

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6  
Bid Fax: (204) 983-0338

**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> Plot Swather	
<b>Solicitation No. - N° de l'invitation</b> 01633-150812/A	<b>Date</b> 2015-10-07
<b>Client Reference No. - N° de référence du client</b> 01633-150812	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-207-9617	
<b>File No. - N° de dossier</b> WPG-5-38126 (207)	<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 2015-11-17</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT	
<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> Parker, LaVona	<b>Buyer Id - Id de l'acheteur</b> wpg207
<b>Telephone No. - N° de téléphone</b> (204) 293-0554 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF AGRICULTURE AND AGRI-FOOD RESEARCH STN P.O.BOX 1000-A 18TH ST & GRANDVALLEY RD R.R.3 BRANDON Manitoba R7A5Y3 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**

Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<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</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 Requirement**

The requirement is detailed under Article 2 of the resulting contract clauses.

### **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 from 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), and the Agreement on Internal Trade (AIT).

## **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 (2015-07-03) 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 Condition of Material (2014-06-26)

### **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 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

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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 Manitoba.

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.

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### 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

- (a) Ability to perform the full scope of work s described in Annex A, Requirement
- (b) Provision of pricing as detailed in Annex B, Basis of Payment

#### 4.1.2 Financial Evaluation

SACC *Manual* Clause A0220T (2014-06-26), Evaluation of Price

### 4.2 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 will be recommended for award of a contract.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

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## 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

## 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### 5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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.

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## 6.2 Requirement

The Contractor must provide the items detailed under 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 (2015-09-03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

## 6.4 Term of Contract

### 6.4.1 Delivery Date

While delivery is **MANDATORY** by March 31, 2016, the best delivery that could be offered is \_\_\_\_\_.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: LaVona Parker  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 100-167 Lombard Avenue  
Winnipeg, Manitoba R3B 0T6

Telephone: 204-293-0554  
Facsimile: 204-983-7796  
E-mail address: Lavona.parker@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 Project Authority

The Project Authority for the Contract is:

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

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Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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 a firm price, as specified in Annex B for a cost of \$ \_\_\_\_\_. 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 (2008-06-12) Single Payment

### 6.6.3 SACC Manual Clauses

C2000C 2007-11-30 Foreign Based Contractor

C2605C 2008-05-12 Canadian Customs Duties and Sales Tax –Foreign – Bases Contractor

## 6.8 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.

Invoices must be distributed as follows:

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

## **6.9 Certifications**

### **6.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

### **6.10 Applicable Laws**

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

### **6.11 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 (2015-09-03), General Conditions – Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_.

### **6.12 SACC Manual Clauses**

A9049C	(2011-05-10)	Vehicle Safety
B7500C	(2006-06-16)	Excess Goods
C5201C	(2008-05-12)	Prepaid Transportation Costs
D5328C	(2014-06-26)	Inspection and Acceptance
G1005C	(2008-05-12)	Insurance

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## **ANNEX "A"**

### **REQUIREMENT**

Agriculture and Agri-Foods Canada has a requirement for the supply and delivery of one (1) plot swather.

The plot swather must conform to all applicable laws, regulations and industrial standards governing manufactures, safety, noise levels, and pollution in effect in Canada at the time of manufacture.

A complete list of mandatory performance specifications are detailed below in the Compliance Matrix.

### **COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICIATIONS**

A complete list of mandatory performance specifications are detailed in the Compliance Matrix.

1. Bidders **MUST** show compliance by addressing each Performance Specification in the Compliance Matrix, whether the product offered “meets” or “doesn’t meet”.
2. Bidders are to clearly demonstrate compliance with the mandatory performance specifications. Bidders **MUST** respond with complete specifications and/or descriptive literature of the equipment being offered.
3. The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specification and/or literature is not submitted as requested, the Contracting authority will so inform the Bidder and provide the Bidder with a timeframe within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.
4. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.
5. Bidders must address any concerns with the Performance Specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet the minimum mandatory performance specifications will result in your proposal being deemed non-responsive, and given no further consideration in the evaluation process.

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**Compliance Matrix – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS**

	<p>Completion and submission of the Mandatory Performance Specification is required to be considered responsive and for your bid to be given further consideration.</p> <ol style="list-style-type: none"> <li>1. Bidders must record whether they meet (YES) or not meet (NO) for each of the specifications.</li> <li>2. Bidders must cross reference where in their technical bid, the technical specification is located.</li> </ol> <p>Where you have indicated compliant, provide the specification being offered which meets or exceeds and cross reference as to where the supporting documentation is found within your proposal. If there is insufficient space in the table, assign SIR# (Supplementary Information Reference) and provide the appropriate details on a separate page in your proposal. Where published supporting documentation is not available in the form of a brochure, technical data sheet etc., mark in the table "certification by signature"</p>		
	<p>All work and materials herein specified must meet and maintain minimum Canadian and Provincial certifications(s) and approval(S) as applicable by Industry Standards.</p>		
Item		Bidders Response: Indicate how they meet the specifications addressed below/cross reference where this technical specification is indicated in their bid documentation.	Compliant Yes/no
1	Minimum 40HP liquid cooled engine		
2	Variable speed hydrostatic transmission with range of 0-10KPH		
3	Minimum of two wheel drive maximum of 4 wheel drive		
4	Minimum clearance of the unit above the ground 1m		
5	Minimum tracking width of 1.75m from centre line of tires, with dividing width of 2.05m		
6	The power unit must be equipped with a quick attach system and hydraulic couplers that would allow separation of the power unit from the header unit, and a park brake		
7	2.25m front mount swather attachment with a sickle cutting system, and a pair of floating crop dividers on each end of the header unit. Replacement knife sections and guards must be commercially		

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	available for future purchase within Canada. Height and pitch of the swather header must be ajustable		
8	Header to be equipped with left and right hand drapers which allow an adjustable throat opening range from 0.9 – 1.3m. Draper speed mus be adjustable		
9	4-5 bat hydraulically driven pickup reel with adjustable speed, and hydraulically adjustable reel height		
10	Adjustable swath roller to effectively form a swath		
11	Must be a power unit that can accommodate additional attachments in the future, including a 12' front mount swather attachment and 3pt hitch sprayer		
12	Plot –swather to be pre-serviced and field ready when delivered		
13	Video and/or manuals must be included to explain/demonstrate use		
14	List of major parts and operational needs (e.g. required pressures etc)		
15	Must include 12 month warranty		

**Bidder certifies that the product meets the minimum performance requirements above.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Solicitation No. - N° de l'invitation  
01633-150812/A  
Client Ref. No. - N° de réf. du client  
01633-150812

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-5-38126

Buyer ID - Id de l'acheteur  
wpg207  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "B"

### BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified below. Applicable taxes are extra, if applicable, and to be shown as a separate item on any resulting invoice.

Pricing must be firm unit price including all costs associated with providing the requirement in accordance with the requirement at Annex A, including all shipping and off-loading charges, FOB destination.

### Mandatory delivery date of March 31, 2016.

Note: bids will be evaluated in CAD funds using the Bank of Canada conversion rate on bid closing date.

item	Description	Qty	Unit of Issue	Unit Price indicate if bid is in CAD or USD
1	<b>Plot Swather</b> in accordance with the mandatory performance specifications detailed in Annex A – Compliance Matrix.  All inclusive pricing including random taxes, levy taxes, tire taxes, warranty etc.	1	each	
2	<b>Delivery including freight and offloading charges, FOB destination</b>	1	each	
			<b>Sub-Total</b>	
			<b>Applicable Taxes</b>	
			<b>Total</b>	