

**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**

<b>Title - Sujet</b> Voltage and Frequency Converter	
<b>Solicitation No. - N° de l'invitation</b> W7701-166056/A	<b>Date</b> 2015-06-25
<b>Client Reference No. - N° de référence du client</b> W7701-166056	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCL-029-16452	
<b>File No. - N° de dossier</b> QCL-5-38050 (029)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-08-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Champoux, Nicolas	<b>Buyer Id - Id de l'acheteur</b> qcl029
<b>Telephone No. - N° de téléphone</b> (418) 649-2821 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> RDDC -R ET D DEFENSE CANADA-VALCARTIER DRDC- DEFENCE R & D CANADA-VALCARTI 2459 ROUTE DE LA BRAVOURE BÂTISSE 53 QUEBEC Québec G3J1X5 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  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<b>Delivery Required - Livraison exigée</b> VOIR DOC	<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</b> <b>(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>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with the requirement.

### **1.2 Requirement**

#### **Title**

**Ruggedized tri-phase input to tri-phase output voltage and frequency converter**

#### **Background**

DRDC – Valcartier research centre needs a voltage converter in order to conduct field trials in Europe. The converter will be used to adapt European to North-American electrical standard.

#### **Requirement**

**Provide and deliver to DRDC – Valcartier one (1) ruggedized tri-phase input to tri-phase output voltage and frequency converter with remote DC programming for voltage and frequency. Must come with a display of RMS voltage and frequency.**

The Contractor must provide the requirement with the following specifications:

- Minimum power of 20000 VA
- Electrical input: 230/400 (+/- 10%) VAC, 3- phase, frequency range : 47-63 Hz
- Electrical output: 120 VAC (+/- 3%) , L-N 3-phase isolated, frequency: 60 Hz (+/- 3%)
- Unit must come in a ruggedized cabinet to be used in an area with shocks and vibrations (e.g. with shocks).
- Unit must have a display of RMS voltage and frequency
- Maximum dimensions of 1 m x 1 m x 1 m
- Maximal weight of 250 kg

#### **Delivery Date**

All the deliverables must be received **on or before 60 days after contract award.**

#### **Additional Informations**

As per the Integrity Provisions under section 01 of Standard *Instructions 2003*, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the *Supply Manual* for additional information on the Integrity Provisions.

### **1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be 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 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** (2014-09-25) 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 B1000T (2014-06-24), Condition of Material - Bid**

### **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 two (2) 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 copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<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.

##### **3.1.1 Exchange Rate Fluctuation**

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

##### **3.1.2 SACC Manual Clauses**

#### **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

##### 4.1.1.1 Mandatory Technical Criteria

Any bidder must submit the technical specifications with its bid, or any official document relating to the proposed equipment, in order to demonstrate that the proposed equipment meets all technical requirements listed at the table below.

**Any proposal that does not clearly demonstrate compliance with each of the technical requirements listed in the “Mandatory Technical Criteria” table will be considered non-responsive.**

	MANDATORY TECHNICAL CRITERIA	MET	NOT MET
M1	Minimum power of 20000 VA		
M2	Electrical input: 230/400 (+/-10%) VAC, 3- phase, frequency range : 47-63 Hz		
M3	Electrical output: 120 (+/- 3%) VAC, L-N 3-phase isolated, frequency: 60 (+/- 3%) Hz		
M4	Unit must come in a ruggedized cabinet to be used in an area with shocks and vibrations (e.g. with shocks).		
M5	Unit must have a display of RMS voltage and frequency		
M6	Maximum dimensions of 1 m x 1 m x 1 m		
M7	Maximal weight of 250 kg		

#### 4.1.2 Financial Evaluation

The price of the bid will be evaluated as follows:

- (i) Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
- (ii) Bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor to the bids submitted in foreign currency.

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- (iii) Bidders must provide prices DDP DRDC - Valcartier (Incoterms 2000). Bids will be assessed on a DDP (Incoterms 2000) basis.

## **4.2 Basis of Selection**

### **4.2.1 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 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 Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### **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](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**

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

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to this Contract.

