

**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

Title - Sujet INDOOR EXHIBIT STRUCTURE	
Solicitation No. - N° de l'invitation W8484-147988/A	Date 2013-08-15
Client Reference No. - N° de référence du client W8484-147988	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-011-63307	
File No. - N° de dossier cx011.W8484-147988	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-30	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Amaral(CX Div.), Paola	Buyer Id - Id de l'acheteur cx011
Telephone No. - N° de téléphone (613) 993-5642 ()	FAX No. - N° de FAX (613) 993-2581
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 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

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

Delivery Required - Livraison exigée See Herein	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

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PART 1 GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Requirement

The Department of National Defence (DND) has a requirement for the supply and delivery of a Truss System, as detailed in Annex "A" - Statement of Requirements and Annex "B" - Pricing and List of Deliverables.

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 will be provided in writing.

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.

1.1 SACC Manual Clauses

SACC Manual Clause B3000T (2006-06-16) Equivalent Products

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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory

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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 (2 hard copies and 1 soft copy on a USB key)

Section II: Financial Bid (2 hard copies and 1 soft copy on a USB key)

Section III: Certifications (2 hard copies)

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.

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) (<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.

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.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "B" - Pricing and List of Deliverables. The total amount of Applicable Taxes must be shown separately.

- (a) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

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(b) Pricing Tables including Embedded Formulae: If the pricing tables provided to bidders include formulae or other programming, even though bidders must use these forms to submit their bids, PWGSC may re-enter the data from the Bidder' submitted form into a fresh form, if PWGSC is concerned that the formulae or other programming may no longer be intact or functioning properly.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

M.1 Requirement and Equivalent Products

The Bidder must provide specifications and descriptive literature for **each** proposed product in accordance with the requirement described in Annex "A" Statement of Requirements, and in accordance with SACC Manual Clause B3000T (2006-06-16) Equivalent Products (reproduced below for convenience):

Equivalent Products:

1. *Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:*
 - (a) *designates the brand name, model and/or part number of the substitute product;*
 - (b) *states that the substitute product is fully interchangeable with the item specified;*
 - (c) *provides complete specifications and descriptive literature for each substitute product;*
 - (d) *provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and*
 - (e) *clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.*
2. *Products offered as equivalent in form, fit, function and quality will not be considered if:*
 - (a) *the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or*
 - (b) *the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.*
3. *In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.*

If the Bidder proposes one or more products under the Equivalent Products article, Canada may, but will have no obligation to, request a sample of one or more of the product(s) proposed in order to determine whether the proposed product(s) meet the technical specifications identified in Annex "A" Statement of Requirements. The Bidder will have the number of days specified by Canada in its request to provide the required sample(s). Failure to provide a sample within the time allotted may result in the entire bid being declared non-responsive.

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If the Bidder fails to demonstrate in its technical proposal and/or through a sample provided (if requested by Canada) that a proposed product is equivalent (in accordance with SACC Manual Clause B3000T (2006-06-16) Equivalent Products), the entire bid will be declared non-responsive and will not be considered further.

The Bidder is not required to propose the same brands for all products listed under A.3 Deliverables.

NOTE: The bidder is not required to submit a sample of any product(s) proposed with the bid submission.

M.2 Financial Proposal

The Bidder must provide complete costing information strictly in accordance with Annex "B" Pricing and List of Deliverables. All line items in Annex "B" **must** be bid. The total amount of Applicable Taxes must be shown separately.

The Bid Evaluation Value (BEV) will be the sum of Table B.1 and Table B.2 in Annex "B" Pricing and List of Deliverables.

1.2 Financial Evaluation

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

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 evaluated price will be recommended for award of a contract.

PART 5 CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

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.

SIGNATURE

DATE

1.2 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.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.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.

2. Additional Certifications Precedent to Contract Award

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

2.1 Canadian Content Certification

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2.1.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

2.1.2 This Procurement is limited to Canadian Services.

The Bidder certifies that:

() the services offered is a Canadian service as defined in paragraph 2 of clause A3050T.

SIGNATURE

DATE

PART 6 RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Requirements

The Contractor must provide the items detailed under Annex "A" Statement of Requirements.

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.

4. Term of Contract

4.1 Delivery Date

All the deliverables must be delivered on or before **September 20, 2013**, as detailed in Annex "A" Statement of Requirements Article A.4, to:

**45 Sacré-Coeur Blvd.
Gatineau, QC, K1A 0K2**
Attention: to be provided in the resulting contract

4.2 Period of the Contract

The period of the Contract is from date of Contract award to **October 3rd, 2014**.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Paola Amaral
Senior Purchasing Assistant

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Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
360 Albert St., 12th Floor, #5
Ottawa, ON K1A 0S5

Telephone: 613-993-5642
Facsimile: 613-993-2581
E-mail address: paola.amaral@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Client Procurement Authority

The Client Procurement Authority for the Contract is:

The name and contact information will be provided in the resulting contract.

