

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
Réception des soumissions - TPSGC / Bid
Receiving - PWGSC
1550 Avenue d'Estimauville
1550 D'Estimauville Avenue
Québec
Québec
G1J 0C7

**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 MDN - Tableaux électr. extérieurs	
Solicitation No. - N° de l'invitation W0106-14W741/A	Date 2015-02-16
Client Reference No. - N° de référence du client W0106-14W741	
GETS Reference No. - N° de référence de SEAG PW-\$QCW-028-16336	
File No. - N° de dossier QCW-4-37266 (028)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-31	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: Simoneau, Steve	Buyer Id - Id de l'acheteur qcw028
Telephone No. - N° de téléphone (418) 649-2816 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Montreal, St-Jean-sur-le-Richelieu and Valcartier Garrisons	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

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

Issuing Office - Bureau de distribution

TPSGC - PWGSC
601 - 1550 Avenue d'Estimauville
Québec
Québec
G1J 0C7

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File No. - N° du dossier
QCW-4-37188

CCC No./N° CCC - FMS No./N° VME

TITLE: EXTERNAL DISPLAY BILLBOARDS (LED)

PART 1 - GENERAL INFORMATION

1.1 Requirement

The Department of National Defence (DND) – Valcartier, Montreal and St-Jean Garrisons, has a requirement for the supply, delivery and connection of six (6) external display billboards using LED technology, in accordance with the specifications of Annex A.

1.2 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.

1.3 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT) and the World Trade Organization Agreement on Government Procurement (WTO-AGP).

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 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.

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.

2.1.1 SACC Manual Clauses

Condition of Material - Bid (2014-06-26) B1000T

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 by e-mail to the Contracting Authority steve.simoneau@tpsgc-pwgsc.gc.ca, 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 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

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copy)

Section II: Financial Bid (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) (<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.

3.2 Exchange Rate Fluctuation

C3011T ([2013-11-06](#)), Exchange Rate Fluctuation

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

4.1.1.1 Mandatory Technical Criteria

- a) The bidder must fill out and include with its proposal, the table of mandatory specifications of the requirements described at Annex B.
- b) The bidder must include with its proposal the datasheets of the products offered at Annex B – Mandatory requirement.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price. Bidders must submit their financial bid in accordance with the Basis of Payment at Annex C. The total amount of Applicable Taxes must be shown separately. Bidders must fill out and include with their proposal the Annex C - Basis of Payment.

4.2. Basis of Selection

A bid must comply with the requirements of the bid solicitation including the Annex A - Statement of Requirement and meet all mandatory technical evaluation criteria of the Annex B 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 associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, 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 Certifications Required Precedent to Contract Award

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist 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

6.1 Security Requirement

There is no security requirement applicable to this Contract.

6.2 Statement of Requirement

The Department of National Defence (DND) – Valcartier, Montreal and St-Jean Garrisons, has a requirement for the supply, delivery and connection of six (6) external display billboards using LED technology, in accordance with the specifications of Annex A.

6.3 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.

6.3.1 General Conditions

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

6.4 Delivery Date

6.4.1 The requirement must be received no later than 10 weeks after contract award.

6.4.2 Subsequent Installation

The contractor who supplied the billboards must make the connection, configuration and testing at the following sites. (Nota: All external display billboards will be installed by the DND)

- a. Valcartier Garrison, Courcellette, Québec, G0A 4Z0
- b. Montreal Garrison, 6560 Hochelaga, Montréal, Québec, H1N 1X9
- c. Saint-Jean Garrison, 25 Grand-Bernier Sud, Richelain, Québec, J0J 1R0

This need must be met between contract award and March 31, 2016

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Steve Simoneau
Title: Supply Agent
Public Works and Government Services Canada
Acquisitions Branch
Address: 1550, av d'Estimauville
Quebec, Quebec
G1J 0C7
Telephone: 418-649-2816

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Facsimile: 418-648-2209

E-mail address: steve.simoneau@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.

6.5.2 Technical Authority

The Technical Authority for the Contract is:

(Will be completed by Canada at the time of contract award)

The Technical 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.

6.5.3 Contractor's Representative

General enquiries:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

Delivery follow-up:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in four (4) steps, as specified in Annex C for a cost of \$ _____ (insert the amount at contract award). FOB Destination, Customs duties are included and Applicable Taxes are extra.

