

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**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> CHRISTMAS LIGHTS & STRINGS FOR 2015	
<b>Solicitation No. - N° de l'invitation</b> C1111-140772/A	<b>Date</b> 2015-01-08
<b>Client Reference No. - N° de référence du client</b> C1111-140772	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-445-66502	
<b>File No. - N° de dossier</b> hn445.C1111-140772	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-18</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> Ladouceur, Joanne M.	<b>Buyer Id - Id de l'acheteur</b> hn445
<b>Telephone No. - N° de téléphone</b> (819) 956-3587 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF CANADIAN HERITAGE 84 BAYVIEW OTTAWA Ontario K1Y4L6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

<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>

**Issuing Office - Bureau de distribution**  
Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

Solicitation No. - N° de l'invitation

C1111-140772/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hn445

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

C1111-140772

hn445C1111-140772

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DOCUMENT ATTACHED

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## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Requirement
3. Debriefings

### PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

### PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award

### PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Requirement
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses (Delivery)

List of Annexes:

ANNEX "A"    **STATEMENT OF WORK**  
ANNEX "B"    **PRICING SCHEDULE**

Solicitation No. - N° de l'invitation  
C1111-140772/A  
Client Ref. No. - N° de réf. du client  
C1111-140772

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn445 C1111-140772

Buyer ID - Id de l'acheteur  
hn445  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The contractor will be required to provide the goods in accordance with the technical requirements stated herein at Annex A.

#### 2.1 Delivery Requirement

Delivery is requested to be completed by *March 31, 2015*.

#### 2.2 Delivery Offered

While delivery is requested as indicated above, the best delivery that could be offered is \_\_\_\_\_.

#### 2.3 Contractor Contacts

Name and telephone number of the person responsible for :

##### General enquiries

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

##### Delivery follow-up

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 3. Debriefings

After contract award, 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.

**You are reminded that this solicitation requires the compliance and/or completion of requirements attached as an Annex and forming part of this document.**

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## 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 standard instructions and conditions 2003 (25/09/2014) are incorporated by reference into and form part of the bid solicitation.

Section 5.4 of 2003, Standard Instructions - Goods or Services, is amended as follows:

Delete: sixty (60) calendar days

Insert: ninety (90) calendar days

#### 1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	16/07/12
B1000T	Condition of Material	30/11/07

### 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. Do not send proposal directly to the Contracting Officer. Email proposals not accepted.

#### *PWGSC Bids Receiving Unit*

*11 Laurier Street*

*Place du Portage, Phase 3, Core 0A1*

*Gatineau, Quebec, K1A 0S5*

*Tel.: 819-956-3366*

#### 2.1 Technical Documentation

**TECHNICAL/DESCRIPTIVE LITERATURE FOR PRODUCTS PROPOSED MUST BE SUBMITTED AS PART OF THE BID PACKAGE PRIOR TO THE BID CLOSING DATE. FAILURE TO COMPLY WILL RENDER YOUR BID NON RESPONSIVE.**

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted 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 Ontario.

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 bidders to 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 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.

#### **Exchange Rate Fluctuation**

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

#### **Pricing Basis**

The bidder must quote firm lot prices in Canadian dollars, DDP Delivered Duty Paid (Ottawa, Ontario), the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below.

#### Evaluation Criteria

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Evaluation

The following **Mandatory** factors will be taken into consideration in the evaluation of each bid:

- Technical compliance (description of items from Annex A herein);
- Acceptance of terms and conditions as mentioned in the bid solicitation;
- Completion of the proposal.

#### 1.2 Financial Evaluation

The following **Mandatory** factors will be taken into consideration in the evaluation of each bid:

- Compliance with Pricing Basis;

The Bid price will be determined by processing items at Annex B as follows:

- Sum of all items total price.

#### 1.3 Conditions/Certifications Precedent to Contract

- Federal Contractors Program as specified in Part 5;
- Mandatory Certifications Required Precedent to Contract Award as specified herein.

### 2. Basis of Selection

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 on an aggregate basis will be recommended for award of a contract.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## **1. Mandatory Certifications Required Precedent to Contract Award**

### **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.

### **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](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.

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement**

The contractor will be required to provide the goods in accordance with the technical requirements stated herein at Annex A.

