



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

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**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 Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Musical Instruments	
Solicitation No. - N° de l'invitation W3536-160010/A	Date 2015-12-03
Client Reference No. - N° de référence du client W3536-160010	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-008-6981	
File No. - N° de dossier TOR-5-38126 (008)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-15	Time Zone Fuseau horaire Eastern Standard Time EST
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: Brooks, Julie	Buyer Id - Id de l'acheteur tor008
Telephone No. - N° de téléphone (905) 615-2463 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 4 CDSB Petawawa Technical Services LPO Supply Garrison Toronto ON M3K 0A1	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The requirement is detailed under Article 6.2 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.

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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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: Technical Bid (2 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (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.

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

Bidders must provide the instruments in accordance with the Requirement at Annex A.

4.1.2 Financial Evaluation

- a. *SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price
- b. Multiple contracts may be awarded

4.2 Basis of Selection

4.2.1 Basis of Selection – Multiple Items

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an item by item basis 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_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equality/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_equality/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

There is no security requirement applicable to this Contract.

6.2 Requirement

The Contractor must provide instruments 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) (<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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Julie Adler Brooks
Title: Supply Officer Trainee
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region
Address: 480C-33 City Center Drive, Mississauga ON, L5B 2N5

Telephone: 905-615-2463
Facsimile: 905-615-2060
E-mail address: julie.brooks@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: _____
Title: _____
Organization: _____
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.

6.6 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 unit 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 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

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:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

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

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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 (2015-09-03) General Conditions - Goods (Medium Complexity;
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) The Contractor's bid dated _____.

6.11 Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

ANNEX A

REQUIREMENT

All band instruments must be of professional caliber and suitable for parade, concert and small ensemble work.

All instruments must be brand new and have manufacturer warranty

Delivery of instruments should be to Director of Music, GGHG, Captain VanAuken for verification prior to acceptance and payment

1. Drum set x 1

Professional quality
5 piece set with hardware model LC0F57 EWS plus throne model DS840,

Must be: Yamaha Live Custom Emerald Shadow Sunburst

2. Drum set x 1

Professional quality
5 piece set with hardware model LC0F57 BWS plus throne model DS840

Must be: Yamaha Live Custom Black Shadow Sunburst

3. Drum set cases x 2

Professional quality
5 piece set for the drum sets above – 20" BD, 10" Tom, 12" Tom 14" Floor Tom, 14" Snare drum,
Hardware case Roto-molded plastic Black

Must be: Humes and Berg Enduro

4. Cymbal pack x 2

Professional quality
14" Hi Hat, 16" Crash, 18" Crash, 21" Ride cymbal
Hand Hammered

Must be: Sabian HH series

5. Cymbal case x 1

Professional quality
Able to fit 22" cymbal Roto-molded plastic, back with rolling wheels

Must be: Humes and Berg Enduro

6. Bassoon x 1

Professional rating

Select aged Mountain or Red Maple body
French (metal ring) or German (white ring) bell
Natural rubber lining in the wing and small bore of the boot
Key work made of nickel silver with heavy silver plating
Nickel silver water tubes extending into the bore

Must be: Fox Model II

7. Bass Trombone x 1

Professional rating
Key: Bb/F/D/Gb
Bore: .563" bore (LL)
Bell: Yellow Brass Bell 9 ½" diameter
Weight: Heavy
Outerslide: Yellow Brass
Inner slide: Nickel Silver
Finish: Clear Lacquer
In-Line valve system

Must be: Yamaha YBL-830 Xeno series

8. C Piccolo x 1

Professional rating
Key of C
Handcrafted of Premium quality granadilla wood body and head
nickel silver plated keys (silver plated keys)
Split E mechanism

Must be: Yamaha YPC81

9. C Flute x 2

Professional rating
Key of C
Solid Silver
In Line G
B foot joint
Split E Mechanism

