

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions\Travaux publics et Services  
gouvernementaux Canada**  
**Building S-111  
CFB Petawawa  
Petawawa  
Ontario  
K8H 2X3  
Bid Fax: (613) 687-6656**

## **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> Weapons Cabinets	
<b>Solicitation No. - N° de l'invitation</b> W0107-04H001/A	<b>Date</b> 2013-11-08
<b>Client Reference No. - N° de référence du client</b> W0107-04H001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PET-903-1241	
<b>File No. - N° de dossier</b> PET-3-39025 (903)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-23</b>	<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Harrington, Mary-Lou	<b>Buyer Id - Id de l'acheteur</b> pet903
<b>Telephone No. - N° de téléphone</b> (613) 687-0789 ( )	<b>FAX No. - N° de FAX</b> (613) 687-6656
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> Department of National Defence Garrison Petawawa 450 Squadron, Building CC-128 Petawawa, Ontario K8H 2X3	

**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 Supply and  
Services Operation  
Petawawa Procurement  
Building S-111  
CFB Petawawa  
Petawawa  
Ontario  
K8H 2X3

<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 (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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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with this bid solicitation.

### 2. Statement of Requirement

For the supply of all labour, material and installation (placement and levelling only) of weapons cabinets for 450 Squadron, Garrison Petawawa in accordance with the attached Statement of Requirement.

### 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.

#### 1.1 SACC Manual Clauses

B1000T Condition of Material

2007-11-30

### 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 six (6) 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 \_\_\_\_\_. (*Insert the name of the province or territory*)

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 ( \_\_\_\_\_ hard copies)
- Section II: Financial Bid ( \_\_\_\_\_ hard copies)
- Section III: Certifications ( \_\_\_\_\_ hard copies)
- Section IV: Additional Information ( \_\_\_\_\_ 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 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. Bidders must include detailed drawings of the proposal accommodating the required amount of weapons and aisle restrictions.

## Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

- 1.1 Exchange Rate Fluctuation  
The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation will not be considered and will render the bid non-responsive.
- 1.2 Pricing Basis  
The bidder must quote firm unit prices in Canadian dollars, DDP Delivered Duty Paid (destination), the Goods and Services Tax (GST) and or Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

## 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 bids must be completed in full and provide all the information required in the bid solicitation to enable full and complete evaluation.

#### 1.1.1 Mandatory Technical Evaluation

- a) It is a mandatory requirement that only proposals submitted on the Request for Proposal documents as distributed by the Government Electronic Tendering Service (buyandsell.gc.ca) will be accepted for evaluation.
- b) It is mandatory that bidders provide pricing as per the units of issue stated herein at Annex "A & B". Bidders must provide pricing for all items listed in the pricing basis (Annex B).
- c) It is mandatory that the items be technically compliant as per the descriptions (Items through 8).

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### 1.2 Financial Evaluation

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

## 2. Basis of Selection

A bid must comply with all 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.

#### 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" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/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 Contractor's Representative:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 2.2 Documents Required

Bidders are to provide product literature and specifications sufficient to show that the product they are offering meets or exceeds the requirements.

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

1.1 There is no security requirement applicable to this Contract.

### 2. Statement of Work

For the supply of all labour, material and installation (placement and levelling only) of weapons cabinets for 450 Squadron, Garrison Petawawa in accordance with the attached Statement of Work.

#### 2.1 SACC Manual Clauses

B7500C

Excess Goods

2006-06-16

### 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

Delivery and installation of these goods **MUST BE ON OR BEFORE 28 March 2014**. Please state your best delivery offered \_\_\_\_\_.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mary Lou Harrington

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Petawawa

Address: Bldg S-111, Garrison Petawawa, Ontario K8H 2X3

Telephone: 613-687-0789

Facsimile: 613-687-6656

E-mail address: marylou.harrington@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

The Project Authority for the Contract is: (PWGSC will fill in at award)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

*(Fill in or delete as applicable)*

## 6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada

## 7. Payment

### 7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified herein for a cost of \$\_\_\_\_\_ (to be completed by PWGSC at contract award). Customs duties are included and 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.

## 7.2 Limitation of Price

SACC *Manual* clause C6000C (2011-05-16) Limitation of Price

## 7.3 Payment

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

## 8. 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.

## 9. Certifications

### 9.1 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.

## 10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. *(Insert the name of the province or territory as specified by the Bidder in its bid, if applicable)*

## 11. 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);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Pricing Basis;
- (e) the Contractor's bid dated \_\_\_\_\_ *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s))*

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pet903

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0107-04H001

PET-3-39025

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## **12. SACC Manual Clauses**

A9006C	Defence Contract	2012-07-16
B7500C	Excess Goods	2006-06-16

## **13. Insurance Requirements**

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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## ANNEX "A"

