

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

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 ELECTRIC LIFT TRUCK 4 WHEELS	
Solicitation No. - N° de l'invitation 9F027-130724/A	Date 2014-01-31
Client Reference No. - N° de référence du client 9F027-13-0724	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-040-12586	
File No. - N° de dossier MTA-3-36369 (040)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-02-18	
Time Zone Fuseau horaire Heure Normale du l'Est HNE	
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: Stinziani, Anne	Buyer Id - Id de l'acheteur mta040
Telephone No. - N° de téléphone (514) 496-3481 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: AGENCE SPATIALE CANADIENNE 6767 ROUTE DE L AEROPORT 9F027-APPROVISIONNEMENT ET ADMINISTRATION DES MARCHÉS ST HUBERT Québec J3Y8Y9 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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

Delivery Required - Livraison exigée	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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Buyer ID - Id de l'acheteur

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List of Annexes:

- Annex «A» Statement of Requirement
- Annex «B» Basis of payment
- Annex «C» Evaluation grid
- Annex «D» Complete list of bidder's board directors

PART 1 - GENERAL INFORMATION

1. Security requirement

There is no security requirement associated with the requirement of Annex «A».

2. Requirement

The Statement of Requirement is detailed in Annex «A» - Statement of Requirement that form part of the request for proposal and resulting contract.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided 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 Manual SACC 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.

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

3. Enquiries - Bid Solicitation

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

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

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4. Applicable Laws

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

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 copy)

Section III: Certifications (1 hard copy)

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/Politique-policy-eng.html>).

To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use 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 (Refer to mandatory specifications mentioned in Annex «A»).

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

1.1 Bidders must submit their financial bid in accordance with the basis of payment (Refer to Annex «B» attached). The total amount of Applicable Taxes must be shown separately.

1.2 SACC Manual Clauses

C3011T

Exchange Rate Fluctuation

(2013-11-06)

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

It is mandatory to provide technical/ descriptive documents for the product that you are offering to allow the technical evaluation. Failure to comply will render your bid non responsive.

You have to demonstrate in your technical submission that your product is compliant with every characteristics mentioned in Annex «A».

We would ask that the evaluation grid in Annex «C» be completed.

1.1.1 Mandatory and Desirable Technical Criteria

(Refer to attached Annex «A»)

- Submit with your submission technical/ descriptive documents for the product that you are offering.

1.2.1 Financial Evaluation

SACC Manual Clauses A0222T Evaluation of Price (2013-04-25)

2. Basis of Selection

A bid must comply with all requirements of the bid solicitation 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 (Refer to Annex «D» attached.)

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

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 Required with the Bid

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

2.1 Canadian Content Certification

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

2.1.2 SACC Manual clause A3061T _____ (2010-01-11) Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Security Requirement

There is no security requirement associated with the requirement of Annex «A».

2. Statement of Requirement

The Contractor must provide the requirement in accordance with Annex «A» - Statement of Requirements that form part of the contract.

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 (To be completed by the bidder)

All the deliverables must be received, if possible, on or before March 31, 2014.

Bidder is required to indicate your best date of delivery _____

5. Authorities

5.1 Contracting Authorities

The Contracting Authority for the Contract is:

Anne Stinziani
Supply Agent
Acquisitions Branch
Quebec Regional Office
Public Works and Government Services Canada
800 rue de la Gauchetière Ouest, Suite 7300, Montreal (Quebec) Canada, H5A 1L6
T: 514.496.3481 | F: 514.496.3822
E-mail: anne.stinziani@tpsgc-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 Contact at Customer Department (to be completed by Canada at the time of award)

For all information related to invoicing and/or payments you may communicate with:

5.3 Contractor Contacts (To be completed by the bidder)

Name and telephone number of the person responsible for :

General enquiries & Delivery follow-up

Name: _____
Telephone No. : _____
Facsimile No. : _____
E-mail address: _____

6. Payment

6.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ (*amount to be inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

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

6.2 Single Payment

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

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- A. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- B. all such documents have been verified by Canada;
- C. the Work delivered has been accepted by Canada.

7. Invoicing Instructions

7.1. 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.

7.2. 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.

8. Certifications

8.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.2 SACC Manual Clauses

A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16
A2001C	Foreign Nationals (Foreign Contractor)	2006-06-16
B1501C	Electrical Equipment	2006-06-16
D0018C	Delivery, Inspection and Acceptance	2007-11-30
G1005C	Insurance	2008-05-12
A3060C	Canadian Content Certification	2008-05-12

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2013-04-25), General Conditions - Goods (Medium Complexity);
- (c) Annex «A», Statement of Requirement;
- (d) Annex «B», Basis of payment;
- (e) the Contractor's bid dated _____, as amended _____.

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11. Insurance Requirements

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

ANNEX «A»

STATEMENT OF REQUIREMENT

(Refer to enclosed PDF documents)

All mandatory technical specifications must be met. Canada request that bidders indicate that they meet each stated criterion, indicating the title of the attached supporting documentation, or the page of the attached brochure or catalogue that meets the criterion. Tenders will be rejected if they do not meet all mandatory requirements.

