

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
800 Burrard Street, 2nd Floor
800, rue Burrard, 2e étage
Vancouver, BC V6Z 0B9
Bid Fax: (604) 775-7526

**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 Mail Centre Printers - CBSA	
Solicitation No. - N° de l'invitation 47060-145549/A	Date 2013-09-25
Client Reference No. - N° de référence du client 47060-145549	
GETS Reference No. - N° de référence de SEAG PW-\$VAN-582-7091	
File No. - N° de dossier VAN-3-36137 (582)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-11-05	Time Zone Fuseau horaire Pacific Standard Time PST
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: Lee, Hilda	Buyer Id - Id de l'acheteur van582
Telephone No. - N° de téléphone (604) 666-1106 ()	FAX No. - N° de FAX (604) 775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CANADA BORDER SERVICES AGENCY 1725 WOODWARD DRIVE OFFICE 1-037 ATTN: BRADLEY FORD OTTAWA Ontario K1A0L8 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

Public Works and Government Services Canada - Pacific
Region
800 Burrard Street, 12th Floor
800, rue Burrard, 12e étage
Vancouver, BC V6Z 0B9

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 the requirement.

2. Requirement

The requirement is detailed under Article 2 of the resulting contract clauses.

3. Debriefings

After contract award, 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.

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.

2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Requirement 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 seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 British Columbia.

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 (2 hard copies)
Section II: Financial Bid (1 hard copies)
Section III: Certifications (2 hard copies)

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 8.5 x 11 inch (216 mm x 279 mm) 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.

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 (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 Exchange Rate Fluctuation

SACC Manual Clause C3011T (2010-01-11), Exchange Rate Fluctuation

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**

Mandatory technical criteria are detailed under Annex "A".

1.2 Financial Evaluation

The calculation of the total evaluated price for this requirement is detailed in Annex "F".

The estimated usage provided herein is for the sole purpose of establishing an evaluation tool and are based on best estimates. They may not reflect the actual usage and do not represent any commitment on the part of Canada.

1.2.1 Evaluation of Price

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

2. Basis of Selection**2.1 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 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.

1.1 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.

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

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

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.

3.2 Supplemental General Conditions

4001 (2013-01-28), Hardware Purchase, Lease and Maintenance, apply to and form part of the Contract.
4003 (2010-08-16), Licensed Software, apply to and form part of the Contract.
4004 (2013-04-25), Maintenance and Support Services for Licensed Software, apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from contract award date to December 31, 2018 inclusive.

The provision of one (1) year warranty, maintenance and support services in accordance with Annex "A" will commence upon delivery and acceptance of the equipment.

4.2 Delivery Date - Mandatory Quantities

Mandatory quantities must be received on or before December 31, 2013. The best delivery that could be offered is _____.

4.3 Optional Goods - Optional Quantities

The Contractor grants to Canada the irrevocable option to acquire the goods described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before November 15, 2018 by sending a written notice to the Contractor.

4.4 Requisition on Contract - For Ongoing Consumables Only

- (a) **Purpose of ROC:** Ongoing consumables to be provided under the Contract on an-and-when-requested basis will be ordered by Canada using a Requisition on Contract ("ROC").
- (b) **Process for Issuing a ROC:** If a requirement is identified, a draft ROC will be prepared by the Technical Authority and sent to the Contractor. Once it receives the draft ROC,

the Contractor must submit a quotation to the authority identified in the ROC detailing the cost to complete the requirement. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for providing the quotation or for providing other information required to prepare and issue the ROC. The Contractor must provide any information requested by Canada in relation to the preparation of a ROC within 10 working days of the request.

