

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 MANURE SPREADER	
Solicitation No. - N° de l'invitation 01755-140476/A	Date 2014-07-18
Client Reference No. - N° de référence du client 01755-140-476	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-560-12820	
File No. - N° de dossier MTA-4-37089 (560)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-09-03	
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: Ghali, Camille	Buyer Id - Id de l'acheteur mta560
Telephone No. - N° de téléphone (514) 496-3871 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE L'AGRICULTURE ET DE L'AGROALIMENTAIRE 2000 COLLEGE STREET SHERBROOKE Québec J1M0C8 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

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	ÉPANDÉUR À FUMIER SOLIDE	01755	01755	2	Chaque	\$	XXXXXXXXXXXX			

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PART 1 - GENERAL INFORMATION

1.1. Security Requirement

There is no security requirement associated with the requirement.

1.2. Requirement

The requirement is detailed in annex A - Requirement that form part of the request for proposal and resulting contract.

The procurement is subject to the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

1.3. 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

2.1. 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* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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: ninety (**90**) days

2.1.1 SACC Manual Clauses

B1000T (2014-06-26), Condition of material

2.2. 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.

2.3. 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.

2.4 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work 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 **ten (10) calendar days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.5 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

3.1. 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) (Annex B)

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

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

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(i) Training

On-site training must be provided at no more than five (5) users. All costs related to on-site training must be included in the price.

On-site training must be provided in the _____ calendar days after installation.

Please provide full details of the training; p. ex., duration, scope, etc.. :

(ii) Products Offered

The bidder must indicate the make and model number of products offered (specify the components that are part of the system):

Manufacturer's Name: _____

Model number or part: _____

Documentation attached: Yes (_____) No (_____)

(iii) Place of manufacture or shipping

The bidder must indicate the place of manufacture or shipment of goods:

Location: _____

Zip Code: _____

(iv) Delivery

Although the delivery must not be later than 31 March 2015, the best delivery schedule that can be offered by the bidder is: _____.

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 or Harmonized Sales Tax must be shown separately, if applicable. (See annex B)

The bidder must provide a firm lot price all inclusive for the supply, training and manuals, DDP (RDA) (Sherbrooke, Quebec). The total amount of applicable taxes shall be indicated separately. Shipping to and all customs duties and excise taxes must be included in the price.

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3.1.1 SACC Manual Clauses

C3011T (2013/11/06) Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. 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.

4.1.1 Technical Evaluation

It is mandatory to provide technical/ descriptive documents of the product that you are offering to allow it's 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 & requirements mentionned in Annex A.

4.1.1.1 Technical Mandatory Requirements

- Compliance to Mandatory criteria to comply upon bid deposit of Annex «C».

4.1.2 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.

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

The contract will be awarded in Canadian dollars. In the event the bid recommended for Contract award was submitted in foreign currency it will be converted using the rate given by the Bank of Canada in effect on the bid solicitation closing date.

4.2. 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1. Mandatory Certifications Required Precedent to Contract Award

5.1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

5.1.2 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 Employment and Social Development Canada (ESDC) - 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. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The Contractor must provide the requirement in accordance with Annex A - Requirement 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 issued by Public Works and Government Services Canada.

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

3.1 General Conditions

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

4. Term of Contract

4.1 Delivery Date

All the deliverables must be received and installed on or before March 31st, 2015.

5. Authorities

5.1 Contracting Authorities

The Contracting Authority for the Contract is:

Camille Ghali

Agent d’approvisionnement | Supply Officer

Direction générale des approvisionnements | Acquisitions Branch

Bureau régional du Québec | Quebec Regional Office

Travaux publics et Services gouvernementaux Canada | Public Works and Government Services Canada

800 rue de la Gauchetière Ouest, Suite 7300, Montréal (Québec) Canada, H5A 1L6

T: 514.496.3871 | F: 514.496.3822 |

E-mail: camille.ghali@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:

Customer Department: _____
Name: _____
Telephone Number: _____

5.3 Contractor Contacts

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 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 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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

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.

8. Certifications

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.

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) 2010A (2014-06-26) , General Conditions - Medium Complexity - Good
- (c) Annex A, Requirement;
- (d) Annex B, Pricing
- (e) the Contractor's bid dated _____, as amended _____.

