

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

Title - Sujet Vehicular Furniture and Accessories	
Solicitation No. - N° de l'invitation W0107-14B033/A	Date 2013-12-13
Client Reference No. - N° de référence du client W0107-14B033	
GETS Reference No. - N° de référence de SEAG PW-\$PET-906-1250	
File No. - N° de dossier PET-3-39033 (906)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-27	Time Zone Fuseau horaire Eastern Standard Time EST
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: Cook, Wayne	Buyer Id - Id de l'acheteur pet906
Telephone No. - N° de téléphone (613) 687-6655 ()	FAX No. - N° de FAX (613) 687-6656
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 2 SVC BN, SUP COY 255 Montgomry Rd Garrison Petawawa ON. 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

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. Statement of Requirement

Request for Proposal (RFP) for the provision of Vehicle Furniture and Accessories such as box shelving to create storage spaces in the back of vehicles. As detailed in the attached Statment of Requirement Annex "A" for Engineering Service Squadron, Garrison Petawawa.

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
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2. Submission of Bids

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 (__1__ hard copies)

Section II: Financial Bid (__1__ hard copies)

Section III: Certifications (__1__ 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)

(<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 the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

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 22).

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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_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 and Certifications Required with the Bid

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: _____

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

1.1 There is no security requirement applicable to this Contract.

2. Statement of Requirement

Request for Proposal (RFP) for the provision of Vehicle Furniture and Accessories such as box shelving to create storage spaces in the back of vehicles. As detailed in the attached Statment of Requirement Annex "A" for Engineering Service Squadron, Garrison Petawawa.

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 Contract Completion Date

The Vehicle Furniture and Accessories are to be delivered on or before the 28 March 2014.

4.2 Shipping Instructions

Goods must be consigned and delivered to the destination specified in the call-up: FOB Destination including all delivery charges and customs duties and Applicable Taxes

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Wayne Cook

Title: Supply Officer

Public Works and Government Services Canada

Acquisitions Branch Petawawa Office

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

Telephone: 613-687-6655

Facsimile: 613-687-6656

E-mail address: wayne.cook@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 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 Financial Limitation - Total

The total cost to Canada resulting from the initial Contract must not exceed the sum of \$(to be filled out by PWGSC) (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Contracting Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

W0107-14B033/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pet906

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0107-14B033

PET-3-39033

12. SACC Manual Clauses

A9006C	Defence Contract	2012-07-16
B7500C	Excess Goods	2006-06-16
G1005C	Insurance	2008-05-12

ANNEX "A"

STATEMENT OF REQUIREMENT

Vehicle Furniture and Accessories

1. Identification

- a. The requirement is to supply and deliver all requested Vehicle Furniture and Accessories to Department of National Defence, Engineering Service Squadron, Garrison Petawawa.

2. Standards

- a. Canadian Standards Association (CSA)
- b. Underwriters Laboratories of Canada (ULC)
- c. American National Standard Institute (ANSI)
- d. Canadian General Standard Board (CGSB)
- e. Original Equipment Manufacturers Standards

3. Foreseeable Site Hazards

- a. Access to the site is subject to the following restrictions: Troop movements, Other regulations as laid down by the Base Commander and/or the Technical Authority; and all possible steps will be taken to provide the Contractor with access to the area at all times. However, DND activity may require some closure of the area.

4. Delivery and Submissions

- a. The packing slip will accompany the delivery and will be presented to the receiving personnel upon arrival. All packing slips will denote the order number and the requisition number.
- b. Twenty four (24) hours notice of delivery is required prior to delivery.
- c. The supplier must note that all deliveries will be accepted only during the time of 0730 to 1130 and 1230 to 1500 Monday to Friday unless otherwise directed.

7. Special Terms and Conditions

- a. There will be a requirement to forward deliver materials to workshops.
- b. All orders will be inspected within 72 hours and report deficiencies to the supplier.
- c. All packages will be packed according to Requisition Number relating to packing slips. There must be a packing slip attached to each package of related items. All packing slips will denote the Client Reference Number and the Requisition Number.
- d. The products must work together without requiring onsite modification.

ANNEX B
BASIS OF PAYMENT

Item #	Description	Qty	Dimensions	Specifics	Unit of issue	Unit Price
1	Rubber cargo floor mat	12	GM full size van	heavy duty rubber	Each	
2	Rubber cargo floor mat	2	Ford full size van	heavy duty rubber	Each	
3	Aluminum double clamp ladder rack	14	60" long x 60" wide	for full size van	Each	
4	Transport tube door kit complete with stainless steel hardware and cast aluminum	7	for 6" diameter tube		Each	
5	Aluminum jumbo tool drawer	7	exterior 48" deep x 16" wide x 19" high interior 46" deep x 10" wide x 4 1/2 " high		Each	
6	Aluminum part slider drawer	8	exterior 48" deep x 12" wide x 6" high interior 46" deep x 10" wide x 4 1/2" high	must fit with item # 7	Each	
7	Aluminum top edge for aluminum part slider drawer	8	48" deep x 12" wide x 4" high	must fit with item # 6	Each	
8	Aluminum workbench with hardwood top and one end panel	1	18" deep x 48" wide x 28" high	must fit with item # 9	Each	
9	6 drawer aluminum cabinet	1	18" deep x 18" wide x 28" high	must fit with item # 8	Each	
10	3 drawer aluminum cabinet	1	18" deep x 15" wide x 15" high		Each	
11	2 drawer aluminum cabinet	2	14" deep x 24" wide x 12" high		Each	

12	Aluminum contoured shelving unit with 3 shelves for full size van	1	48" wide x 43" high	Each	
13	Aluminum contoured shelving unit with 3 shelves for full size van	1	96" wide x 43" high	Each	
14	Aluminum contoured bin shelving unit with 5 shelves for full size van	6	36" wide x 43" high	Each	
15	Aluminum contoured refrigerant shelving unit for full size van	3	48" wide by 43" high	Each	
16	8" swivel hook tumbled aluminum opening	6	8" hook with 4" opening	Each	
17	Aluminum shelving locking door with stainless handle	2	44 7/8" wide x 8 11/16" high	Each	
18	Small aluminum bottle holder with nylon strap	5	6" wide x 12" high	Each	
19	Large aluminum bottle holder with nylon strap	4	8" wide x 24" high	Each	
20	Aluminum deep contoured bin shelving unit with 4 shelves with bins for full size van	2	48" wide x 43" high	Each	
21	Contoured Partition with tempered glass window for Ford E-Series	1		Each	must fit Ford E-Series van
22	Step side running boards for 2013 F250 4x4 XL super duty truck	2		Each	