- (c) **Approval Process:** If Canada approves the Contractor's quotation, Canada (by its authorized representative, as described in this Article) will issue the ROC by forwarding a signed copy of the final ROC form to the Contractor. Whether or not to approve or issue a ROC is entirely within Canada's discretion.
- (d) **Authority to Issue a ROC:** Any ROC with a value less than or equal to \$25,000 (including GST/HST) may be issued by the Technical Authority. Any ROC with a value greater than this amount must be issued directly by the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Technical Authority's authority to issue ROCs at any time.
- (e) **Contents of a ROC:** The ROC must contain the following information, if applicable:
- (i) a ROC number;
 - (ii) the details of any financial coding to be used;
 - (iii) type, quantity and description of consumables being ordered;
 - (iv) a schedule indicating delivery date(s);
 - (v) milestone dates for deliverables and payments (if applicable);
 - (vi) the specific delivery location; and
 - (vii) the price payable to the Contractor, with an indication of the firm price.
- (f) **Charges for Consumables under a ROC:** The Contractor must not charge Canada anything more than the price set out in the ROC unless Canada has issued a ROC amendment authorizing the increased expenditure. 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 being incorporated into the Work.
- (g) **Consolidation of ROCs for Administrative Purposes:** The Contract may be amended from time to time to reflect all ROCs issued and approved by the Contracting Authority to date, to document the Work performed under those ROCs for administrative purposes.

4.5 Requisition on Contract - Ongoing Consumables - Periodic Usage Reports

The Contractor must compile and maintain records on its provision of ongoing consumables to the federal government under authorized Requisition on Contract issued under the Contract.

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The Contractor must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a bi-annual basis to the Contracting Authority.

The bi-annual periods are defined as follows:

1st period: January 1 to June 30;

2nd period: July 1 to December 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

4.5.1 Reporting Requirement - Details

A detailed and current record of all authorized ROC must be kept for each contract with a requisition on contract process. This record must contain:

For each authorized ROC:

- (1) the authorized ROC number or ROC revision number(s);
- (2) a title or a brief description of each authorized ROC;
- (3) the total cost specified in the authorized ROC, GST or HST extra; and
- (4) the completion date for each authorized ROC.

For all authorized ROC:

- (1) the total amount, GST or HST extra, expended to date against all authorized ROCs.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Hilda Lee
Supply Specialist
Public Works and Government Services Canada
Pacific Region
Acquisitions and Compensation
Suite 219 - 800 Burrard Street, Vancouver, B.C. V6Z 2V8

Telephone: (604) 666-1106
Facsimile: (604) 775-7526
E-mail address: Hilda.Lee@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.

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5.2 Project Authority

The Project Authority for the Contract is:

To be determined at Contract Award

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.

5.3 Contractor's Representative *(To be completed by the Bidder)*

Name: _____

Title: _____

Organization: _____

Telephone: (_____) - _____ - _____

Address: _____

Facsimile: (_____) - _____ - _____

_____ E-mail address: _____

6. Payment

6.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

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 cost of \$ TBD . 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 Basis of Payment - Limitation of Expenditure - Requisition on Contract

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Requisition on Contract (ROC), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized ROC.

Canada's liability to the Contractor under the Contract for all authorized ROC, inclusive of any revisions, must not exceed the sum of \$ TBD . Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized ROC resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.3 Canada's Obligation - Portion of the Work - Requisition on Contract

Canada's obligation with respect to the portion of the Work under the Contract that is performed through Requisitions on Contract is limited to the total amount of the actual tasks performed by the Contractor.

6.4 SACC Manual Clauses

C6000C (2011-05-16), Limitation of Price
H1001C (2008-05-12), Multiple Payments

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.

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.

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 British Columbia.

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) the supplemental general conditions 4001 (2013-01-28), Hardware Purchase, Lease and Maintenance;
- (d) the supplemental general conditions 4003 (2010-08-16), Licensed Software;
- (e) the supplemental general conditions 4004 (2013-04-25), Maintenance and Support Services for Licensed Software;

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- (f) Annex A, Statement of Requirement;
- (g) Annex B, Basis of Payment;
- (h) Annex C, Requisition on Contract Form - Ongoing Consumables;
- (i) Annex E, Requisition on Contract - Periodic Usage Report; and
- (j) the Contractor's bid dated _____.

11. SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations

B1501C (2006-06-16), Electrical Equipment

B7500C (2006-06-16), Excess Goods

ANNEX "A"**STATEMENT OF REQUIREMENT****1. Introduction**

Canada Border Services Agency (CBSA) Postal Operations has a requirement to supply and deliver fourteen (14) dot matrix printers with an option to purchase up to forty-six (46) additional printers over the next three (3) years. Those printers must come with one year warranty and maintenance services with an option to extend over the next three (3) years. The dot matrix printers to be delivered to the CBSA Mail Centres located in Vancouver, Toronto and Montreal and if required, to the CBSA lab in Ottawa.

2. Background:

The CBSA's current postal process, developed in 1992, is highly manual and labour intensive and has not kept pace with increases in mail volumes and technological advances made in other areas of border management.

In 2006, the Canada Post Corporation announced the Postal Transformation Project, a project to update infrastructure and systems used to process domestic and international mail. This project will include upgrades to the International Mail Exchange Offices (Mail Centres) with the construction of a new facility in Vancouver and renovations to the Toronto and Montreal facilities.

Also included in the Postal Transformation Project, is an initiative to commence the exchange of electronic data on mail items with other postal administrations. This initiative creates an unprecedented opportunity for the CBSA to modernize its Postal Program.

The CBSA and the CPC signed a Letter of Intent on December 1, 2010, outlining the agreement between both organizations to move forward with the Postal Modernization Initiative (PMI). In conjunction with these activities, CBSA requires new printers to be installed as part of the modernization initiative.

3. Objectives

3.1 CBSA requires dot matrix printers to print the E14 CBSA Postal import form which is used to collect duties/ and or taxes on applicable international mail shipments arriving in Canada.

3.2 The hardware equipment must integrate with CBSA technical environment.

4. Scope of Work:

4.1 The contractor must provide fourteen (14) dot matrix printers with an option of forty-six additional printers to CBSA Mail Centres in Vancouver, Toronto and Montreal and CBSA lab in Ottawa (if required).

4.2 The contractor must provide shipping to the site locations.

4.3. The contractor must provide warranty and maintenance services to those dot matrix printers.

5. Tasks/Responsibilities:

The contractor must carry out the following tasks:

- 5.1 Provide dot matrix printers in accordance to the mandatory specifications;
- 5.2 Ship the dot matrix printers to all CBSA locations in Annex A;
- 5.3 Coordinate the logistics during the delivery process;
- 5.4 Provide a location verification report for each unit delivered;

- i. The contractor must record units within a electronic spreadsheet so as to accurately reflect the unit by serial number, location delivered and unit type (printer);

- 5.5 Provide a twelve (12) month warranty for the each of the units as described in this RFP.

6. Deliverables

- 6.1 Dot Matrix Printers as described in Mandatory requirements;
- 6.2 A Location Verification Report outlining all units by serial number, location and type (printer or scanner). The Location Verification Report should be generated using MS-Suite 2007 (or latest) for each region and forwarded to Regional Headquarters as new purchases occur; and
- 6.3 Assignment of a resource to CBSC that will be the main point of contact throughout the delivery process to facilitate communications.

7. Delivery Requirements

- 7.1 Upon contract award, the contractor must deliver fourteen (14) dot matrix printers to CBSC's Mail Centres locations in Vancouver, Toronto and Montreal and CBSA's lab in Ottawa (if required).
- 7.2 The optional forty six (46) units will be available for delivery for the next three (3) years.
- 7.3 Upon receiving an order for the delivery of the hardware, the contractor must deliver the hardware to the identified address no later than four (4) weeks from the time of notification.
- 7.4 All reporting of deliveries must be provided by the contractor to CBSA for authentication.

8. Mandatory equipment specifications

The Bidder's proposed devices must meet or exceed each of the following MINIMUM specifications. Compliance and supporting information are to be indicated as directed in Part 3 - Bid Preparation Instructions.

