



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**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**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Rigger Packing Tables	
<b>Solicitation No. - N° de l'invitation</b> W2037-160049/A	<b>Date</b> 2015-11-06
<b>Client Reference No. - N° de référence du client</b> W2037-16-0049	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-620-6713	
<b>File No. - N° de dossier</b> KIN-5-44112 (620)	<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 2015-12-21</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Porter, Marta M.	<b>Buyer Id - Id de l'acheteur</b> kin620
<b>Telephone No. - N° de téléphone</b> (613) 483-6084 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Canadian Army Advanced Warfare Center Support Company 15 Westwin Ave. Canadian Forces Base Trenton P.O. Box 1000 Stn. Forces Astra ON., K0K 3W0	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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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kin620  
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

The Department of National Defence, Canadian Army Advanced Warfare Centre (CAAWC), CFB Trenton requires a Contractor to supply and install 14 Rigger Tables and remove 12 current Rigger Tables as per Annex "A" – Requirement.

### **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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### **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 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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 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**

### **3.1 Bid Preparation Instructions**

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

Section I: Financial Bid (1 hard copy)

Section II: 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: 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

#### **Section II: 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 Financial Evaluation**

To be responsive the Bidder must:

- 1) Provide a Firm Unit price for **all** items listed in Annex A – Basis of Payment.
- 2) Not alter the format of the Basis of Payment in Annex A.

The Bidder's Firm Unit Price will be multiplied by the quantity to calculate the extended Firm Unit Pricing.

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection**

A bid must comply with all requirements of the bid solicitation 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.

### **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](#) website.

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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 Department of National Defence, Canadian Army Advanced Warfare Centre (CAAWC), CFB Trenton requires a Contractor to supply and install 14 Rigger Tables and remove 12 current Rigger Tables as per Annex "A" – Requirement.

### 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) (<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

All the deliverables must be received on or before March 31, 2016.

#### 6.4.2 Shipping Instructions – FOB Destination and DDP

Incoterms 2000 "DDP Delivered Duty Paid" CFB Trenton, Astra Ontario.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Marta Porter  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 86 Clarence Street, 2<sup>nd</sup> Floor  
Kingston ON., K7L 1X3  
Telephone: 613-547-7587 Cell: 613-483-6084  
Facsimile: 613-545-8067  
E-mail address: marta.porter@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 *(To be entered upon Contract Award)***

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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 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 *(To be entered by the Bidder)***

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 firm unit prices, as specified in Annex A for a cost of \$ \_\_\_\_\_ (***insert the amount at contract award***). 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 Limitation of Price**

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

#### **6.6.3 Single Payment**

SACC Manual clause H1000C (2008-05-12) Single Payment

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## 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 below for certification and payment:

Combat Training Centre, 5 CDSB Gagetown

CTC Contracts, H16 Rm 312

PO Box 17000 Stn Forces

E2V 4J5

## 6.8 Certifications

### 6.8.1 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.

## 6.9 Applicable Laws

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

## 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 (2015-07-03) Goods – Medium Complexity;
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ .

## **ANNEX "A"**

### **REQUIREMENT**

#### **1. AIM**

- 1.1 The Department of National Defence (DND) requires a Contractor to supply and install Rigger tables and remove current Riggers tables in support The Canadian Army Advanced Warfare Centre (CAAWC).

#### **2. BACKGROUND**

- 2.1 In order to allow CAAWC to pack and rig the new parachute systems but also maintain the capability to pack and rig the older parachute systems there is a requirement for new Rigger packing tables that meet the specific requirements for both parachute systems. The current tables in use are primarily used to pack and rig the current parachute system (CT-1 and CR-1) but do not meet the standards for the new parachute system (T-11). The current table unit needs to be removed and replaced with a product that will meet our current operational demands and standards.

#### **3. SCOPE**

- 3.1 The Contractor must supply, deliver and install fourteen (14) Rigger tables to CFB Trenton as well as the removal and disposal of the current in use twelve (12) tables no later than 31 March 2016.

#### **4. MINIMUM MANDATORY TECHNICAL REQUIREMENTS**

- 4.1 The Contractor must provide fourteen (14) Rigger tables meeting the following specifications:
- 4.1.1 Length: 48' (+/- 1").
  - 4.1.2 Width: 3' (+/- 1").
  - 4.1.3 Height: Adjustable manually from 30" to 42" with a maximum spacing of 2" between adjustment settings.
  - 4.1.4 Sectioning: Individual tables are to be in four individual section of 12' capable of joining together to create one table of 48'.
  - 4.1.5 Table tops to be made of a solid maple or oak wood (min 1" thick) and have a minimum four (4) applications of furniture grade varnish/finish.
  - 4.1.6 Table tops must be stained with a solid clear medium brown colour (no gloss) and must be consistent across all fourteen (14) tables.
  - 4.1.7 Table top edges must be rounded to a radius of 1.25" – 1.75". When sectioned in order to create the 48' length, only the far ends shall be rounded in order to prevent mid table snags.
  - 4.1.8 Table surfaces must be smooth, seamless, and free of any slivers or burrs which could snag parachute canopy material (nylon).
  - 4.1.9 Tables must have a 4" drop edge underneath, located 2" from the edge of the table top.
  - 4.1.10 Must have Integrated 1/2" thick rubber mat for harness and chute bag landing pad to avoid damage from hardware on the harness at both ends of the table unit (6' of rubber mat at each end). Mat must be level and make seamless transition with the hard wood surface. (See figure 1)