### **6.2 Requirement**

The Contractor must provide one (1) ruggedized tri-phase input to tri-phase output voltage and frequency converter in accordance with the Requirement at 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 (2014-11-27), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Delivery Date**

All the deliverables must be received **on or before 60 days after contract award**.

#### **6.4.2 Delivery Address**

All deliverables must be received at:

Defence Research and Development Canada –Valcartier Research Centre  
Building 53  
2459 Bravoure Road  
Quebec, Quebec G3J 1X5  
Canada

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

**Nicolas Champoux**  
**Supply Officer**  
**Public Works and Government Services Canada**  
**Acquisitions Branch**

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**1550, D'Estimauville Avenue  
Québec (Québec) G1J 0C7**

**Telephone: (418) 649-2821**  
**Facsimile: (418) 648-2209**  
**E-mail: nicolas.champoux@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.

### 6.5.2 Technical Authority

The Technical Authority for the Contract is :

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
Email : \_\_\_\_\_

The Technical Authority named above 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 Technical Authority, however the Technical 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

Name : \_\_\_\_\_

Title : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
E-mail : \_\_\_\_\_

### 6.5.4 Contact at Customer Department

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

Customer Department : \_\_\_\_\_  
Name : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
Email : \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment - Firm Unit Price

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In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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

### **6.6.2 Single Payment**

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

### **6.6.3 Shipping Instructions - Delivery at Destination**

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

Delivered Duty Paid (DDP) Defence Research and Development Canada - Valcartier, Incoterms 2000 for shipments from a commercial contractor.

### **6.7 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:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### **6.8 Certifications**

**6.8.1** 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.

### **6.9 Applicable Laws**

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

### **6.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2014-11-27), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ .

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## **6.11 Defence Contract**

SACC Manual clause A9006C (2008-05-12) Defence Contract

## **6.12 SACC Manual Clauses**

G1005C (2008-05-12), Insurance

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## ANNEX A

### REQUIREMENT

#### TITLE

#### Ruggedized tri-phase input to tri-phase output voltage and frequency converter

#### 2. BACKGROUND

DRDC – Valcartier research centre needs a voltage converter in order to conduct field trials in Europe. The converter will be used to adapt European to North-American electrical standard.

#### 3. ACRONYMS

DRDC	Defence Research and Development Canada
VA	Volt-Ampère
VAC	Volt alternative current
L-N	Line-neutral
RMS	Root mean square

#### 4. APPLICABLE DOCUMENTS & REFERENCES

None

#### 5. REQUIREMENT

##### 5.1 Provide and deliver to DRDC – Valcartier one (1) ruggedized tri-phase input to tri-phase output voltage and frequency converter with remote DC programming for voltage and frequency. Must come with a display of RMS voltage and frequency.

The Contractor must provide the requirement with the following specifications:

- Minimum power of 20000 VA
- Electrical input: 230/400 (+/- 10%) VAC, 3- phase, frequency range : 47-63 Hz
- Electrical output: 120 VAC (+/- 3%) , L-N 3-phase isolated, frequency: 60 Hz (+/- 3%)
- Unit must come in a ruggedized cabinet to be used in an area with shocks and vibrations (e.g. with shocks).
- Unit must have a display of RMS voltage and frequency
- Maximum dimensions of 1 m x 1 m x 1 m
- Maximal weight of 250 kg

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## ANNEX B

### BASIS OF PAYMENT

#### **1. Ruggedized tri-phase input to tri-phase output voltage and frequency converter**

Item	Description	Qty	Total Firm Price	Currency
1	Ruggedized tri-phase input to tri-phase output voltage and frequency converter in accordance with Annex A	1	_____ \$	
2	Custom duties (if not included in 1.)		_____ \$	
3	Shipping and delivery fees (if not included in 1.)		_____ \$	
<b>TOTAL</b>			_____ \$*	

\*Delivered Duty Paid (DDP) Defence Research and Development Canada - Valcartier, Incoterms 2000 for shipments from a commercial contractor.