



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet MUSICAL INSTRUMENTS	
Solicitation No. - N° de l'invitation W6703-150015/A	Date 2015-12-22
Client Reference No. - N° de référence du client W6703-150015	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-249-6888	
File No. - N° de dossier VIC-5-38162 (249)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-01	Time Zone Fuseau horaire Pacific Standard Time PST
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: Cress, Christine	Buyer Id - Id de l'acheteur vic249
Telephone No. - N° de téléphone (250) 363-8442 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 39 SVC BATTALION 5500 NO 4 RD RICHMOND British Columbia V6X3L5 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 - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

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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ANNEX "A" - REQUIREMENT

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

1.1.1 SACC Manual clause

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

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 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 No Substitute Products

Bidders must provide products that are of the same description, brand name, model and/or part number as detailed in the item description of the bid solicitation. Bidders are advised that substitute products will not be considered.

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 seven (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 British Columbia.

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.

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

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) Provision of documentation illustrating adherence to Minimum Performance Specifications as set out in Annex A.

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 on an item by item basis 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 (OR insert 2004, as applicable). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

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 the items detailed under the "Requirement" at Annex A.

6.2.1 Condition of Materiel – Contract

The Contractor must provide material that is new production of current manufacture supplied by the principal manufacturer or its accredited agent. The material must conform to the latest issue of the applicable drawing, specification and part number, as applicable, that was in effect on the bid closing date.

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

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

While delivery is mandatory by March 31, 2016, the best delivery that could be offered is _____ (Compléter, selon le cas.)

6.4.2 Shipping Instructions – Delivery at Destination

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

Delivered Duty Paid (DDP) 39 Service Battalion, 5500 No. 4 Road, Richmond, BC V6X 3L5,
Incoterms 2000 for shipments from a commercial contractor.

6.4.3 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option within twelve (12) months after contract award by sending a written notice to the Contractor.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Christine Cress
Public Works and Government Services Canada
Pacific Region, Acquisitions
401 – 1230 Government St
Victoria, BC V8W 3X4

Telephone: 250-363-8442
Facsimile: 250-363-0395
E-mail address: christine.cress@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 Project Authority

The Project Authority for the Contract is: (to be determined)

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 (Fill in or delete as applicable.)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : ____ ____ _____
Facsimile: ____ ____ _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment – Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B for a cost of \$ _____ (the amount will be inserted 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 Method of 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.

Each invoice must be supported by:

(a) a copy of packing/delivery slips to support the invoice.

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.

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 associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9 Applicable Laws

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

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

REQUIREMENT:

The Department of National Defence, 39 Service Battalion, has a requirement for the supply and delivery of various musical instruments and cases.

All band instruments must be professional standard in construction and sound and be suitable for parade, concert and small ensemble work. As members of 39 Service Battalion perform with the Naden Band of Maritime Forces Pacific and the Royal Canadian Artillery Band, using instruments that match theirs is desirable.

MINIMUM PERFORMANCE SPECIFICATIONS:

Item 1 - Qty 1 of:

Electric Double-Bass.

Must have 5 strings. Must be a professional quality instrument. Must have solid hardwood body and neck. Must have ebony fingerboard. Must be able to be played with a bow or be plucked. Must have an adjustable bridge so it can be set up for multiple users. Must come with a stand. Must come with a case (hard case is preferred as it will be on the road a lot).

Proposed Make and Model No.: _____.

Item 2 - Qty 1 of:

Bass Fanfare Trumpet.

Must be Kanstul model.

Key: Bb

Bore: .580"-.593"

Bell: Hand Hammered Yellow Brass- 6" Diameter

Valves: Three Monel Pistons; One Rotary Valve

Valve Guides: Metal

Slides: Brass

Water Keys: Traditional Water Key

Finish: Bright Silver Plate

Must come complete with:

One Piece Bell

Hand Lapped Pistons

Flag Hanger Rings

Must come with a sturdy case.

Proposed Kanstul model no.: _____.

Item 3 - Qty 1 of:

Melody fanfare Trumpet.

Must be Kanstul model.

Key: Eb

Bore: .460"

Bell: Hand Hammered Yellow Brass- 4 7/8" Diameter

Valves: Monel

Valve Guides: Metal

Slides: Brass

Water Keys: Traditional Water
Key Intonation: 1st Slide Trigger
Finish: Bright Silver Plate
Must come complete with:
One Piece Bell
Hand Lapped Pistons
Trumpet Shank Mouthpiece Receiver
Flag Hanger Rings.
Must come with a sturdy case.

