



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**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

Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
7B3, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Title - Sujet Custom Made Audio Visual Kiosks | |
| Solicitation No. - N° de l'invitation U6800-164561/A | Date 2016-04-13 |
| Client Reference No. - N° de référence du client U6800-164561 | |
| GETS Reference No. - N° de référence de SEAG PW-\$\$HN-329-70795 | |
| File No. - N° de dossier hn329.U6800-164561 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-05-12 | Time Zone Fuseau horaire Eastern Daylight Saving Time EDT |
| 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: Dumaresq, Steve | Buyer Id - Id de l'acheteur hn329 |
| Telephone No. - N° de téléphone (819) 956-3487 () | FAX No. - N° de FAX (819) 953-4944 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF INDUSTRY CANADA 3701 CARLING AVE P.O.BOX 11490 STATION H OTTAWA Ontario K2H8S2 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. Security Requirement

There is no security requirement associated with this solicitation.

2. Requirement

Supply and installation of four (4) custom made audio visual kiosks at the Spectrum Analytics Centre in Ottawa.

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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

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: sixty (60) days

Insert: ninety (90) calendar days

1.1 SACC Manual Clauses

| SACC Reference | Section | Date |
|----------------|-----------------------|------------|
| A9033T | Financial Capability | 2012-07-16 |
| B1000T | Condition of Material | 2014-06-26 |

2. Submission of Bids

Bids must be submitted ONLY TO THE BID RECEIVING UNIT by the date, time and place indicated on page 1 of the bid solicitation. Do not send proposal directly to the Contracting Officer. Email proposals not accepted.

PWGSC Bids Receiving Unit
11 Laurier Street
Place du Portage, Phase 3, Core 0B2, Gatineau, Québec, K1A 0S5
Tel.: 819-956-3366 Fax: 819-997-9776

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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

Steve Dumaresq (steve.dumaresq@pwgsc-tpsgc.gc.ca)

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

1. Bid Preparation Instructions

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

Section I: Technical Bid (2 copies)

Section II: Financial Bid, Certifications and Additional Information (1 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>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 (2 copies)

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, CERTIFICATIONS AND ADDITIONAL INFORMATION (1 copy)

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

1.1 Exchange Rate Fluctuation Risk Mitigation

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.

1.2 Certifications

Bidders must submit the certifications required under Part 5 prior to contract award.

1.3 Additional Information

1.3.1 Procurement Business Number (PBN) (Canadian suppliers)

<https://buyandsell.gc.ca/for-businesses/register-as-a-supplier>

The Procurement Business Number of the supplier is: _____

Note: Not mandatory at bid closing but required precedent to contract award.

1.4 Contractor Representatives

Name and telephone number of the person responsible for:

General enquiries

Name: _____

Telephone: _____

Facsimile: _____

E-mail: _____

Delivery follow-up

Name: _____

Telephone: _____

Facsimile: _____

E-mail: _____

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Simply stating a compliancy to a criteria is insufficient. Bidders must present a clearly organized proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliancy to the requirement presented in the Statement of Work and Annexes. Responses will be evaluated on a simple, stringent pass/fail basis. Proposals not meeting each mandatory requirement will be considered non-responsive (non-compliant) and given no further consideration.

Technical compliance to the Statement of Work (SOW) at Annex A.

1.2 Financial Evaluation

Compliance with the pricing requirements presented herein.

Completion of an Annex B, Pricing Schedule, supported by a detailed cost breakdown to justify the unit kiosk price and the total bid price.

1.2.1 Maximum Funding (A0210T)

The maximum funding available for the Contract resulting from the bid solicitation is \$ 80,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

1.2.2 Pricing Basis

The bidder must quote firm prices in Canadian dollars, DDP Delivered Duty Paid (Ottawa, Ontario), with all applicable Custom duties and Excise taxes included. Freight/Shipping charges to destination included. Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) not included.

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 aggregate basis will be recommended for award of a contract.

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. comply with the statement of work; and
- c. the total evaluated price does not exceed the budget available for this requirement.

Bids not meeting (a) or (b) or (c) will be declared non responsive.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation 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 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

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 Human Resources and Skills Development Canada (HRSDC) - 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.