11. SACC Manual Clauses

SACC Référence	Section	Date
A2000C	Foreign Nationals (Canadian Contractor)	06/06/16
A2001C	Foreign Nationals (Foreign Contractor)	06/06/16
B1505C	Electrical Equipment	06/06/16
C2000C	Taxes - Foreign-based Contractor	07/11/30
G1005C	Insurance	08/05/12
H1000C	Single Payment	08/05/12

12. Shipping Instructions - DDP

Goods must be consigned and delivered to the destination specified in the contract:

Incoterms 2000 "DDP Delivered Duty Paid"

Department of Agriculture and Agri-Food Canada
 2000 College Street
 Sherbrooke, QC
 J1M 0C8

Annex A

Requirement

1] MANDATORY SPECIFICATIONS FOR SOLID MANURE SPREADER

The equipment must meet or exceed all the following requirements:

- 1.0 Spreaders must have a system of unloading hydraulic tappet;
- 2.0 Spreaders should have two vertical beaters with replaceable teeth;
- 3.0 Spreaders must have a crate polymer (floor and sides);
- 4.0 Spreaders must have a hydraulic rear door;
- 5.0 Spreaders must have a tandem axle types;
- 6.0 Spreaders must have a minimum capacity of 7m³;
- 7.0 Spreaders must have a drive of the PTO 1000 rpm;
- 8.0 Spreaders must have a maximum loading height of 180 cm;
- 9.0 Spreaders must be compatible with a tractor least 160 forces the PTO;
- 10.0 Spreaders must be equipped with a safety chain for transport;
- 11.0 Spreaders must be equipped with a warning triangle for transportation;
- 12.0 Spreaders must have flashing lights and positions;
- 13.0 Spreaders must include a parking jack;

2] OTHER CONTRACTUAL REQUIREMENTS

- a) The starting and training in the operation of the feed must be provided to a minimum of 4 employees;
- b) Include an operating manual and parts, at least in French.

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Annex B

Pricing

Item	Description	Quantity	Unit of issue	Unit price	Extended price
1	SOLID MANURE SPREADER -including delivery, commissioning and training	2	each	-----\$	----- \$

Subtotal \$ _____

GST (5%) \$ _____

QST (9.975%) \$ _____

TOTAL \$ _____

Annex C

Mandatory technical specifications to demonstrate upon bid deposit

To comply to the presentation of evaluation criteria, refer to Section I - Technical Bid of 3.1. - Bid Preparation Instructions of Part 3 - BID PREPARATION INSTRUCTIONS of the Request for Proposal

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. Bidders will be rejected if they do not meet all mandatory requirements.

Mandatory Evaluation Criteria

The requested equipment must meet the descriptions and specifications set out in Annex «A» - Requirement- **1. Mandatory specifications for the spreaders** . These descriptions and specifications are designated below by their numbers 1.0 to 13.0:

1.0 spreaders must have a system of unloading hydraulic tappet;

Reference in the proposal of the contractor: _____

2.0 spreaders should have two vertical beaters with replaceable teeth;

Reference in the proposal of the contractor: _____

3.0 spreaders must have a crate polymer (floor and sides);

Reference in the proposal of the contractor: _____

4.0 spreaders must have a hydraulic rear door;

Reference in the proposal of the contractor: _____

5.0 spreaders must have a tandem axle types;

Reference in the proposal of the contractor: _____

6.0 spreaders must have a minimum capacity of 7m3;

Reference in the proposal of the contractor: _____

7.0 spreaders must have a drive of the PTO 1000 rpm;

Reference in the proposal of the contractor: _____

8.0 spreaders must have a maximum loading height of 180 cm;

Reference in the proposal of the contractor: _____

9.0 spreaders must be compatible with a tractor least 160 forces the PTO;

Reference in the proposal of the contractor: _____

10.0 spreaders must be equipped with a safety chain for transport;

Reference in the proposal of the contractor: _____

11.0 spreaders must be equipped with a warning triangle for transportation;

Reference in the proposal of the contractor: _____

12.0 spreaders must have flashing lights and positions;

Reference in the proposal of the contractor: _____

13.0 spreaders must include a parking jack;

Reference in the proposal of the contractor: _____

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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
