



**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**

Scientific, Medical and Photographic Division / Division de  
l'équipement scientifique, des produits photographiques et  
pharmaceutiques  
11 Laurier St./ 11 rue, Laurier  
6B1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> MOTION PLATFORM (LAB EQUIPMENT)	
<b>Solicitation No. - N° de l'invitation</b> 31184-162084/A	<b>Date</b> 2016-07-25
<b>Client Reference No. - N° de référence du client</b> 31184-162084	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PV-904-71317	
<b>File No. - N° de dossier</b> pv904.31184-162084	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-09-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Frigon, Francine	<b>Buyer Id - Id de l'acheteur</b> pv904
<b>Telephone No. - N° de téléphone</b> (873) 469-3256 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3814
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> National Research Council Canada Bldg M46 1200 Montreal Rd K1A0R6	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## TABLE OF CONTENTS

<b>PART 1 – GENERAL INFORMATION .....</b>	<b>2</b>
1.1 REQUIREMENT .....	2
1.2 DEBRIEFINGS .....	2
1.3 TRADE AGREEMENTS .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>2</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	2
2.2 SUBMISSION OF BIDS .....	2
2.3 ENQUIRIES - BID SOLICITATION .....	3
2.4 APPLICABLE LAWS .....	3
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>3</b>
3.1 BID PREPARATION INSTRUCTIONS.....	3
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>	<b>6</b>
4.1 EVALUATION PROCEDURES .....	6
4.2 BASIS OF SELECTION .....	7
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>8</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	8
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>9</b>
6.1 SECURITY REQUIREMENTS .....	9
6.2 REQUIREMENT .....	9
6.3 STANDARD CLAUSES AND CONDITIONS .....	10
6.4 TERM OF CONTRACT .....	11
6.5 AUTHORITIES .....	11
6.6 PAYMENT .....	12
6.7 INVOICING INSTRUCTIONS .....	13
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	13
6.9 APPLICABLE LAWS .....	13
6.10 PRIORITY OF DOCUMENTS .....	13
6.11 SACC MANUAL CLAUSE.....	14
6.12 SHIPPING INSTRUCTIONS.....	14
ANNEX "A" REQUIREMENT / BASIS OF PAYMENT.....	15
ANNEX "B" MANDATORY SPECIFICATIONS.....	16
ANNEX "C" COMPLETE LIST OF DIRECTORS.....	20

---

## PART 1 - GENERAL INFORMATION

### 1.1 Requirement

The Work to be performed 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 (2016-04-04) 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

#### 2.1.1 SACC Manual Clauses

B1000T	Condition of Material	2014-06-26
--------	-----------------------	------------

### 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 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 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)

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

The following applies to the Requirement and bidders must provide the following information in the bid:

### 3.1.1 Installation

On-site installation must be provided and be carried out by a qualified service technician.

State your best installation schedule. Installation will be carried out within \_\_\_\_\_ calendar days of delivery and be completed within \_\_\_\_\_ calendar days.

### 3.1.2 Training

On-site user training must be provided for up to three (3) users. All costs associated with the on-site training must be included in the price.

On-site training will be completed within \_\_\_\_\_ calendar days of installation.

Provide complete details of training e.g. duration, scope, etc.

---

---

---

### 3.1.3 Service

Purchase of the system must include: technical support; technical phone support; support via the Internet; and support via a fax-back document system. Service cost must be included in the price.

Response for service must be within 24 hours or less.

Also, provide the following with your bid (for information purposes only):

- a) Location of available service facilities (after sales service and repair). List the service facilities closest to the destination.

---

---

- b) Locations of available replacement parts from consumables to major components.

---

---

- c) Response time re: service calls, and escalation schedule, i.e. (how many days with no resolution to a problem until a more experienced person is called in, and from which location).

---

---

- d) List the frequency of routine maintenance visits provided by a qualified service technician during the warranty period, if applicable and included in the price.