No.	Mandatory Requirement	Comply (Yes/No)	Substantiation	Reference
A. General Specification				
A1	Be a dot matrix printer.			
A2	Be either bottom or back loading.			
A3.	Be a desk top model that does not require a pedestal or cabinet.			
A4.	Have a maximum built size of 31"width X 23" depth x 15" height.			
A5.	Have a maximum of 15" additional height to accommodate the opening of the printer to deal with issues such as paper jams.			
A6.	Operate in temperatures ranging from -10 degrees			

No.	Mandatory Requirement	Comply (Yes/No)	Substantiation	Reference
	Celsius to +35 degrees Celsius			
A7.	Have a 24 wire printhead.			
A8.	Include a push tractor with paper parking and AGA and second front tractor (user installable), paper pedestal, paper basket and paper cutting.			
A9.	Have a line density of 2, 3, 4, 6, 8, 12 lines per inch (lpi).			
A10.	Have a character density of 5, 6, 7.5, 8.6, 10, 12, 15, 17.1 and 20 characters per inch (cpi) (emulation dependent).			
A11.	Works with at a minimum Gothic NLQ, Draft, Prestige NLQ, Roman NLQ and Courier and Near Letter Quality (NLQ).			
A12.	Include a print roller which is adjustable for the tension in order that a form can be fed and printed smoothly.			
A13.	Include print clamps which hold down the form tightly so a form will not slip out of position for printing.			
A14.	Include a minimum memory of a 128Kb			
B. Paper related specifications				
B1.	Have a minimum print speed of 840 characters per second (CPS).			
B2.	Have a print minimum of 580 pages per hour.			
B3.	Have a print minimum of 48,000 pages per month.			
B4.	Be able to print on paper stock which is: a)Continuous carbon paper stock; b)Paper has dimensions of 11" width 5 1/2" length and a thickness of a minimum of 0.0045"; and c)The printable area has a width of 8 7/8" width and 4 3/4" length.			
B5.	Be able to print continuous forms.			
B6.	Be able to print a form such as an E14 as described in Annex C.			
C. Software related specifications				
C1.	Includes all print drivers required for operation of the printer and be compatible with Windows 7 and all later versions of Microsoft Operating Systems during the contract period. The new versions of drivers must be available to CBSA at no additional cost within 30 days of the new Microsoft Operating system being made available by Microsoft in the commercial market.			
D. Manuals				
D1.	Have for each printer one (1) paper copy and one			

No.	Mandatory Requirement	Comply (Yes/No)	Substantiation	Reference
	<p>(1) electronic copy loaded on a CD in Adobe Acrobat (PDF) format of all technical documentation in both official languages including at a minimum:</p> <p>a) User Manual; b) Administrator Manual if not covered in a) or c); c) Technical installation and Configuration Instructions</p>			
E. Peripheral requirement				
E1.	Include a printer cable which must connect via a RS232 serial port as well as a cable that connects to either a USB 2.0/3.0 or a parallel port, depending on which was supplied with the printer.			
E2.	Include one (1) power cord.			
E3.	Include one (1) ribbon 20 million characters installed on the printer and one (1) additional spare ribbon 20 million characters for each printer.			
F. Warranty, Maintenance and Support				
F1.	Includes one (1) year of warranty, maintenance and support from the date of delivery.			
F2.	Includes access to the Contractor's Service Desk staffed by qualified personnel who are available to provide technical support in both official languages, based on the caller's preference, via a toll-free telephone number, Monday through Friday during the hours of 7 am to 5pm local time. The Contractor's hotline may use an Interactive Voice Response (IVR) system to allow the caller to select English or French when the call is first connected. Outside of Monday through Friday and the hours of 7am to 5 pm local time, the Contractor may use a message service system instead of a live agent as long as the Contractor responds by having a service agent return the call the following business day during the hours of 7 am to 5 pm local time.			
F3.	Includes a return to depot option located in Canada if the printer cannot be repaired through the advice from the Service Desk. Upon receipt of a ticket number from the Contractor's Service Desk for the return to depot, the CBSA resource will package up the defective printer and ship it to the Contractor's return depot. Within two (2) business days of assigning the return to depot			

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	ticket number to the CBSA contact, the Contractor must provide a fully functional replacement printer. CBSA will be responsible for the handling and packaging of the defective printer being shipped to depot. The Contractor must be responsible for the handling, packaging and shipping the replacement to the Mail Centre site.			
F4.	Includes one (1) resource who will act as the contact point for the requirement for CBSA to contact in relation to the performance of the Contract during the life of the Contract.			