### Statement of Requirement

#### 42 Weapons storage racks for Canadian Weapons

- 1) A quantity of (6) cabinets; 72-74" high X 42-44" wide X 15-17" deep.  
Bi-parting doors and olive drab in color. Each cabinet to hold 24 C8s.
- 2) A quantity of (13) cabinets; 84-86" high X 42-44" wide X 15-17" deep.  
Bi-parting doors and olive drab in color. Each cabinet to hold 24 C7s.
- 3) A quantity of (8) cabinets; 64.5-66.5" high X 42-44" wide X 15-17" deep.  
Bi-parting doors and olive drab in color. Each cabinet to hold 6 C6s.
- 4) A quantity of (4) cabinets; 48-50" high X 42-44" wide X 15-17" deep.  
Bi-parting doors and olive drab in color. Each cabinet to hold 6 C9s.
- 5) A quantity of (5) cabinets; 64.5-66.5" high X 42-44" wide X 15-17" deep.  
Bi-parting doors and olive drab in color. Each cabinet to hold 120 bolts/24 per bolt drawer.
- 6) A quantity of (1) cabinets; 64.5-66.5" high X 42-44" wide X 15-17" deep.  
Bi-parting doors and olive drab in color. The cabinet to store 5 x 81 mm.
- 7) A quantity of (1) cabinets; 64.5-66.5" high X 42-44" wide X 15-17" deep.  
Bi-parting doors and olive drab in color. The cabinet to store between 144-160 9 mil hand guns.
- 8) A quantity of (1) cabinets; 64.5-66.5" high X 42-44" wide X 15-17" deep.  
Bi-parting doors and olive drab in color. The cabinet to store between 144-160 9 mil hand guns.

#### SPECIFICATIONS:

- A) Rack units are to be equipped with stock and barrel saddles for the housing of the weapons;

Each rack has 2 built in reinforced side handles that are used for lifting and adjusting rack during installation and transport;

Each rack comes complete with inner secure eyelets that allow for gun cables or

chains to be installed at anytime;

Racks allow for vertical and horizontal storage of weapons;

All racks are equipped with a 16 gauge universal weapons panel that accepts all 14 gauge components;

Bi-Fold Rack is constructed of 16 gauge steel with reinforced base;

Rack units are to be stackable;

All racks have 4 adjustable levellers that are accessible from inside the rack base;  
Flat head screw driver or 3/8" ratchet to be used to easily level rack on uneven flooring and;

All racks come complete with adjustable inner base and butt stop.

B) Secure gates are complete with Abloy protected locks;

Secure gates come complete with 1 or 2 padlock hasps;

Secure gates are perforated for air flow and visual inventory without opening rack gates;

Secure gates slide in reinforced 16 gauge channel (top and bottom) and;

Gates bi-fold upon opening.

C) Each cabinet has a 7 point lock mechanism as standard; 10 point is optional and;

All cabinets are to have a 900 lbs capacity.

D) Weapon storage components are all adjusted individually and allow for several weapon types side by side in same rack;

All components are interchangeable with each other;

All components that are in contact with weapon surfaces have oil resistant rubber extrusions installed;

All components are to be made of 14 gauge CRS-NO plastic parts;

Each weapon storage component has a minimum of two lances that are tapered to ensure a tight fit into the universal weapons storage panel;

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Universal weapon storage panels are designed with unique lance holes that accept all Components and;

Each lance hole has a screw anchor hole to allow each component to be fastened securely but also easily removed with a Phillips screw driver.

E) Units are pre-punched to allow for bolting to floor, wall, back to back, or side to side; All inner bases, shelves and stock supports come complete with 1/8" thick rubber matting that is oil resistant and;

The cabinet manufacturer must offer a lifetime warranty, on all components of the cabinet.

**ANNEX “B”****BASIS OF PAYMENT**

Item No.	Description	Unit of Issue	Qty	Unit Price
1	Weapons Cabinet - 72-74" high X 42-44" wide X 15-17" deep. Bi-parting doors and olive drab in color. Each cabinet to hold 24 C8s.	EA	6	
2	Weapons Cabinet - 84-86" high X 42-44" wide X 15-17" deep. Bi-parting doors and olive drab in color. Each cabinet to hold 24 C7s.	EA	13	
3	Weapons Cabinet - 64.5-66.5" high X 42-44" wide X 15-17" deep. Bi-parting doors and olive drab in color. Each cabinet to hold 6 C6s.	EA	8	
4	Weapons Cabinet - 48-50" high X 42-44" wide X 15-17" deep. Bi-parting doors and olive drab in color. Each cabinet to hold 6 C9s.	EA	4	
5	Weapons Cabinet - 64.5-66.5" high X 42-44" wide X 15-17" deep. Bi-parting doors and olive drab in color. Each cabinet to hold 120 bolts 24 per bolt drawer	EA	5	
6	Weapons Cabinet - 64.5-66.5" high X 42-44" wide X 15-17" deep. Bi-parting doors and olive drab in color. The cabinet to store 5 x 81 mm.	EA	1	
7	Weapons Cabinet - 64.5-66.5" high X 42-44" wide X 15-17" deep. Bi-parting doors and olive drab in color. The cabinet to store between 144-160 9 mil hand guns	EA	4	
8	Weapons Cabinet – 64.5-66.5” high X 42-44” wide X 15-17” deep. Bi-parting doors and Olive drab in colour. The cabinet to store between 144-160 9 mil hand guns	EA	1	