6.6.2 Payment steps

- 1- Upon reception and acceptance of goods
- 2- Following the completion of the connection, configuration, testing and training carried out at different sites.

6.6.3 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

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

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

9. Applicable Laws

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

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 - Goods (Medium Complexity)
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Mandatory requirements
- (e) Annex C, Basis of Payment

11. SACC Manual Clauses

[Excess Goods \(2006-06-16\) B7500C](#)

12. Delivery Instructions

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For Valcartier :

Escadron des transmissions
Valcartier
Bâtisse 501
CP 1000 succ forces
Courcelette Qc G0A 4Z0

For St-Jean :

Escadron des Transmissions O St-Jean
Comptoir de services St-Jean
1 Chemin du Grand-Bernier Sud
Richelain, Qc
J0J 1R0

For Montréal* :

Esc Trans OUEST, Hangar 1 Sud
6363 Notre-Dame Est
Montréal QC
H1N 3B9

* In regards to Montreal:

The contractor must contact the Montreal service desk at 514-252-2777, ext: 4989, one day prior so the department can advise the guards in advance (appointments only).

Upon the arrival of the delivery,

Lorsque le livreur arrivera à la Guérite de Montréal, il devra indiquer qu'il a un rendez-vous avec le comptoir de service de l'Escadron des Transmissions et demander que la Guérite nous contacte au 4989.

ANNEX A - STATEMENT OF REQUIREMENT

1. TITLE

External L.E.D. Display billboards

2. BACKGROUND

As part of the modernization of internal means of disseminating the information within the 2nd Canadian Division (2 Cdn Div), the Department of National Defence (DND) needs external display billboards.

3. SCOPE

The purpose of this document is to provide the general and specific requirements relating to the full and satisfactory completion of a need related to external advertising in the garrisons of the 2nd Canadian Division (2 Cdn Div) of the Department of National Defence (DND).

4. DELIVERABLES

4.1	DESCRIPTION	QUANTITY
4.1.1	External billboard with L.E.D. display technology. Including: 4.1.1.1 The operating software and its configuration. 4.1.1.2 Support and Maintenance (S&M): a) for 2 years on the software, the parts, labor with: b) a 2-years extension option on the software, the parts and labor 4.1.1.3 Compliance requirements test report 4.1.1.4 On-Site Training for Users 4.1.1.5 On-Site Training for Administrators	6

5. DOCUMENTATION

5.1 After the contract award, the contractor shall provide in French and English with each billboard:

- A user manual,
- A maintenance manual and;
- An administrator manual.

6. CONSTRAINTS

6.1 Training

The contractor will provide, in French, training for users and training for administrators at each of the sites.

This need will be satisfied between contract award and March 31, 2016 (subsequent installation clause).

6.2 Installation

The supplier will perform the connexion, the configuration and the tests at the following sites: (Note: the billboards will be installed on each structure by DND)

- a) Valcartier Garrison, Courcelette QC G0A 4Z0
- b) Montreal Garrison, 6560 Hochelaga Street, Montreal QC H1N 1X9
- c) Saint-Jean Garrison, 25 Grand Bernier Sud, Richelain QC J0J 1R0

This need will have to be satisfied between contract award and March 31, 2016.
(subsequent installation clause)

6.3 Installation sites

1. Billboard #1 Valcartier

Location: Valcartier Garrison's main entrance near Defence Research and Development Canada (DRDC). The billboard can be seen when exiting the garrison.

2. Billboard #2 Valcartier

Location : Valcartier Garrison's second entrance near Personal married quarters (PMQ) on Rochon Street.

3. Billboard #3 Valcartier

Location: Valcartier Garrison's rear entrance near Saint-Gabriel-de-Valcartier.

4. Billboard #1 Montreal

Location: Montreal Garrison's main entrance on Hochelaga Street.

5. Billboard #1 Saint-Jean

Location: Saint-Jean Garrison's main entrance on Grand-Bernier Street. The billboard can be seen when entering the garrison.

This billboard is in fact made of 2 billboards mounted back-to-back. The contractor will have to consider a frame and all the necessary connections for the installation of a second billboard (point 6) in the same frame. (See the following point).

