

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

1550 D'Estimauville Avenue
1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

FAX pour soumissions: (418) 648-2209

**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 Mobile folding table	
Solicitation No. - N° de l'invitation W0106-14R303/A	Date 2014-07-16
Client Reference No. - N° de référence du client W0106-14R303	
GETS Reference No. - N° de référence de SEAG PW-\$BAL-002-16013	
File No. - N° de dossier BAP-4-37081 (002)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-08-26	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
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: Larouche, Denise	Buyer Id - Id de l'acheteur bal002
Telephone No. - N° de téléphone (418) 677-4000 (4137)	FAX No. - N° de FAX (418) 677-3288
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE EDIFICE CC119 COURCELETTE Québec G0A4Z0 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

TPSGC/PWGSC
BFC Bagotville, CP 380
CFB Bagotville, PO Box 380
Bâtiment 62, local 112
Building 62, Room 112
Alouette
Québec
G0V1A0

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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ba1002

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PART 1 - GENERAL INFORMATION

1. Requirement

Acquisition of mobile folding tables for the CC-119 building (Cadet Camp kitchen) at Valcartier Grrison, Department of National Defence (DND).

2. 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 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: (120) days

1.1 **SACC Manual clause**

B1000T (2007-11-30), Condition of material

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.

Your proposal must be transmitted **by fax to no. (418)648-2209** or **by mail** to the following address:

➔ Bid Receiving Unit

Public Works and Government Services Canada (PWGSC)
1550 d'Estimauville Avenue
quebec City, Quebec, Canada G1J 0C7

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 province of 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 (1 copy)

Section II: Financial Bid (1 copy)

Section III: Certifications (1 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 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.

- 1. Exchange Rate Fluctuation
SACC Manual Clause A3010T (2013/11/06), Exchange Rate Fluctuation Risk Mitigation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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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.

1.2 Financial Evaluation

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

2. Basis of Selection

2.1 A0031T (20130-08-16) Mandatory Criteria

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Requirement

Acquisition of mobile folding tables for the CC-119 building (Cadet Camp kitchen) at Valcartier Grrison, Department of National Defence (DND).

2. 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)

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2010A (2014-06-26), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

3. Term of Contract

3.1 Delivery Date

All the deliverables, except training must be received 60 calendar days After the grant of the contract.

3.2 SACC Manual Clause

D0018-C (2007-11-30), Delivery and Unloading

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Denise Larouche
Title: Supply Officer
Telephone: (418)677-4000 ext. 4137
E-mail address: denise.larouche@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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4.2 Project Authority (to be completed at the contract award)

The Project Authority for the Contract is:

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.

4.3 Offeror's Representative

Name: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

5. Payment

5.1 Basis of Payment - Firm unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract,

the Contractor will be paid a firm lot price(s), as specified in the **Annex "B"**. Customs duties are included and Applicable Taxes are extra.

Canada will not pay 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.

5.2 SACC Manual clause

H1000C (2008-05-12) Single payment

6. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the General Conditions 2010A. Invoices cannot be submitted until all work identified in the invoice is completed.

7. Certifications

7.1 Compliance

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

8. Applicable Laws

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

9. 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 (2014-06-26) - Goods (Medium Complexy);
- (c) Annex A, Required Specifications;
- (d) Annex B, Pricing;
- (e) the Contractor's bid dated _____

10. SACC Manual clause

10.1 A9006C (16/07/12) Defence Contract

10.2 Delivery, Inspection and Acceptance

Goods must be consigned to the destination specified in the Contract and delivered:
Delivered Duty Paid (DDP National Defence, Camp des cadets, Bulding CC119, Garrison Valcartier, Courcelette, GOA 4Z0 Incoterms 2000 for shipments from a commercial contractor.

Annex "A" Specifications /
Annex "B" Pricing

Annex A Statement of Requirement

Title

Mobile folding table with metal legs

Purpose

The purpose of this document is to provide the general and specific requirements for the procurement of mobile folding tables for Building CC-119 (Cadet Camp kitchen) at Valcartier Garrison, Department of National Defence (DND).

DESCRIPTION OF ITEMS**MANDATORY FEATURES****1. 12-foot rectangular folding tables**

- a. Laminate tabletop of a minimum thickness of 0.04 inch with a phenolic plastic-sealed edge for sanitary purposes.
- b. Structure
 - i. 1-inch-thick 16-gauge square tubular steel table legs; 14-gauge tubular steel central support;
 - ii. Centre-folding for storage;
 - iii. Mechanism to lock table in position when unfolded;
 - iv. Mechanism to lock table in position automatically when folded, for safe storage;
 - v. 4-inch casters at each corner of the table for moving and storage; the casters do not touch the floor when the table is unfolded;
 - vi. Wide-set tracks with steel crossbeam for durability and weight distribution.
- c. Dimensions
 - Unfolded:
Width: min. 28" – max. 32"
Length: min. 140" – max. 148"
Height: min. 28" – max. 30"
- d. Colour: Green, blue or red tabletop; black tabletop edge and tubing.
- e. Packaging: Each table shall be packed in a separate box.

2. 5-foot mobile rectangular flip-top tables_

- a. Laminate tabletop of a minimum thickness of 0.04 inch with a phenolic plastic-sealed edge for sanitary purposes.
- b. Structure
 - i. Tabletop tilts at centre for storage;
 - ii. Solid mechanism for locking in both the folded and unfolded positions.
 - iii. Full-length bar to easily release the tabletop;
 - iv. Very solid 2-inch, 16-gauge welded tubular steel structure;
 - v. 3-inch casters at each corner of the table for moving and storage, two with locks.
- c. Dimensions
 - Unfolded:
Width: min. 28" – max. 32"
Length: min. 58" – max. 62"
Height: min. 28" – max. 30"
- d. Colour: Green, blue or red tabletop; black tabletop edge and tubing.
- e. Packaging: Each table shall be packed in a separate box.

NOTE

The length, height and colours of the tables in items 1 and 2 must be similar.

Annex B

Basis of Payment

Mobile Folding Tables

Item	Description	Quantity	UNIT PRICE (tax extras)
1	12-foot rectangular folding table Ref. Annex A - 1.	68	\$ _____/ea
2	5-foot mobile flip-top table Ref. Annex A - 2.	16	\$ _____/ea

***Delivery and installation shall be included in the total price.**