9. End of Life Provision For Proposed Model

In cases where a proposed dot matrix printer model has reached end of life at the time of exercising the optional quantities, the Contractor will be permitted to propose a dot matrix printer model other than that stipulated in the original bid solicitation.

To be accepted as a substitute, the proposed dot matrix printer must meet the specifications and mandatory technical criteria in Annex "A", be offered at the same unit price quoted in Annex "B" – Basis of payment, and be approved by the Contracting Authority and Project Authority, in writing.

10. Delivery locations

Vancouver

Vancouver International Mail Centre
685 Hamilton Street
Vancouver, BC V6B 2R4

* Delivery may also take place at the following:
5940 FERGUSON RD
RICHMOND BC V7B 0B1

Montréal

International Mail Processing Centre Léo-Blanchette
555 McArthur Street,
P.O. Box 1454,
Ville St-Laurent, QC H4T 1T4

Toronto

International Mail Processing Centre
4567 Dixie Road,
Mezzanine Level,
Mississauga, ON L4W 1S2

Ottawa

25 Fitzgerald Road
2nd Floor
Ottawa, ON K1A 0L8

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ANNEX "B"

BASIS OF PAYMENT

Note: Customs duties and shipping charges are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. The price also includes all required software for full operation of the system.

Contract Period:

From contract award date to December 31, 2018 inclusive. The provision of one (1) year warranty, maintenance and support services in accordance with Annex "A" will commence upon delivery and acceptance of the equipment.

MAKE AND MODEL OFFERED: _____

1. MANDATORY QUANTITIES

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE
1	Firm, all-inclusive rate for the supply and delivery of impact dot matrix printer, including the initial set of consumables and one (1) year warranty, maintenance and support services as detailed in Annex "A"	14	\$
2	Extended for additional four (4) year warranty, maintenance and support services (Total of five (5) year warranty period)	14	\$

2. OPTIONAL QUANTITIES:

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE
1	Firm, all-inclusive rate for the supply and delivery of impact dot matrix printer, including the initial set of consumables and one (1) year warranty, maintenance and support services as detailed in Annex "A"	46	\$

3. WARRANTY, MAINTENANCE AND SUPPORT SERVICES (FOR OPTIONAL QUANTITIES)

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE
1	Four year warranty if ordered more than one year after Contract award but less than two years after Contract award.	46	\$
2	Three year warranty if ordered more than two years	46	\$

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	after Contract award but less than three years after Contract award.		
3	Two year warranty if ordered more than three years after Contract award but less than four years after Contract award.	46	\$
4	One year warranty if ordered more than four years after Contract award but less than five years after Contract award.	46	\$

Name: _____	Title: _____	Signature: _____	Date: _____
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ANNEX "D"

Compliance and Compatibility Testing

The Bidder offering the lowest priced technically compliant products must supply the impact dot matrix printer ("test devices") in the configuration(s) required for a compatibility sub-test, prior to the award of Contract, to determine whether the ordered Product(s) will meet CBSA's compatibility requirements.

To complete these tests, the Bidder must deliver and set up (at any location designated by Canada, as long as it is within a radius of 100 km of any city or town with a population of at least 30,000, except CLCA areas), within 2 working days, up to two (2) of the product(s) for testing.