6. Billboard #2 Saint-Jean

Location: Saint-Jean Garrison's main entrance on Grand-Bernier Street. The billboard can be seen when entering the garrison.

- i) This screen is the second screen that will be installed in the same frame as the one stated in the previous point (point 5).

ANNEX B - MANDATORY REQUIREMENTS

Each billboard should have **at least** the following characteristics:

Frame

5.1	Mandatory criterias	Compliant	Not compliant	Reference*
5.1.1	Must be sealed and must be weatherproof.			
5.1.2	Must be functional at all times (24 hours 24, 7 days 7).			
5.1.3	Must operate autonomously in the event of a network failure. The screen must have a "media player" which will act as memory.			
5.1.4	a) Must be of a minimum height of 3 feet and a maximum of 4 feet. b) Must be of a minimum width of 8 feet and a maximum width of 9 feet.	a) b)	a) b)	a) b)

Screen

5.2	Mandatory criterias	Compliant	Not compliant	Reference*
5.2.1	Must be of type L.E.D. (Light Emitting Diodes).			
5.2.2	Must have a real distance between pixels of 15 mm or less; a proposal that identifies a virtual distance will not be accepted.			
5.2.3	Must have SMT pixels (Surface Mount Technology) 3 in 1; a proposal with pixel consists of 3 L.E.D. (1 red L.E.D., 1 blue L.E.D. and one green L.E.D.) will not be accepted.			
5.2.4	Must be able to operate in temperatures ranging from -30 ° C to 55 ° C (degrees Celsius).			
5.2.5	Must provide a horizontal view angle of 120 degrees or more.			
5.2.6	Must provide a vertical view angle of 90 degrees or more.			
5.2.7	Must provide maximum brightness, between 5000 and 6500 nits without boosting L.E.D.			
5.2.8	Must operate on a 110V circuit 15A.			
5.2.9	Must include an integrated temperature sensor			
5.2.10	Must have a TCP / IP Ethernet connectivity			

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Software

5.3	Mandatory criterias	Compliant	Not compliant	Reference*
5.3.1	Must allow the operations department to display in color: a) Text messages in the form of a scrolling or fixed text band; b) Logos; and c) video advertisements.	a) b) c)	a) b) c)	a) b) c)
5.3.2	Must allow the controller of the display to change the display contents himself. The manager is not a person specialized in informatics, it is imperative that the digital solution provides an interface permitting to create templates.			
5.3.3	Must allow changing the wallpaper to put a logo and / or a moving image.			
5.3.4	Must be able to display the temperature received from the sensor (ref 5.2.9)			
5.3.5	Must be compatible with Windows 7 and run on a TCP / IP Ethernet network.			
5.3.6	Must provide access to account management.			

*: Please specify where the appropriate information is located in the documentation provided with your proposal. **It is suggested that bidders take the mandatory requirements in sufficient depth in their proposal. Proposals that do not meet the mandatory requirements will be deemed non-compliant and therefore rejected.** The proposal will be evaluated solely on its content. The bidder must demonstrate how he meets all the mandatory requirements.

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ANNEX « C » BASIS OF PAYMENT

A. Billboards (See Annex A : 4.1.1.1 and 4.1.1.2a))

Article	Description	Quantity	Unit of measure	Unit price (CAD\$)	Calculated price (CAD\$)
1	LED Billboards	6	unit	_____ \$	_____ \$
TOTAL Excluding GST and QST					_____ \$

B. Installation and Training (See Annex A : 4.1.1.3, 4.1.1.4 and 4.1.1.5)

Article	Location	Unit price (CAD\$)	Calculated price (CAD\$)
2	Valcartier Garrison	_____ \$	_____ \$
3	Montreal Garrison	_____ \$	_____ \$
4	St-Jean Garrison	_____ \$	_____ \$
TOTAL Excluding GST and QST			_____ \$

C. 2-year extension option for the Support and Maintenance (S&M) on the software, the parts and labor. (See Annex A : 4.1.1.2b)

Article	Description	Quantity	Duration	Unit price (CAD\$)	Calculated price (CAD\$)
5	Extension Option (S&M)	1	2 years	_____ \$	_____ \$
TOTAL Excluding GST and QST					_____ \$

TOTAL BIDDING AMOUNT (A+B+C) Excluding GST and QST	_____ \$
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