwise problematic film material.

**Reference in Contractors Proposal:** \_\_\_\_\_

**5.0 Scanning and Outputs**

- 5.1** The solution must read key codes.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 5.2** Scan standard and super 16mm film at 1920 x 1080 HD resolution

**Reference in Contractors Proposal:** \_\_\_\_\_

- 5.3** Scan standard and super 16mm film with a resolution of 2048 x 1556 pixels.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 5.4** Scan standard and super 35mm film with a resolution of 4096 x 3072 pixels.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 5.5** Scan audio at 96 kHz/24 bits.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 5.6** The result after scanning must be at least 10 bit log.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 5.7** The solution must produce DPX (compliant to ST 268M:2003) files of the image.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 5.8** The solution must produce a BWF file (compliant to EBU Tech 3285) of the sound.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 5.9** The solution must produce an XML or equivalent metadata file that details the technical settings of the scan and characteristics of all output files created.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 5.10** The solution must provide the capability to synchronize the BWF sound files to the DPX image files for the purposes of playback, quality control and transcoding.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 5.11** The solution must support the transcoding of DPX images and synchronized audio to various video file formats including, but not limited to:  
H.264/AVC in .MP4 file format  
Uncompressed .MOV or .AVI (SD/HD)

**Reference in Contractors Proposal:** \_\_\_\_\_

## **6.0 Grading**

- 6.1** The solution must support advanced primary RGB and secondary colour correction with scene by scene capability.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 6.2** The solution must include a dedicated workstation to allow for the grading and previewing of previously scanned film without impacting on the simultaneous scanning of new material.

**Reference in Contractors Proposal:** \_\_\_\_\_

## **7.0 Signal to Noise Reduction Capacity**

- 7.1** The solution must have the capacity (chemical and/or electronic) for noise reduction and dust and scratch removal.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 7.2** The solution must perform noise reduction and scratch removal without introducing new artifacts or removing more than the consequences of wear.

**Reference in Contractors Proposal:** \_\_\_\_\_

## 8.0 Quality Control

- 8.1** The solution must provide the capability for critical image monitoring for quality control and to diagnose problems.

**Reference in Contractors Proposal:** \_\_\_\_\_

- 8.2** The solution must provide the capability for critical sound monitoring for quality control and to diagnose problems.

**Reference in Contractors Proposal:** \_\_\_\_\_



Solicitation No. - N° de l'invitation

5Z011-140347/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pv940

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

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File No. - N° du dossier

pv9405Z011-140347

CCC No./N° CCC - FMS No/ N° VME

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## ANNEX C

### COMPLETE LIST OF AFFILIATES (As per Standard Instructions, Clauses and Conditions Part 2)

Name

Position

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