Solicitation No. - N° de l'invitation  
31184-162084/A  
Client Ref. No. - N° de réf. du client  
31184-162084

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pv904.31184-162084

Buyer ID - Id de l'acheteur  
PV904  
CCC No./N° CCC - FMS No./N° VME

---

---

### 3.1.4 Product(s) Offered

The Bidder must indicate the make and model number of the products offered (identify specific components which make up the system):

Name of Manufacturer: \_\_\_\_\_  
Model/Part Number: \_\_\_\_\_  
Literature attached: Yes ( ☐ ) No ( ☐ )

### 3.1.5 Point of Manufacture/Shipping

The Bidder must state the point of manufacture/shipping of goods or where service is to be performed:

Location: \_\_\_\_\_  
Postal Code: \_\_\_\_\_

### 3.1.6 Delivery, unpack and assemble

While delivery is requested on or before March 15, 2017, the best delivery that could be offered by the Bidder is \_\_\_\_\_.

The overall system may be delivered 23 weeks after receipt of order.

**Confirm: Yes** \_\_\_\_\_

Once the equipment arrives at NRC, the supplier must unpack, assemble and test the overall system for conformance with the functional and performance requirements given herein and detailed in Annex "B".

**Confirm: Yes** \_\_\_\_\_

### 3.1.7 Software Upgrades

The Bidder must provide all software updates and new releases to the purchaser for a period of one year following the acceptance, at no additional cost.

Note: The word "updates" means all enhancements, extensions or other modifications to the software. The word "releases" means enhancements or modifications to the software or new modules or supplementary modules that function in conjunction with the software, that represent the next generation of software, and which the Contractor has decided to make available to its customers usually for an additional charge.

### 3.1.8 Contacts

Bidders are requested to provide the following: Information pertaining to Article 6.5.4 Contractor Representatives under Part 6, Resulting Contract Clauses.

## Section II: Financial Bid

The Bidder must quote a firm lot price all inclusive of supply, installation, training and manuals (if applicable), DDP (Ottawa, Ontario), the total amount of applicable taxes must be shown separately. Freight charges to destination and all applicable Customs duties and Excise taxes must be included.

### 3.2.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation (without protection)

## 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

All proposals submitted must be completed in full and provide all of the information requested in the Request for Proposal (RFP) package to enable a full and complete evaluation. If the requirement is not addressed in the Bidder's proposal, the proposal will be considered incomplete or non-responsive and will be rejected. The onus is on the Bidder to provide all the information necessary to ensure a complete and accurate assessment.

**Confirm that you have read and understood by checking the: Yes \_\_\_\_\_**

Factors for Evaluation

1. PRICING BASIS (MANDATORY): Prices must be firm, DDP Delivered Duty Paid.
2. ABILITY TO MEET THE TECHNICAL REQUIREMENT (MANDATORY):
  - a) For Items Defined by Specifications:

The bidder is requested to cross reference the mandatory technical criteria contained herein to their supporting technical documentation.
  - b) Provision of Supporting Technical Documentation:

Supporting technical documentation for the stores offered must be provided with the bid at time of bid closing.

Technical brochures or technical data MUST be provided to verify compliancy to the technical mandatory specifications.

**Included: Yes:\_\_\_\_\_**

3. COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS REQUEST FOR PROPOSAL (MANDATORY)

4. Please note that the requirements of the Federal Contractors Program for Employment Equity may apply - (see Part 5).
5. The Bidder must provide proof of certification of CSA or ULC standard  
The overall system must be either CSA approved, UL listed or CE Compliant.  
(photocopy of certificate will suffice)

**Certificate provided: Yes: \_\_\_\_\_**

6. The bidder must provide proof of design and manufacturing experience for Stewart Platforms, at the date of bid closing, a minimum of three (3) clients who were provided a similar Stewart Platform. For each client the bidder must provide contact information, the country where the client is located and the year the product was sold (contact names, address, telephone number, e-mail address). Canada may communicate with one or more of the listed clients as part of the bid evaluation process. The bidder acknowledges that failure to comply with such a request, will lead to disqualification of the bidder's proposal from further consideration.

**Reference in Supplier's Proposal: \_\_\_\_\_**

7. Before the equipment is shipped to NRC, the supplier must assemble and test the overall system for conformance with the functional and performance requirements given herein and detailed in Annex A. The Supplier must issue a report that confirms this conformance.

**Reference in Supplier's Proposal: \_\_\_\_\_**

#### **4.1.2 Financial Evaluation**

##### **Evaluation of Price**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDU Ottawa, Ontario Incoterms® 2000, Canadian customs duties and excise taxes excluded.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

#### **4.2 Basis of Selection**

A0031T Basis of Selection - Mandatory Technical Criteria Only

2010-08-16



## **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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **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" list available at the bottom of the page of the *Employment and Social Development Canada (ESDC) - Labour's* website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2 Requirement**

The Contractor must provide the items detailed under the "Requirement / Basis of Payment" at Annex "A".