#### **2.1 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
B1501C	Electrical Equipment	16/06/06
B7500C	Excess Goods	16/06/06

#### **2.2 Option**

The Contractor shall grant to Canada an irrevocable option as identified at Annex B. This option is open for acceptance **at the prices specified in this document during the period as follows:**

**Option: from contract award to June 30, 2015.**

The option may be exercised in whole or in part only by a contract amendment issued by the Contracting Authority. Upon the exercise of the option by the Contracting Authority, the contract shall be amended to incorporate the item into the work to be performed by the Contractor under the Contract, and all of the obligations of the Contractor under the Contract will apply.



Solicitation No. - N° de l'invitation  
C1111-140772/A  
Client Ref. No. - N° de réf. du client  
C1111-140772

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn445 C1111-140772

Buyer ID - Id de l'acheteur  
hn445  
CCC No./N° CCC - FMS No./N° VME

Nothing contained in this Contract shall require the Minister to exercise the option and the exercise of the option is at the sole discretion of the Minister.

### 3. Standard Conditions and Clauses

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010A (27/11/2014) 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 on or before \_\_\_\_\_ (Delivery as offered and as accepted will be inserted at contract award).

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the contract is:

*Joanne Ladouceur (M)*  
*Supply Specialist*  
Public Works and Government Services Canada  
Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate  
"HN" Division  
7B3, Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC, K1A 0S5

Telephone : (819) 956-3587  
E-mail address: joanne.m.ladouceur@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 Project Authority

The project Authority for the Contract is:

Name: will be inserted at contract  
Telephone No. will be inserted at contract  
Facsimile No. will be inserted at contract

E-mail address: will be inserted at contract

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 matter 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 Contacts

Name and telephone number of the person responsible for:

#### General Enquiries

Name: will be inserted at contract  
Telephone No. will be inserted at contract  
Facsimile No. will be inserted at contract  
E-mail address: will be inserted at contract

#### Delivery Follow-up

Name: will be inserted at contract  
Telephone No. will be inserted at contract  
Facsimile No. will be inserted at contract  
E-mail address: will be inserted at contract

## 6. Payment

### 6.1 Basis of Payment - Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the *firm lot prices* specified in the Contract (*Annex 'B'*). Customs duties are *included* and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 6.2 Limitation of Price

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.

### 6.3 SACC Manual Clauses

SACC Reference	Section	Date
G1005C	Insurance	12/05/08
H1000C	Single Payment	12/05/08

## 7. 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 following address for certification and payment.

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Resource Management Dir.  
11<sup>th</sup> Fl., 25 Eddy St. (25-11-V)  
Gatineau, PQ, K1Y 0M5  
Attention: Sylvie McGrath

- (b) One (1) copy must be forwarded to the following address.

Department of Public Works and Government Services  
"HN" Division  
7B3 Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC  
K1A 0S5  
Attention: *Joanne Ladouceur (M)*

## **8. Certifications**

- 8.1** 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 term of the Contract. 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 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

## **9. Applicable Laws**

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

## **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 (27/11/2014) General Conditions - Goods (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Pricing Schedule;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*), as amended \_\_\_\_\_ (*insert date(s) of amendment(s), if applicable*).

Solicitation No. - N° de l'invitation  
C1111-140772/A  
Client Ref. No. - N° de réf. du client  
C1111-140772

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn445 C1111-140772

Buyer ID - Id de l'acheteur  
hn445  
CCC No./N° CCC - FMS No./N° VME

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## 11. SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
B1505C	Shipment of Hazardous Materials	16/06/06
D9002C	Incomplete Assemblies	30/11/07

### 11.1 Shipping Instructions - Delivery at Destination

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

Delivered Duty Paid (DDP) (Ottawa, Ontario) Incoterms 2000 for shipments from a commercial contractor.

## ANNEX "A"

### STATEMENT OF WORK

#### Specifications for the Purchase of LED Christmas Light Strings

##### 1. Introduction

The Department of Canadian Heritage (PCH) is seeking a supplier for the supply and delivery LED Christmas Lights and strings as described herein.

##### 2. Background

As part of the Christmas Lights Program, thousands of Christmas Lights are installed along Confederation Blvd annually.

