



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

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

Title - Sujet VEHICLE TRACKING/COMMUNICATION SYS	
Solicitation No. - N° de l'invitation W0103-166704/A	Date 2015-12-30
Client Reference No. - N° de référence du client W0103-166704	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-255-6896	
File No. - N° de dossier VIC-5-38196 (255)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-09	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: Garrod, Leigh	Buyer Id - Id de l'acheteur vic255
Telephone No. - N° de téléphone (250) 415-2433 ()	FAX No. - N° de FAX (250) 363-0395
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE TRANSPORT & ELEC MECH ENG BLDG 1365 WORKPOINT CFB ESQUIMALT VICTORIA British Columbia V9A7N2 Canada	

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 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Requirement

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

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 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.

2.2 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 ten (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 **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 (two) hard copies)

Section II: Financial Bid (1 (one) hard copy)

Section III: Certifications (1 (one) hard copy)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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

Refer to Annex A: Statement of Requirements

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP destination, Canadian customs duties and excise taxes included.

4.2 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.

Name	Title

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 Statement of 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) (<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.

2010C (2015-09-03) General Conditions - Services (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 Period of the Contract

The period of the Contract is from date of Contract to (3 years after contract award) inclusive.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Leigh Garrod
Title: Supply Team Leader
Public Works and Government Services Canada
Directorate: Victoria Commercial Acquisitions
Address: 1230 Government Street, Victoria, BC V8W 3X4

Telephone: 250-415-2433
Facsimile: 250-363-0395
E-mail address: leigh.garrod@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

(To be completed at contract award)

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

(Complete)

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

H1000C (2008-05-12) Single Payment: Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

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. 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

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

6.10 Priority of Documents

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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);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____.

6.11 Defence Contract

SACC Manual clause A9006C (2012-07-16) Defence Contract

6.12 SACC Manual Clauses

G1005C (2008-05-12) Insurance

D4002C (2013-04-25) Shipping Instructions - Free on Board Destination and Delivered Duty Paid:
Goods must be consigned and delivered to the destination specified in the contract: Incoterms 2000
"DDP Delivered Duty Paid" Building 1365 Workpoint, CFB Esquimalt, Victoria B.C. V9A 7N2.

ANNEX "A"

STATEMENT OF REQUIREMENT VEHICLE SATELLITE/GPS TRACKING AND COMMUNICATIONS SYSTEM

1. Title

Vehicle Satellite / GPS Tracking System

2. Background

The Department of National Defence's Transportation section at CFB Esquimalt requires both a cellular and a satellite-based tracking and communications system in order to provide real time vehicle tracking and two way communications, providing drivers with better safety and security.

3. Scope

The scope of work includes supply, delivery and installation of Global Positioning System (GPS) hardware components for 30 DND vehicles, including:

- 25 cellular-based GPS tracking devices
- 5 satellite-based GPS vehicle tracking devices capable of tracking and reporting outside cell phone coverage (month-by-month satellite capable)
- Driver identification system either by driver-specific fob or a mandatory login with notification system that will not shut off until a login has been completed (but NOT a vehicle lockout). If system requires use of fob, delivery must include at least one fob for each tracking device.
- Cables
- Installation
- Unlimited data service for 36 months, with options to extend service for up to another 24 months.
- Telephone support provided by a service representative of the company.

4. Mandatory Technical Criteria

Bidders MUST indicate if they MEET (YES) or DO NOT MEET (NO) each item in the Compliance Matrix below. Bidders MUST PROVIDE documentation to demonstrate compliance with the specifications and cross-reference with the page number of their supplied documentation.

Item	Mandatory Technical Criteria	Bidder <u>MUST</u> indicate how they meet the specifications addressed below, by recording this information in this column	Bid Ref Page #	Yes/No
4.1	Hardware			
4.1.1	The GPS unit must be hard-mounted to the vehicle, out of reach and out of sight. It must be weather and tamper resistant.			
4.1.2	The Contractor must provide all required hardware to make the system function, including mounting hardware and any peripherals, such as harness or antennas.			