#### **6.2.1 Installation**

On-site installation must be provided and be carried out by a qualified service technician.

#### **6.2.2 Manuals**

The Supplier must provide a manual for the overall system. As a minimum, the manual must contain the overall system description, installation instructions, operating instructions, maintenance requirements, electrical schematics, a general arrangement drawing and instruction on the use of any proprietary software.

**Included: Yes** \_\_\_\_\_

The overall system manual must be provided in English in both a paper format and CD-ROM format.

**Included: Yes** \_\_\_\_\_

#### **6.2.3 Training**

On-site user training must be provided for up to three (3) users.

#### **6.2.4 Software Upgrades**

The contractor must provide all software updates and new releases to the purchaser for a period of one (1) year following the acceptance, at no additional cost.

#### **6.2.5 Service**

Purchase of the system must include: technical support; technical phone support; support via the Internet; and support via a fax-back document system. Service cost must be included in the price.

Response for service must be within 24 hours or less.

## 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](#) (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

The 2010A (2016-04-04), General Conditions - Goods (Medium Complexity) is appended with Section 31 - Intellectual Property Infringement and Royalties, as follows:

- 1) The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2) If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to [Department of Justice Act](#), R.S. 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
- 3) The Contractor has no obligation regarding claims that were only made because:
  - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
  - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
  - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
  - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection

from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

- 4) If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
- (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
  - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
  - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

### 6.3.2 Supplemental General Conditions

4001 (2015-04-01) Hardware Purchase, Lease and Maintenance,  
4003 (2010-08-16) Licensed Software, and  
4004 (2013-04-25) Maintenance and Support Services for Licensed Software,

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 \_\_\_\_\_ (*insert the date*).

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Francine Frigon  
Public Works and Government Services Canada  
Acquisitions Branch  
Commercial Consumer Products Directorate  
11 Laurier Street, 6A2, Phase III  
Place du Portage, Gatineau, Quebec, K1A 0S5

Telephone: (873) 469-3256  
Facsimile: (819) 956-3814  
E-mail address: [francine.frigon@pwgsc.gc.ca](mailto:francine.frigon@pwgsc.gc.ca)

Solicitation No. - N° de l'invitation  
31184-162084/A  
Client Ref. No. - N° de réf. du client  
31184-162084

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pv904.31184-162084

Buyer ID - Id de l'acheteur  
PV904  
CCC No./N° CCC - FMS No./N° VME

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.

### 6.5.3 Accounts Payable Contact:

Name: Janis Bigras  
Telephone: 613-993-1158  
E-mail address: [Janis.bigras@cnrc-nrc.gc.ca](mailto:Janis.bigras@cnrc-nrc.gc.ca)

### 6.5.4 Contractor's Representative (*fill in*)

The telephone number of the person responsible for:

#### General enquiries

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### Delivery Follow-up

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
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 lot price(s) in Annex "A" for a cost of \$\_\_\_\_\_ (**to be filled in only 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 SACC Manual Clauses**

C2000C	Taxes - Foreign-Based Contractor	2007-11-30
C2605C	Canadian Customs Duty and Sales Tax	2008-05-12
C6000C	Limitation of Price	2011-05-16
H1000C	Single Payment	2008-05-12

#### **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.
  - (c) Invoices and order confirmations can be sent via e-mail to:  
  
frontdesk-22@nrc.gc.ca
  - (d) To facilitate the payment process, it is important that the Contractor quote the contract number on all the invoices, shipping bills and packing slips. Failure to do so will delay payment and the date used for calculating interest on overdue accounts.

#### **6.8 Certifications and Additional Information**

##### **6.8.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### **6.9 Applicable Laws**

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

#### **6.10 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

Solicitation No. - N° de l'invitation  
31184-162084/A  
Client Ref. No. - N° de réf. du client  
31184-162084

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pv904.31184-162084

Buyer ID - Id de l'acheteur  
PV904  
CCC No./N° CCC - FMS No./N° VME

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4001 (2015-04-01) Hardware Purchase, Lease and Maintenance, 4003 (2010-08-16) License Software and 4004 (2013-04-25) Maintenance and Support Services for Licensed Software;
- (c) the general conditions 2010A (2016-04-04) General Conditions – Goods (Medium Complexity);
- (d) Annex A, Requirement / Basis of Payment;
- (e) Annex B, Mandatory Specifications
- (f) the Contractor's bid dated \_\_\_\_\_