Due to design requirements and also due to wear and tear on the strings and lights, a percentage of the strings and lights need to be replaced. This percentage varies from year to year depending on the design requirements and the wear and tear.

##### 3. Scope

Purchase of Lights and Strings for Christmas Lights 2015.

##### 4. Requirements

###### 4.1 Tasks, Activities, Deliverables and Milestones

The LED Christmas Lights to be provided shall meet the following:

- Each light shall be an LED C9 (E17) removable bulb.
- The light cover shall be a multi-faceted “*strawberry type*” cover.
- Each bulb must be a minimum total of .48 watts and 120 volts and a maximum of 1.2 watts per bulb.
- The bulbs must be ULC and/or CSA approved.
- All items must be new.
- All items must meet Ontario and Canadian electrical standards certifications.
- All colours must match existing colours.
- Quantities and colours required are:

###### 4.1.1 These colours are available from current commercial stock. See section 1.3 for colour sample for matching.

- 1800 x Clear/Cool White
- 6500 x Clear/Warm White
- 13000 x Red
- 15000 x Green
- 12500 x Blue

- 1000 x Mauve
- 29000 x Gold
- 7350 x Orange

**4.1.2** The following colours are to be custom manufactured to match the colours below. The colours are from the Roscolux line of gel from Rosco. See section 1.3 for a colour swatch.

- 6750 x Roscolux 2005 Storaro Cyan
- 7250 x Roscolux 4430 CalColor 30 Green
- 5000 x Roscolux 4760 CalColor 60 Magenta
- 7000 x Roscolux 4890 CalColor 90 Pink

#### **4.2 Strings for Christmas Lights Requirements**

The Strings for Christmas Lights shall meet the following requirements:

- Strings shall be fitted for 25 bulbs with one foot spacing.
- Strings must be either green or black in colour
- Strings must be ULC and/or CSA approved
- Strings must meet Ontario and Canadian electrical standards certifications.
- All items must be new
- 3500 strings are required

#### **4.3 Colour Sample for conformity**

Further information on these colours including colorimetric data can be found at  
<http://www.rosco.com/filters/roscolux.cfm>

### **5 Location of Work, Work site and Delivery Point**

Items must be delivered to the warehouse located at 84 Bayview Road, Ottawa, Ontario, K1Y 4L6.

Warehouse hours: Monday to Friday from 7:30 a.m. to 3:30 p.m.

### **6. Project Schedule**

Supplier is requesting to deliver equipment no later than March 31, 2015.

Solicitation No. - N° de l'invitation  
C1111-140772/A  
Client Ref. No. - N° de réf. du client  
C1111-140772

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn445 C1111-140772

Buyer ID - Id de l'acheteur  
hn445  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX B

### PRICING SCHEDULE

All prices must be firm in Canadian dollars, Delivered Duty Paid (Ottawa, Ontario), Goods and Services Tax or the Harmonized Sales Tax extra.

#### 1. CHRISTMS LIGHTS AND STRINGS

The bidder must provide Firm Unit Prices along with a Firm Lot Price for the following list of Christmas Lights and Strings. These prices will include delivery to destination.

<i>Description</i>	<i>Qty.</i>	<i>Unit Price</i>	<i>Extended Price</i>
Clear/Cool White bulb	1800		
Clear/Warm White bulb	6500		
Red bulb	13000		
Green bulb	15000		
Blue	12500		
Mauve bulb	1000		
Gold bulb	29000		
Orange bulb	7350		
Roscolux 2005 Storaro Cyan	6750		
Roscolux 4430 CalColor Green	7250		
Roscolux 4760 CalColor 60 Magenta	5000		
Roscolux 4890 CalColor 90 Pink	7000		
25 bulb light string at 1 foot spacing	3500		

**FIRM LOT PRICE \$** \_\_\_\_\_

**TOTAL FIRM LOT PRICE \$** \_\_\_\_\_

#### 2. OPTION

##### 2.1 AIR FREIGHT CHARGES

The bidder must provide a Firm Lot Price to expedite the delivery to Air Freight charges to destination.

**Estimated Delivery:** \_\_\_\_\_ **Days**

**FIRM LOT PRICE \$** \_\_\_\_\_