Must be: Muramatsu GX

10. C Clarinet x 1

Professional rating
Key of C

Must be: Buffet Prestige RC

11. Set of four tympani x 1

Professional rating
Aluminum Bowl
Folding Pedal Design

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Portable
Remo Renaissance Head
Changeable tuning gauge (American or German set up)
Set of four to include 23", 26" 29" 32"

Must be: Yamaha TP3323 (23"), TP3326 (26"), TP3329 (29") and TP3332 (32")

12. 32" Timpani x 1

Professional rating
Aluminum Bowl
Folding Pedal Design
Portable
Remo Renaissance Head

Must be: Yamaha TP3332 (32")

13. Concert Bass Drum with stand x 1

Professional rating
6-ply Birch shell
Darkwood stain finish 32" Diameter and 14" wide
Stand to be rolling and tiltable

Must be: Yamaha CB7032 with BS7051 stand

14. Xylophone x 1

Professional rating
3 ½ Octaves
Padauk Wood Bars

Must be: Yamaha YX135

15. Baritone Sax x 2

Professional rating
Key of Eb
Yellow brass
Front F, Low A and High F# key

Must be: Yamaha YBS62

16. Trumpet x 6

Professional rating
Key of Bb
Silver plated
Bell 123mm
Bore ML 11.65mm
Heavy weight

Must be: Yamaha YTR8335RSII Xeno Series

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17. Bb Clarinets x 3

Professional rating
Key of Bb
.577" bore
66mm barrel
Premium quality granadilla wood
17 key
6 ring nickel plated keys

Must be: Buffet R13 nickel keys (BC1531)

18. Euphonium x 1

Professional rating
Key Bb
Silver Plated Finish

Must be: Yamaha YEP 642S

19. Eb Clarinets x 1

Professional rating
Key of Eb
Premium quality granadilla wood

Must be: Buffet R13 Eb Clarinet

20. Music Stands, Travel x 20

Professional rating
Able to support stand banner
Metal full 2 score desk (20" wide x 12 ½" high)
Adjustable height
Folding feet
Black

Must be: Manhasset Voyager stand model #52

21. French Horn x 1

Professional rating
Key of F/Bb Full Double
Yellow Brass
Detachable Bell with Krantz
4 Rotary Valves

Must be: Yamaha YHR-867KRD

ANNEX B

BASIS OF PAYMENT

Prices are firm, all inclusive prices in Canadian dollars. Transportation charges are included. Customs, duties and Excise taxes are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

For description of each item, please see Annex A, Requirement.

ITEM #	PRODUCT DESCRIPTION	BRAND NAME/MODEL	QUAN TITY	FIRM UNIT PRICE
1	Drum set	Yamaha Live Custom	1	
2	Drum set	Yamaha Live Custom	1	
3	Drum set cases	Humes and Berg Enduro	2	
4	Cymbal pack	Sabian HH Series	2	
5	Cymbal case	Humes and Berg Enduro	1	
6	Bassoon	Fox Model II	1	
7	Bass Trombone	Yamaha YBL-830 Xeno series	1	
8	C Piccolo	Yamaha YPC81	1	
9	C Flute	Muramatsu GX	2	
10	C Clarinet	Buffet Prestige RC	1	
11	Set of four tympani	Yamaha TP3323 (23"), TP3326 (26"), TP3329 (29"), TP3332 (32")	1	

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12	32" Timpani	Yamaha TP3332 (32")	1
13	Concert Bass Drum with stand	Yamaha CB7032 with BS7051 stand	1
14	Xylophone	Yamaha YX135	1
15	Baritone Sax	Yamaha YBS62	2
16	Trumpet	Yamaha YRT8335RSII Xeno Series	6
17	Bb Clarinets	Buffet R13 nickel keys (BC1531)	3
18	Euphonium	Yamaha YEP 642S	1
19	Eb Clarinets	Buffet R13 Eb Clarinet	1
20	Music Stands, Travel	Manhasset Voyager stand model #52	20
21	French Horn	Yamaha YHR-867KRD	1