#### 6.11 SACC Manual clause

A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16
A2001C	Foreign Nationals (Foreign Contractor)	2006-06-16
A9068C	Government Site Regulations	2010-01-11
B1501C	Electrical Equipment	2006-06-16
G1005C	Insurance – No Specific Requirement	2016-01-28

#### 6.12 Shipping Instructions

##### 6.12.1 Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the Contract and delivered:  
  
Delivered Duty Paid (DDP) Ottawa, Ontario Incoterms 2000 for shipments from a commercial contractor.
2. The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.
3. The overall system must be shipped assembled in wooden boxes suitable for manipulation with a fork lift.

Confirm: Yes \_\_\_\_\_

Solicitation No. - N° de l'invitation  
31184-162084/A  
Client Ref. No. - N° de réf. du client  
31184-162084

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pv904.31184-162084

Buyer ID - Id de l'acheteur  
PV904  
CCC No./N° CCC - FMS No./N° VME

---

## ANNEX A

### REQUIREMENT / BASIS OF PAYMENT

National Research Council Canada has a requirement for the supply and installation of one (1) Motion Platform (Prototype) SHOLAS LAB EQUIPMENT in accordance with the mandatory specifications detailed in Annex "B" including manuals and on-site training for up to three (3) users for delivery to Ottawa, Ontario. The equipment must be delivered on or before March 15, 2017. The overall system may be delivered twenty-three weeks after contract award.

Item	Description / Part Number	Unit of Issue	Quantity	Firm Unit Price DDP (Ottawa, Ontario)
1	Motion Platform (Prototype) SOLAS LAB Equipment including delivery, installation, manuals, on-site training for up to 3 users and in accordance with the mandatory specifications detailed in Annex "B".	Lot	1	\$ _____



## ANNEX "B" MANDATORY SPECIFICATIONS

The Supplier must cross-reference the mandatory functional and performance requirements to their technical proposal. All references must indicate the page, paragraph(s) and sub-paragraph(s) as applicable.

### Mandatory Functional and Performance Requirements

- 1) The Stewart Platform must be capable of supporting a payload of up to 60 kg.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 2) The Stewart Platform must have an operational life of at least 1000 hours.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 3) The Stewart Platform, when in its resting position, must be contained within the volumetric space shown in Figure 1.

**Reference in Supplier's Proposal:** \_\_\_\_\_

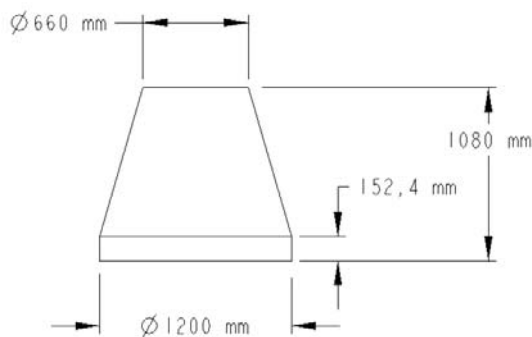


Figure 1. Dimensional constraints of the Stewart Platform.

- 4) The weight of the Stewart Platform must not exceed 150 kg.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 5) The Stewart Platform must be designed to be storable in a thermal environment of -30°C to +50°C.

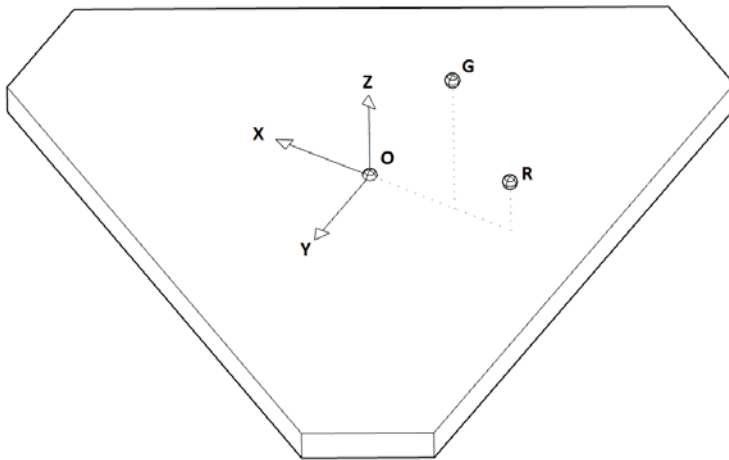
**Reference in Supplier's Proposal:** \_\_\_\_\_

- 6) The Stewart Platform must be designed to be operable in a thermal environment of -30°C to +40°C.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 7) For single axis motions, with all other axes at mid-range and for the payload details given in Figure 2, the Stewart Platform must be capable of heaving, pitching and rolling the center of rotation of the payload as per the displacement, speed and acceleration limits given in Table 1.