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

5.3 Project Authority

The Project Authority for the Contract is:

The name and contact information will be provided in the resulting contract.

The Project Authority 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 Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.4 Contractor's Representative

The name and contact information will be provided in the resulting contract.

6. Payment

6.1 Basis of Payment

The Contractor will be paid in accordance with Annex "B" for Work performed pursuant to the Contract and subject to acceptance by the Project Authority.

6.2 Firm Unit Prices

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In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex "B" for a total cost of \$_____. 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.

Estimated HST: \$ _____

Total Firm Price (HST included): \$ _____

6.3 Purchase Options

For the supply and delivery of the optional items identified at Annex "B", the Contractor will be paid the firm unit prices in Canadian funds, FOB destination, Canadian customs duty included where applicable. GST/HST extra at the time of exercise of option.

6.4 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

7. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the 2010A (2013-04-25) General Conditions - Goods (Medium Complexity). Invoices cannot be submitted until all work identified in the invoice is completed.

The original and one (1) copy of each invoice together with attachments, must be forwarded to the Client Procurement Authority and one (1) copy of each invoice with attachments must be forwarded to the Contracting Authority identified herein.

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.

8.2 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2013-04-25) General Conditions - Goods (Medium Complexity);
- (c) Annex "A", Statement of Requirements;
- (d) Annex "B", Pricing and List of Deliverables
- (e) the Contractor's bid dated _____.

11. Defence Contract

SACC Manual Clause A9006C (2012-07-16) Defence Contract

12. SACC Manual Clauses

SACC Manual Clause B1000T (2007-11-30) Condition of Material
SACC Manual Clause B7500C (2006-06-16) Excess Goods

13. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

14. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Requirements and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX "A" STATEMENT OF REQUIREMENTS

A.1 PURPOSE

The Department of National Defence's (DND) Assistant Deputy Ministers of Public Affairs ADM (PA) Exhibits and Displays Section has a requirement to procure overhead structure for exhibit and display purposes. This Statement of Requirements (SOR) will define the structure requirements and specifications to augment DND's existing truss inventory (Skyline SkyTruss Exhibit System).

The overhead structure that is required will be referred to in this SOR as "Truss System".

A.2 DESCRIPTION

The proposed Truss System must have features that are flexible (i.e., can be used for various configurations) and have the same look and finish as DND's existing inventory. DND must be able to attach graphic panels and accessories to the Truss System and must be able to configure the Truss System to fit within different sized spaces (e.g., small meeting rooms, large, open display areas, etc). The Truss System must be compact and lightweight in order to facilitate handling, storage and transport of the structure, as specified below.

A.3 DELIVERABLES

A.3.1 One (1) Skyline SkyTruss Exhibit System, or equivalent:

The exhibit system must consist of:

- (a) square trusses with a diameter of 5.75";
- (b) box trusses that can attach in all directions of the cube;
- (c) trusses that are collapsible for easy storage and handling;
- (d) trusses that meet all specifications listed in Annex "B" Pricing and List of Deliverables;
- (e) individual, powder coated pieces that weigh less than 10 pounds each; and
- (f) be fully compatible and interchangeable with the existing Skyline SkyTruss System.

The Truss System must also:

- (g) be interchangeable with the existing inventory: Skyline SkyTruss;
- (h) be scalable, and DND must be able to attach other accessories to the trusses such as: lighting systems, magazine stands, shelving, counters, graphic panels, carpet runners, and plasma screens;
- (i) have a minimum weight bearing capacity of 200 lbs;
- (j) be able to accommodate the addition of 22.5-degree flat and curved trusses, the attachment of Mosaic or equivalent Panel with "C" clamps, and the attachment of projection screens without seams;
- (k) have kit components for hanging plasma TVs, hanging truss bridges, clips for hanging hard panels of different thickness and a Graphic Gripper for cable package; and
- (l) have each piece packed in a protected plastic bag, not less than 5 mil thick, and stacked within a storage crate, (each crate must be impact resistant plastic with no less than 4 casters per crate and have dimensions not exceeding 33.0" deep x 56.0" wide X 60.0" high).

A.3.2 Optional Deliverables:

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Canada reserves the right to order individual parts on an as and when required basis, as per Annex "B" Pricing and List of Deliverables, Table B.2.

A.4 DELIVERY

All deliverables must be delivered according to Article 4.1 in Part 6.

Delivery time and date must be agreed to by the Technical Authority. The Contractor must contact the Technical Authority at least 48 hours in advance to coordinate delivery.

Delivery of the various components must be in the four crates that have been identified. Each crate must be labelled with its contents.

A.5 QUALITY CONTROL

Canada will have two (2) months (i.e., 60 days) after delivery of the items to assess their fit and functionality with the existing equipment. Where one or more items do not work with the existing equipment, the item(s) will be returned and replaced with equipment that does work without cost to Canada.

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ANNEX "B"
PRICING AND LIST OF DELIVERABLES

Please see attached.

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