1.3 General Environmental Criteria Certification

By submitting the bid, the bidder certifies that the information submitted in the General Environmental Criteria table below (1.3.1) is accurate and complete. By submitting the bid the Bidder certifies that it meets, and will continue to meet throughout the duration of any resulting contract, a minimum of four (4) out of seven (7) requirements identified in the General Environmental Criteria Table. Table 1.3.1 is not mandatory at bid closing but required precedent to contract award.

1.3.1 General Environmental Criteria Certification Table

| Green practices within supplier's organization: | Insert a checkmark for each criteria that is met |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Promotes a paperless environment through directives, procedures and/or programs. | |
| All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client. | |
| Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification. | |
| Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity. | |
| Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program. | |
| A minimum of 50% of office equipment has an energy efficient certification. | |
| Registered to ISO 14001 or has an equivalent environmental management system in place | |

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with this contract.

2. Requirement

Supply and installation of four (4) custom made audio visual kiosks at the Spectrum Analytics Centre in Ottawa. The contractor must provide the goods and related services in accordance with the technical requirements stated herein.

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.

3.1 General Conditions

2010A (2015-09-03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Delivery

Delivery and installation of the four (4) custom made audio visual kiosks is expected to be completed by no later than ___date___.

5. Authorities

5.1 Contracting Authority

Steve Dumaresq
Public Works and Government Services Canada
Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate
"HN" Division, 7B3, Place du Portage, Phase III, 11 Laurier Street
Gatineau, QC, K1A 0S5
Telephone : (819) 420-0341 Facsimile: (819) 953-4944
E-mail address: steve.dumaresq@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.

5.2 Technical Authority

| | |
|-----------------|-------------------------------------|
| Name: | <u>will be inserted at contract</u> |
| Telephone No. | <u>will be inserted at contract</u> |
| Facsimile No. | <u>will be inserted at contract</u> |
| E-mail address: | <u>will be inserted at contract</u> |

The Technical Authority named above 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.

5.3 Contractor Contacts

General Enquiries

Name: will be inserted at contract
Telephone No. will be inserted at contract
Facsimile No. will be inserted at contract
E-mail address: will be inserted at contract

Delivery Follow-up

Name: will be inserted at contract
Telephone No. will be inserted at contract
Facsimile No. will be inserted at contract
E-mail address: will be inserted at contract

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm prices as specified in the contract for a total cost of \$____. DDP Delivered Duty Paid (Ottawa, Ontario). Custom duties and Excise taxes included. Freight/Shipping charges to destination included. Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra.

6.2 Single Payment

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

6.3 SACC Manual Clauses

| SACC Reference | Section | Date |
|----------------|------------------------------------|------------|
| G1005C | Insurance | 2008-05-12 |
| B9028C | Access to Facilities and Equipment | 2007-05-25 |

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.

Department of Public Works and Government Services
"HN" Division, 7B3 Place du Portage, Phase III
11 Laurier Street, Gatineau, QC K1A 0S5
Attention: Steve Dumaresq

8. Certifications

8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation 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.

9. Applicable Laws

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

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) 2010A (2015-09-03) General Conditions - Goods (Medium Complexity);
- (c) Statement of Requirement, Annex A;
- (d) the Contractor's bid dated __date__.

11. SACC Manual Clauses (Delivery)

| SACC Reference | Section | Date |
|-----------------------|-----------------------|-------------|
| D9002C | Incomplete Assemblies | 2007-11-30 |

11.1 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:
Delivered Duty Paid (DDP) (destination) Inco terms 2000 for shipments from a commercial contractor.

ANNEX A – Statement of Requirement

1. Project Title: Building 2D Spectrum Analytics Centre

2. Background Information:

Communications Research Centre Canada (CRC) is part of the Department of Industry Canada and the Canadian Government's primary laboratory for research and development (R&D) in advanced telecommunication systems and technologies with a particular focus on the efficient exploitation of radio frequency (RF) spectrum.

CRC is currently retrofitting a 257m² space into a facility for collecting, analyzing and visualizing spectrum usage data, in support of the CRC's research mandate.