The products delivered for testing must:

- a) be configured and identical to the equipment proposed in the RFP and be in accordance with the Mandatory Technical Specifications;
- b) be loaded with all necessary drivers; and
- c) be compatible with the specific hardware, network or software requirements identified by the Project Authority and/or the Contracting Authority at the time notice of testing is given to the Bidder.

Compliance Verification and Compatibility Testing

Failure of the proposed equipment to meet the technical specifications of the RFP and any subsequent clarifications thereto may result in elimination of the equipment without further consideration.

In the event that the test devices do not function in accordance with the technical requirements of the bid solicitation or is not able to function in the CBSA environment with CBSA's applications, the bidder will be required to rectify the incompatibility within 48 hours of notification. The resulting fault will be deemed a technical fault. A maximum of 2 technical faults will be allowed.

If the test device, or its replacement, exhibits a third technical fault or if the bidder fails to meet the 48 hour deadline (on the first OR second technical fault) the test device will be returned to the bidder and will be deemed non-compliant.

If the testing indicates that some upgrades/changes (for example, to the drivers or firmware) are required, Canada will work with the Bidder to resolve these issues, provided they are reasonable within a reasonable period.

If the test unit provided is new and is to be delivered to the end-user's location, and if it is agreed upon with CBSA, the test unit may be considered as the first unit of the subsequent delivery. Once compatibility is assured, arrangements will be made for delivery of the rest of the order.

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ANNEX "E"

REQUISITION ON CONTRACT - PERIODIC USAGE REPORT

Return completed reports to:

ATTN: Linda Harding, Acquisitions - IPMG
Public Works and Government Services Canada - Pacific Region
Room 641 - 800 Burrard Street, Vancouver, B.C. V6Z 2V8

Facsimile: (604) 775-7526 E-mail address: Linda.Harding@pwgsc-tpsgc.gc.ca

Bi-Annual Usage Report Schedule:

1st period: January 1 to June 30;
2nd period: July 1 to December 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Contractor's Name and Address:			Contract No.:	
			Reporting Period:	
Authorized ROC No.	Authorized ROC Description	Delivery Date	Total Cost (Excl. GST/HST)	Total GST/HST
(A) Total Values of Authorized ROCs for this reporting period:				
(B) Accumulated Total of Pervious Authorized ROCs:				
(A + B) Total Accumulated Authorized ROCs:				

NIL REPORT: No authorized ROCs were issued for this reporting period []

Usage Report Prepared By:

Name and Title of Individual Authorized to Sign for the Contractor

Signature

Date

ANNEX "F"

CALCULATION OF TOTAL EVALUATED PRICE

For evaluation purposes, the Total Evaluated Price will be calculated as follows:

(A) Mandatory Quantities

Firm, all-inclusive rate for the supply and delivery of impact dot matrix printer, including the initial set of consumables and one year warranty, maintenance, and support services as detailed in Annex "A"

\$ _____ x 14 units = \$ _____

Extended for additional four (4) year warranty, maintenance and support services (Total of five (5) year warranty period)

\$ _____ x 14 units = \$ _____

(B) Optional Quantities

Firm, all-inclusive rate for the supply and delivery of impact dot matrix printer, including the initial set of consumables and one year warranty, maintenance and support services as detailed in Annex "A"

\$ _____ x 46 units = \$ _____

(C) Warranty, maintenance and support services (For Optional Quantities)

Four year warranty if ordered more than one year after Contract award but less than two years after Contract award.

\$ _____ x 46 units = \$ _____

Three year warranty if ordered more than two years after Contract award but less than three years after Contract award.

\$ _____ x 46 units = \$ _____

Two year warranty if ordered more than three years after Contract award but less than four years after Contract award.

\$ _____ x 46 units = \$ _____

One year warranty if ordered more than four years after Contract award but less than five years after Contract award.

\$ _____ x 46 units = \$ _____

(D) Consumables

For evaluation purposes only, the consumables cost will be calculated as follows:

For each applicable line item noted in Annex B4, the initial yield will be subtracted from the evaluation estimated prints (385,000) then multiplied by the average cost per page (an average of the unit prices proposed for periods 1 - 5 divided by the subsequent yield).