**Reference in Supplier's Proposal:** \_\_\_\_\_



O = Geometric Center of the top of the Stewart Platform = (0, 0, 0)\*

R = Rotation Center of the Payload = (-127, 0, 50.8)\*

G = Center of Gravity of the Payload = (-76.2, 0, 134.62)\*

\*all coordinates shown are in millimeters.

Inertial Moments of Payload about the Center of Gravity:

$I_{xx} = 0.145 \text{ kg-m}^2$

$I_{yy} = 4.100 \text{ kg-m}^2$

$I_{zz} = 4.300 \text{ kg-m}^2$

**Figure 2. Payload Details.**

Axis	Displacement	Speed	Acceleration
Tz (heave)	$\pm 200 \text{ mm}$	$\pm 800 \text{ mm/s}$	$\pm 10 \text{ m/s}^2$
Rx (roll)	$\pm 25^\circ$	$\pm 175^\circ/\text{s}$	$\pm 2000^\circ/\text{s}^2$
Ry (pitch)	$\pm 20^\circ$	$\pm 175^\circ/\text{s}$	$\pm 2000^\circ/\text{s}^2$

**Table 1. Motion Performance Requirements.**

- 8) The surface of the motion platform must be corrosion resistant.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 9) During emergency stops or power cuts, the Stewart Platform must be capable of being held in a stopped position with a brake.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 
- 10) The key components of the overall system must be made up of :
- a. the Stewart Platform
  - b. an electrical rack that contains all of the key electrical and control components
  - c. a control computer

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 11) The control computer must operate on 120VAC/60Hz power and have a QWERTY format keyboard. The operating system for the computer must be Windows 7.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 12) The control software must provide a user interface (UI) that allows the user to manually set the position of any axis.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 13) The control software must provide a UI that allows the user to monitor the system's status.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 14) The control software must include a path planning module where sinusoidal and harmonic profiles can be configured. It must allow the user to set a frequency, an amplitude, a phase and an offset for each axis.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 15) The control software must be able to load predefined motion paths that define the absolute position and orientation of the upper platform at various points in time with a maximum period of 10 milliseconds between points. The system must accept motion paths that are in ASCII format.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 16) The control software must include a validation module that can validate predefined motion paths before they are executed. The validation module must also be able to batch process multiple motion paths. The validation module must validate all actuator limits, joint limits and workspace limits.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 17) Once a motion path is loaded to the controller there must be a way to trigger the start of motion via an external digital line.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 18) The controller must have a feature that allows position and orientation data to be saved at a rate of at least 100 Hz. It must be possible to trigger the acquisition via an external digital line.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 19) The controller must be able to send the position and orientation data in real-time to a third-party software via a non-proprietary datagram structure over a standard protocol such as User Datagram Protocol (UDP) or Transmission Control Protocol (TCP).

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 20) The overall system must have two emergency stop buttons, a local one mounted on the electrical rack and hand-held remote one external to the electrical rack.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 21) All cables between the Stewart Platform and the electrical rack must be at least 10 meters in length.

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 22) All cables between the electrical rack and the control computer must be at least 15 meters in length

**Reference in Supplier's Proposal:** \_\_\_\_\_

- 23) All cables between the electrical rack and the hand-held remote emergency stop must be at least 15 meters in length.

**Reference in Supplier's Proposal:** \_\_\_\_\_

Solicitation No. - N° de l'invitation  
31184-162084/A  
Client Ref. No. - N° de réf. du client  
31184-162084

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pv904.31184-162084

Buyer ID - Id de l'acheteur  
PV904  
CCC No./N° CCC - FMS No./N° VME

**ANNEX “C”**

**COMPLETE LIST OF DIRECTORS**

**(As per Standard Instructions, Clauses and Conditions Part 2)**

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____