4.1.3	The system must have a working temperature range of 30°C to -40°C minimum.			
4.1.4	The system must provide real time uninterrupted two way communication between operator and dispatch.			
4.2	Driver ID Tracking			
4.2.1	System must be capable of providing detailed information on the operation of the specific driver. This can be accomplished with a required Driver Login OR use of a driver-specific FOB. Should the driver neglect to login or register with the FOB, a warning alarm (audible buzzer) must occur.			
4.3	The System Software must:			
4.3.1	be web based, and must interface with a central database hosted on the vendor's server. Server must be accessible 24/7 from any computer with internet access.			
4.3.2	provide a minimum of 2 years of online access to electronic information,			
4.3.3	ping with the GPS a minimum of 30 second intervals,			
4.3.4	have the ability to locate vehicle(s) based on real time reporting and tracking,			
4.3.5	have the ability to view vehicle(s) activity in real time or as historical data,			
4.3.6	have the ability to locate vehicle(s) based on address or landmark,			
4.3.7	produce a travel history of a vehicle using a breadcrumb trail on a map,			
4.3.8	be able to update the GPS units wirelessly without the removal			

	of the units from the vehicles,			
4.3.9	have the ability to create geo fences,			
4.3.10	have the ability to provide real-time alerts when a vehicle enters/exits a geo fence location,			
4.3.11	have the ability to monitor speed, location and auxiliary systems,			
4.3.12	have the ability to allow for real-time notification of alerts on excessive speed, excessive idling and odd hour usage.			
4.4	Reporting: The system must be able to provide:			
4.4.1	current vehicle status			
4.4.2	current vehicle odometer readings			
4.4.3	the number of kilometres the vehicles travel in daily, monthly and yearly intervals;			
4.4.4	activity reports detailing the activity of vehicle(s) including total kilometers driven, maximum speed reached, and number of stops;			
4.4.5	speed reports detailing current vehicle speed, maximum speed driven highlighting instances when vehicle exceeds the speed threshold;			
4.4.6	speed violations reports detailing vehicles that have exceeded posted road speed limits;			
4.4.7	idle time reports detailing idling activity for vehicle for periods when vehicle was running, but not in motion;			
4.4.8	after hours or odd hours report identifying vehicles being used			

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	during unauthorized hours;			
4.4.9	stop reports showing vehicle stops, detailing location and length of stop;			
4.4.10	reports detailing hard breaking and hard acceleration events, fuel usage and L/100km, and geo fence violations.			
4.4.11	driver logs and timesheets, including Vehicle/Driver Timesheet report, Driver Log, Canadian and United States Transportation violations and hours of service summary.			
4.5	Manual			
	The supplier must provide English hard-copy manual and one electronic copy manual (on CD or DVD) detailing use of Driver ID Tracking system software and equipment.			
4.6	Training			
	Training on the hardware in the vehicles and software operation must be provided by the Contractor live on-site. This will be a "Train the Trainer" concept. The Contractor must provide an outline detailing the training to be offered, number of days, and size of class (Trainers to be trained) that is recommended.			
4.7	Telephone Support			
	Vendor must offer support by telephone during regular work hours (8am-4pm Pacific Time) Monday-Friday.			

ANNEX "B"

BASIS OF PAYMENT/EVALUATION

Firm unit prices are in Canadian Dollars, the Goods and Services Tax (GST) excluded, delivered DDP destination address specified, and customs duties and excise taxes included.

Firm unit price shall be inclusive of all direct and indirect expenses incurred in performing the Requirement including but not limited to all labour, fringe benefits, overhead, supervision, tools, equipment, materials, part, manuals, travel time, travel and living expenses, transportation costs, reports, general and administrative costs, profit required to do the work, all related duties and other costs paid by the Supplier such as additional surcharges, and transportation fees. No other charges will be accepted.

GST is not to be included in the unit prices. GST will be added as a separate item to any invoice issued.

Item #	Description	Quantity	Unit Price	Extended Price
1	Satellite-based GPS tracking devices	5 units	\$ /Unit (CAD)	\$ (CAD)
2	Cellular-based GPS tracking devices	20 units	\$ /Unit (CAD)	\$ (CAD)
3	Monthly Service Charge - 36 months for each of the 5 Satellite GPS Tracking Devices	180 months	\$ /Unit/Month	\$ (CAD)
4	Monthly Service Charge – 36 months for each of the 25 GPS Tracking Devices	900 months	\$ /Unit/Month	\$ (CAD)
5	Option: Monthly Service Charge – For the 5 Satellite GPS Tracking Devices for another 24 months	120 months	\$ /Unit/Month	\$ (CAD)
6	Option: Monthly Service Charge – For the 25 GPS Tracking Devices for another 24 months	600 months	\$ /Unit/Month	\$ (CAD)
	Sub-Total (excluding Applicable Taxes)			\$ (CAD)
	Applicable Taxes [GST = 5%]			\$ (CAD)

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	Total Price	\$	(CAD)
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