3. Statement of Work:

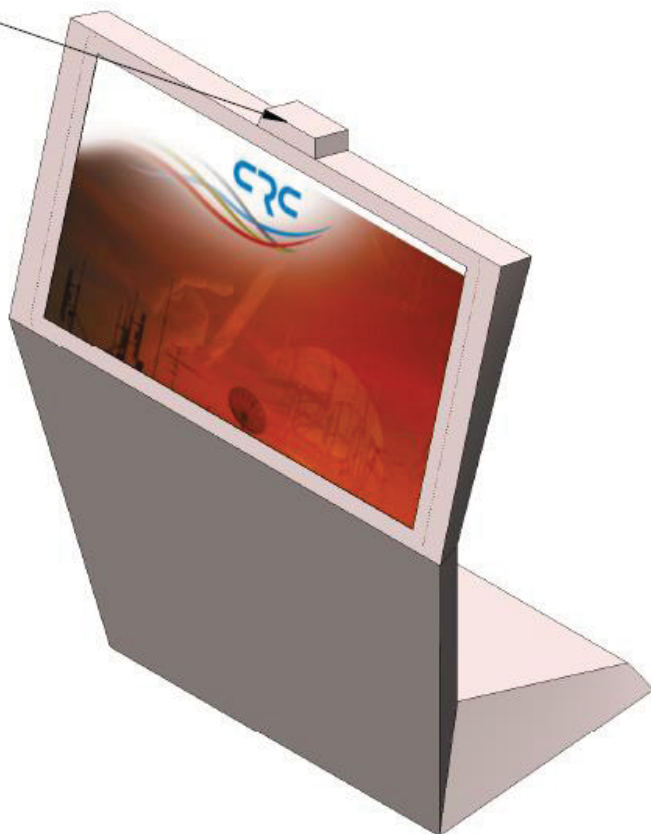
Contractor to provide a lump sum cost for the design, construction, and delivery of four (4) custom audio visual (AV) kiosks as represented in the concept design.

The following requirements must be met:

- Kiosk must present a modern hi-tech look suitable for use in a government open-concept office environment which is aligned to CRC's corporate colors of blue, black, grey, gold and red and as represented on the website.(www.crc.gc.ca). The intended use for these units is within a corporate presentation & learning Centre environment.
- Kiosk must closely match or very closely resemble the provided concept design.
- Kiosk must be easily mobile with least 3 or more integrated wheels located within the base of the units allowing the kiosks to be easily moved and used within different locations.
- Kiosk electrical and data cabling for connections are to be hidden within the body of the unit and allow for connections to date and power jacks located within the floor.
- Kiosk must include an integrated and hidden space to securely mount Christie Digital Coolux Compact players. These players have dimensions of 222 x 40 x 165mm and a weight of 4 kg.
- Kiosk height must be between 1400 and 1500 mm
- Kiosk must have a built in microphone and camera capabilities.
- Kiosk must have a minimum 45" diagonal capacitive touch screen integrated into overall design
 - Screen bezel should be minimal
 - Screen to have an integrated touch capability, sensitive to pressure, allowing the display to function as an input device allowing users to interact to computers by touching words or pictures.
 - Screen to have a minimum 20 multi-touch input
 - Screen minimum resolution is HD (1920 x 1080)
 - Screen to have palm rejection capability
 - Screen must connect to Christie Digital Coolux Compact Players and allow for HD video signals to be displayed on the screen and simultaneously allow inputs from the touch screen, microphone, and camera to communicate with the Coolux compact players.
- The supplier must have previous experience supplying custom AV design and assemblies. Proof of prior experience must be provided via a documented summary of previous projects with similar requirements. Summary to include photos of previous projects.
- The kiosks should be fabricated and fully completed within 6 weeks of award of contract.

4. Concept Design:

MICROPHONE
AND/ OR CAMERA



ANNEX B Pricing schedule

1. Supply and Installation of the Audio Visual Kiosks

\$ _____ per kiosk x 4 = \$ _____
Total Evaluated Bid Price

Supply and installation as per requirement presented at Annex A;
Firm prices in Canadian dollars, DDP Delivered Duty Paid (Ottawa, Ontario);
All applicable Custom duties and Excise taxes included;
Freight/Shipping to destination included;
Applicable GST/HST not included.

The bidder must submit a detailed cost breakdown to justify the unit kiosk price and the total bid price.

Best Delivery/Lead Time offered: _____ **ARO**