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This calculation will be applied to each applicable line item and totaled to obtain the consumables cost.

If alternative types of required consumables are proposed, only the lowest average cost per page line item of the various alternatives will be used in calculating the consumables cost.

Consumables Cost: \$ _____ x 60units = \$ _____

Total Evaluated Price (A+B+C+D):	\$ _____
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If the Bidder fails to identify which consumables are to be used in the calculation, the Contracting Authority will have the option to select the consumables for evaluation purposes without further consultation with the Bidder. If Canada determines that the Bidder has failed to include pricing for one each of ALL the imaging consumables required for any product, Canada may add consumables (at the HIGHEST price offered by the other Bidders for the same type of consumable) for the purposes of evaluation. If the Bidder identifies that there are no imaging consumables for their Product, and parts requiring replacement during the Warranty Period of any Product, will be considered as "Parts" under the Warranty Services terms and conditions, and will be the responsibility of the Contractor to replace at no additional cost to the Canada Border Services Agency.

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FORM 1

BIDDER FORMS

BID SUBMISSION FORM	
Bidder's full legal name <i>[Note to Bidders: Bidders who are part of a corporate group should take care to identify the correct corporation as the Bidder.]</i>	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
Email	
Bidder's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i> <i>[Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</i>	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 5 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"

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FORM 2**OEM CERTIFICATION FORM**

As part of the evaluation, Canada requires OEM Certifications for impact dot matrix printers being bid. If the Bidder is itself the OEM, it **must** provide the certification entitled "OEM Certification – Bidder is the OEM of Products Offered". If the Bidder is not the OEM, it **must** provide the certification entitled "OEM Certification – Bidder is not the OEM of Products Bid". If the Bidder is bidding products from multiple OEMs, a separate certification must be provided in respect of each OEM.

OEM Certification – Bidder is the OEM of Products Bid	
On behalf of the Bidder, I certify that the Bidder is itself the OEM of the products being offered in response to the Solicitation identified below.	
Solicitation Number	
Name of Bidder	
Signature of Bidder's Authorized Representative	
Name of Bidder's Authorized Representative	
Date Signed	
If this Certification is limited to specific products or specific services, please provide details	

Note for Joint Venture Bidder: Where one of the members of the joint venture is the OEM, then this certification is required to be signed by that member of the joint venture.

OEM Certification – Bidder is not the OEM of Products Bid	
The OEM identified below authorizes the Bidder named below to provide its products and provide warranty service in relation to those products under the Contract issued as a result of the Solicitation identified below.	
Name of OEM	
Address of OEM	
Name of OEM's Authorized Representative	
Title of OEM's Authorized Representative	
Telephone Number of OEM's Authorized Representative	
Fax Number of OEM's Authorized Representative	
Signature of OEM's Authorized Representative	
Date Signed	
Solicitation Number	
Name of Bidder	
If this Certification is limited to specific products or specific services, please provide details	

Note for Joint Venture Bidders: Certifications made by the OEM must name (as the Bidder) ALL members of the joint venture Bidder that will be involved in delivering or servicing that OEM's equipment

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in the performance of the Work, or the joint venture itself must be named (if the joint venture has been given a name).

FORM 3

JOINT VENTURE FORM

Note: Submit this form **only** if the Bid is being made by a **Joint Venture**.

If this certification is required, it 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 requirements within that time period will render the offer non-responsive.

Joint Venture Bid Form

This Bid is being submitted by a joint venture.

Name of joint venture _____

Legal name of lead member of joint venture _____

Legal name of each other member(s) of joint venture _____

[adjust number of lines, as applicable]

As the authorized signatory of the lead member of the joint venture, I hereby confirm that all the members of the joint venture identified above have appointed the lead member as their agent for the purposes of responding to this solicitation and for all matters relating to any resulting contract.

Signature of lead member _____

Name of authorized signatory of lead member _____

Date Signed _____