ANNEX «B»

BASIS OF PAYMENT

(Refer to enclosed PDF documents)

ANNEX «C»

EVALUATION GRID

(Refer to enclosed PDF documents)

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ANNEX «D»

Complete list of bidder's board directors

NOTE TO BIDDERS

WRITE ALL DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

CSA-UL-EDT-01-2013

**Canadian Space Agency
Logistics Unit**

**Purchase of an indoor and outdoor electric
lift truck with a 7,000 lb. capacity**

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A Reference Table of IP Rating Code

1 OBJECTIVE

This statement of work describes the requirements for the purchase of a 4-wheel electric lift truck, with a 7,000 lb. capacity, which will replace the obsolete lift truck in the warehouse.

2 DOCUMENT

2.1 REFERENCE DOCUMENT

International Protection Rating (IP Rating) of the **International Electrotechnical Commission (IEC – 60529)**

3 REQUIREMENT DESCRIPTION

3.1 4-WHEEL, OPERATOR SITTING TYPE ELECTRIC LIFT TRUCK AND OPERATED IN AN INDOOR AND OUTDOOR ENVIRONMENT:

- Puncture-proof tires for indoor and outdoor operation.
- 7,000 lb. lifting capacity.
- Truck dimension: maximum length (excl. fork) 103 inches, maximum width 52 inches and maximum cabin height and/or lowered mast 86 inches.
- Minimum fork lift height 187 inches, maximum 90 inches
- 80-volt electric system in AC current.
- Standard forks of 2 in x 5 in x 42 in (thickness x width x length).
- Travelling speed with a load 15 km/h minimum.
- Automatic independent traction ensuring optimal wheel-drive traction and grip in order to optimize operation in snow.
- Electronic and hydraulic overload protection.
- Energy recovery system.
- Hydrostatic power steering.
- Fork carriage side shift (minimum 24 inches).
- Reverse-gear chime.
- Right and left exterior rear-view mirrors.
- Front and rear lighting.
- Combined rear headlamps.

- Suspension seat with a seat belt.
- Automatic parking brake at all times during operation.
- Multi-voltage battery charger (24v, 36v, 48v, 72v and 80v- 200 amp), enabling to charge batteries of different voltages.
- Installation of multi-voltage battery charger.
- Front windscreen with wiper and roof window.

3.2 IP (INGRESS PROTECTION) RATINGS FOR LIFT TRUCK COMPONENTS:

The requested IP ratings ensure a correct operation of the lift truck when used outdoors in rainy, snowy or dusty conditions.

- Sealed motor and control unit – IP 54
- Sealed electric power module – IP 65
- Sealed main electric controller – IP65

4 MANDATORY EVALUATION CRITERIA

- a. Motor IP rating 54 as per IEC standards
- b. Lifting capacity of 7,000 lb. at 24 inches from the centre of gravity
- c. Minimum fork lift height of 187 inches, maximum 90 inches
- d. 80-volt electric system in A.C. current
- e. Puncture-proof tires, interior and exterior.
- f. Travelling speed with a load 15 km/h minimum
- g. Carriage side shift, 24 inch minimum
- h. Electronic and hydraulic overload protection
- i. Safety belt
- j. Reverse-gear chime
- k. Multi-voltage battery charger (24v, 36v, 48v, 72v and 80v- 200 amp), enabling to charge batteries of different voltages
- l. Guide of the vehicle specifications and other documentation to prove that it meets the required standards or certifications
- m. 4-wheel electric lift truck, for indoor and outdoor environment

APPENDIX A – IP RATING TABLE

Enclosure Ratings IP Chart**What does "IP Rating" mean?**

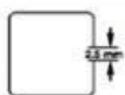
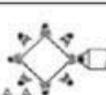
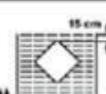
IP Rating, outlined in International Standard IEC 60529, stands for International Protection Rating (or sometimes also interpreted as Ingress Protection Rating) and classifies the degrees of protection provided against the intrusion of both solid object and water in electrical enclosures. This rating aims to provide users with more detailed information than by vague marketing terms such as "outdoor or water-proof". IP Rating consists of the letter IP followed by two digits and an optional letter. The digits indicate conformity with the conditions summarized in the reference table of IP Rating Code.

Example of an IP Rating Code

IP 6 6

A component with this IP code indicates that a component is protected against ingress of dust completely (first number 6); and is protected against harmful effects due to water powerfully jetted against the component from any direction (second Number 6).

Reference Table of IP Rating Code

1 st Digit	Symbol	Solid Object Protection	2 nd Digit	Symbol	Water Protection
0		Not protected	0		Not protected
1		Protected against solid objects greater than 50mm	1		Protected against vertically dripping water
2		Protected against solid objects greater than 12.5mm	2		Protected against dripping water when tilted up to 15°
3		Protected against solid objects greater than 2.5mm	3		Protected against spraying water
4		Protected against solid objects greater than 1.0mm	4		Protected against splashing water
5		Protected from the amount of dust	5		Protected against jetting water
6		Dust tight	6		Protected against powerfully jetting water
IP 6 6			7		Protected against temporary immersion in water

Basis of payment

Description:		Quantity	U/M	Unit Price Taxes extra
ELECTRIC LIFT TRUCK 4 WHEELS		1	EA	

Model number offered: _____