- 4.1.11 Table legs must be constructed with a durable metal, have a smooth surface with no snagging point and capable of supporting a load of 1000lbs per table segment. They must have solid footings that are capable of, if required, being bolted into the floor for stability. A cross beam securing the legs to each other under the table is also required for additional support. All nuts, bolts, large screws or parts thereof must face inward, under the table in order to avoid snaring the parachutes. The table legs and component must be maroon in colour.
- 4.1.12 Must have four wooden attachment points on the right side of the table which will allow the attachment of 4 packing paddles. Attachment points are measured from the top end of the table; located at 5', 10', 14', and 19'. Attachment points are to measure 3"L x 1.5"W x 1.25"D. (see Figure 2).
- 4.1.13 Must have two brackets located on the right side of the table which will allow the attachment of two webbing rolls. Separate brackets are to be placed 1' from top end and 7' from bottom end of the table. Bracket must be capable of supporting a roll of webbing 8"L x 6"W x 6"D. (see Figure 3).
- 4.1.14 Each 48' table must have one soft closing drawer mounted under the table. The drawer will be located on the right side of the table, 2' from the bottom end of the table. Dimension (36"L x 16"W x 10"H).
- 4.1.15 All products must be fabricated and manufactured from new material, free of defects.
- 4.2 The Contractor must remove and dispose of the current in use twelve (12) tables as for the following specification and guidelines:
  - 4.2.1 Current tables have similar dimensions as for the tables being requested. They are made of wood with metal legs and come apart into four separate smaller tables.
  - 4.2.2 If repurposed, all insignia, symbols, labels or other material with departmental affiliation must be removed. In recognizing that DND considers these tables life cycle expired, DND takes no responsibility for future use/misuse once removed from their current location.
  - 4.2.3 If required for transport, the Contractor can break these tables down in their current DND location. Contractor will be required to clean area and remove any and all debris if tables are broke down on-site.
  - 4.2.4 The removal of the current tables will be the complete responsibility of the Contractor in accordance with the environmental Regulations para 5.3.
  - 4.2.5 Old tables will be removed no more than three (3) at a time sequent to the installation of the same number of new replacement tables.

## 5. CONSTRAINTS

- 5.1 Packing and Delivery - Packing and delivery of all materials must be the responsibility of the manufacturer/supplier and must comply with Canadian standards and transport regulations. It is the responsibility of the manufacturer/supplier to ensure products are properly protected and secured from damages during handling and shipping.
- 5.2 Environmental Regulations - All material used in the construction and production of these tables must conform to current Environmental Protection Acts and Regulations. It must conform to Health Canada's acceptable chemical composition levels and be free of environmental contaminants. The Total Volatile Organic Compound (TVOC) content must be less than appropriately labeled in the Proposed Volatile Organic Compound (VOC) Concentration Limits for Certain Products Regulations.
- 5.3 Product Acceptance - Tables will be inspected by the CAAWC Senior Parachute Rigger based of the specifications enclosed within this Statement of Requirement. DND reserves the right to have the Contractor replace any non-compliant materials for exchange at no additional cost to DND.

## 6. INSTALLATION

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- 
- 6.1 It will be the responsibility of the Contractor to install all tables requested under this contract to include the provision of the personnel, tools, equipment and resources required to perform the installation. DND will be responsible for the preparation of and access to the installation sites. There will be no alterations or modifications to current DND building infrastructure performed by the Contractor under this contract
- 6.2 Contractor must deliver and install a maximum of three tables at a time followed by removal of three current tables ensuring DND has eleven functioning tables throughout the installation and removal process. This will minimize the disruption to parachute operation during installation and removal.
7. **DELIVERY ADDRESS** - All products must be delivered to the following address:
- Canadian Army Advanced Warfare Center  
Support Company  
15 Westin Ave.  
Canadian Forces Base Trenton  
P.O. Box 1000 Stn Forces  
Astra, ON K0K 3W0

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## ANNEX "B"

### BASIS OF PAYMENT

**Pricing Instructions (To be removed at time of Contract award):**

*Bidders will provide firm, all-inclusive unit prices in Canadian dollars (exclusive of HST). H.S.T., if applicable, is extra to the price herein and shall be shown on any invoice as a separate item. Customs duties are included.*

**Incoterms 2000 "DDP Delivered Duty Paid" CFB Trenton, Astra Ontario.**

<u>Item</u>	<u>Quantity</u>	<u>Firm Unit Price</u>	<u>Extended Firm Unit Price</u>
<b>Supply, Delivery and Installation Of Rigger Tables</b> <i>(As per the Minimum Mandatory Technical Specifications in Annex "A" - Requirement)</i>	<b>14</b>	\$ _____	\$ _____
<b>Removal and Disposal of Rigger Tables</b> <i>(As per the Minimum Mandatory Technical Specifications in Annex "A" - Requirement)</i>	<b>12</b>	\$ _____	\$ _____