Proposed Kanstul model no.: _____.

Item 4 - Qty 1 of:
Tenor Fanfare Trumpet.
Must be Kanstul model.
Key: Eb
Bore: .484"
Bell: Hand Hammered Yellow Brass- 5 3/4" Diameter
Valves: Monel
Valve Guides: Metal
Slides: Brass
Water Keys: Traditional Water Key
Finish: Bright Silver Plate
Must come complete with:
One Piece Bell
Hand Lapped Pistons
Flag Hanger Rings
Must come with a sturdy case.

Proposed Kanstul model no.: _____.

Item 5 - Qty 1 of:
Base Drum 26" x 14" (black).

Proposed Make and Model no: _____.

Item 6 - Qty 1 of:
Base Drum 28" x 14" (black).

Proposed Make and Model no: _____.

Item 7 - Qty 12 of:
Snare Drum Carriers.

Proposed Make and Model no: _____.

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File No. - N° du dossier
vic249 VIC-5-38162

Buyer ID - Id de l'acheteur
vic249
CCC No./N° CCC - FMS No./N° VME

Item 8 - All the following instrument cases are qty of 1 each.
Each instrument case must meet or exceed the following specifications:
Travel case must be foam lined, and form fitted for the specified instrument.
Where indicated, must have wheels.
Any colour acceptable.
Material: 1/4" or 1/2" ABS laminate
Handles: Recessed
Locks: Recessed Twist
Other: Ball Corners, Clamps, and Hinges.

List of Cases required:

- 1 Tympani Case- 33" x 33" x 34 1/2" with 4" Wheel Pallet
- 1 Tympani Case- 35" x 35" x 34 1/2" with 4" Wheel Pallet
- 1 Tympani Case- 37" x 37" x 34 1/2" with 4" Wheel Pallet
- 1 Tympani Case- 39" x 39" x 34 1/2" with 4" Wheel Pallet
- 1 Concert Bass Drum Case - 43" x 43" x 23"
- 1 Hardware Case- 45" x 16" x 16" (carpet lined) with 4" Wheel Pallet
- 1 Marimba Case - 24" x 15" x 8"
- 1 Marimba Case - 52" x 30" x 6"
- 1 Marimba Case - 33" x 31" x 6"
- 1 Xylophone Case- 56 1/4" x 27" x 6"
- 1 Xylophone Case - 40" x 30" x 18"
- 1 Chimes Case- 60" x 38" x 10" with 4" Wheel Pallet
- 1 Chimes Case- 38" x 24 1/2" x 9"
- 1 Drum Set Case - 24" x 24" x 24" with 4" shelf with 4" Wheel Pallet
- 1 Drum Set Case- 36" x 18" x 21" with 4" Wheel Pallet
- 1 Keyboard Case - 57" x 18" x 9"
- 1 Stand Cases containing 10 stands each with 4" Wheel Pallet
- 1 Vibraphone Case - 25" x 9" x 56"
- 1 Vibraphone Case - 32" x 8" x 58"

Proposed Make and Model Number(s):_____.

The goods offered meets or exceeds the specifications stated herein.	
Signature of Authorized Representative for Compliance	Date

ANNEX "B" – BASIS OF PAYMENT

SUBMISSION OF PRICING - INSTRUCTIONS

Bidders must submit all-inclusive firm unit prices in Canadian funds, delivered Delivered Duty Paid (DDP) 39 Service Battalion, 5500 No. 4 Road, Richmond, BC V6X 3L5, Incoterms 2000, taxes extra.

The quoted firm unit price(s) DO NOT include GST or HST. The GST/HST shall be added as a separate item to any invoice issued as a result of a Contract.

For the supply and delivery of:

Item	Description	Est. Qty	Unit of Issue	Firm Unit Price	Extended Item Price (CAD\$)
1	Electric Double Bass, conforming to specifications in Annex A.	1	EA		
2	Bb Bass Fanfare Trumpet, conforming to specifications in Annex A.	1	EA		
3	Eb Melody fanfare Trumpet, conforming to specifications in Annex A.	1	EA		
4	Eb Tenor Fanfare Trumpet, conforming to specifications in Annex A.	1	EA		
5	Base Drum 26" x 14" (black), conforming to specifications in Annex A.	1	EA		
6	Base Drum 28" x 14" (black), conforming to specifications in Annex A.	1	EA		
7	Snare Drum Carriers, conforming to specifications in Annex A.	12	EA		
8	Musical instruments cases as per list in Annex A.	1	SET		
Total Aggregate Bid Price:					