



**RETURN BIDS TO :  
RETOURNER LES SOUMISSIONS À :**  
**Shared Services Canada (SSC)**

Procurement and Vendor Relationships  
180 Kent Street, 13th Floor  
Ottawa, Ontario  
K1G 4A8  
Facsimile: (613) 960-6007  
E-mail address: [daniel.clement@canada.ca](mailto:daniel.clement@canada.ca)

**REQUEST FOR QUOTATION  
DEMANDE DE PRIX**

**Quotation to:** Shared Services Canada (SSC)  
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 listed herein and on any attached sheets at the price(s) set out therefore.

**Soumission de prix aux :** Services Partagé Canada (SPC)  
Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par références dans la présente et aux annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqués(s).

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office – Bureau de distribution**

**Shared Services Canada (SSC)  
Procurement and Vendor Relationships**  
180 Kent Street, 13<sup>th</sup> Floor  
Ottawa, Ontario  
K1G 4A8  
Facsimile: (613) 960-6007  
E-mail address: [Rebecca.lustig@canada.ca](mailto:Rebecca.lustig@canada.ca)

<b>Title - Sujet</b> <b>VSAT Sparring Requirements</b>	
<b>Solicitation No. - N° de l'invitation</b> 10053102/A	<b>Date</b> 09/08/2016
<b>Client Reference No. - N° de référence du client</b> RAS : 16-44162-0	<b>GETS Ref. No. - N° de réf. de SEAG</b>
<b>File No. – N° de dossier</b> CCQ.10053102	<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 2016-08-17</b>	<b>Time Zone – Fuseau horaire</b>  Eastern Daylight Time (EDT)
<b>F.O.B. – F.A.B.</b>  <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rebecca Lustig	<b>Buyer Id – Id de l'acheteur</b> CCQ
<b>Telephone No. – N° de téléphone</b> (613) 286-8979	<b>FAX No. – N° de FAX</b> (613) 960-6007
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Rebecca Lustig: (613) 286-8979 Shared Services Canada (SSC) for Global Affairs Canada (GAC) 180 Kent Street, 13th Floor, Ottawa, Ontario K1G 4A8	

**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 (type or print)</b> <b>Non et titre de la personne autorisée à signer au non du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## REQUEST FOR QUOTATION (RFQ)

For

### VSAT Sparing Requirements

TOTAL NO. OF PAGES  
INCLUDING COVER SHEET &  
Annex A: 9

DATE: August 11, 2016

REQUIREMENT:	10053102/A / VSAT Sparing Requirements
RFQ BIDDER:	
Bidder's PBN No	
Representative's Name	
Phone Number	
E-mail address	

**1. REQUIREMENT:**

- a) Shared Services Canada (SSC), on behalf of the Global Affairs Canada (GAC), is in need of VSAT Sparing products for GAC Missions abroad. Delivery address is within the National Capital Region.

**2. Standard Instructions, Clauses and Conditions**

- a) All instructions, clauses and conditions identified in this Request for Quotations (RFQ) only by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada (PWGSC).
- b) Suppliers who submit a response agree to be bound by the instructions, clauses and conditions of the RFQ.
- c) Standard Instructions - Goods or Services - Competitive Requirements 2003 (2014-09-25) is incorporated by reference into, and form part of, the RFQ, except that:
- Wherever the terms "Public Works and Government Services Canada" or "PWGSC" are used, substitute with "Shared Services Canada";
  - Section 3 is amended as follows: delete "Pursuant to the Department of Public Works and Government Services Act, S.C. 1996, c. 16".
  - Section 7 is replaced by the following:

A response delivered to the address specified on the cover page after the closing date and time but before all responses have been assessed may be considered, provided the Respondent can prove the delay is due solely to a delay in delivery that can be attributed to the Delivery Company. "Delivery Company" means an incorporated courier company,

Canada Post Corporation, or a national equivalent of a foreign country. The only pieces of evidence relating to a delay that are acceptable are:

- (A) a cancellation date stamp; or
- (B) a courier bill of lading; or
- (C) a date stamped label;

that clearly indicates that the response was received by the Delivery Company before the closing date.

- d) Postage meter imprints, whether imprinted by the Respondent or the Delivery Company, are not acceptable as proof of timely mailing.
- e) Delete subsection 20 (2).
- f) Section 12 of the 2003 Standard Instructions – Goods and Services – Competitive Requirements is amended by adding the following subsection 4:  
Canada also reserves the right to reject a bid where Canada is of the opinion that awarding the contract to the Bidder could be injurious to the national interest or to national security.
- g) For the purposes of this RFQ, the PWGSC policies referenced within the Standard Instructions are adopted as SSC policies.
- h) If there is a conflict between the provisions of Standard Instructions – Goods or Services – Competitive Requirements 2003 and this document, this document prevails.

### **3. BIDDER'S RESPONSE TO RFQ:**

- a) Because the nature of this solicitation, a response sent by fax or email to Shared Services Canada will not be accepted.
- b) Suppliers who intend to submit a response should send an e-mail indicating their intention to submit a response to [daniel.clement@canada.ca](mailto:daniel.clement@canada.ca) and before the closing date.
- c) The Bidder must provide pricing in response to instructions in Annex "A".
- d) All product deliveries are to be FOB Destination.
- e) An individual price must be provided for each line entry in Annex "A".
- f) All line items quoted must be identical to those identified in Annex "A".
- g) The quotation shall be open for acceptance for a period of ninety (90) days from the bid closing date.

### **4. Sole Bid response - Price Support (SAC Clause: C0008T (2007-05-25))**

- a) In the event that the Bidder's bid is the sole bid received, the Bidder must provide, on Canada's request one or more of the following price support if applicable:
  - i. a current published price list indicating the percentage discount available to Canada; or
  - ii. copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  - iii. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  - iv. price or rate certifications; or

any other supporting documentation as requested by Canada.

**5. National Security Exception, Data Sovereignty and Security**

- a) Canada has invoked the National Security Exception in respect of this requirement and, as a result, none of the trade agreements apply to this procurement.
- b) SSC's goal is to move the Government of Canada to a shared IT infrastructure. The protection of the data within and between this infrastructure is critical to the integrity of government programs and to national security and is also required pursuant to a number of laws, including privacy laws. While all data stored by Canada must be protected against unauthorized access, personal, confidential and sensitive data require even stronger levels of control. Canada's network architecture will be designed with this in mind and a variety of security measures will be included in the Request for Quotation and the resulting Contract Clauses in this regard.

**6. DELIVERY / PERIOD OF CONTRACT:**

- a) The delivery location is **Will's Transfer Limited, 3100 Swansea Crescent, Ottawa, Ontario, Canada, K1G 3W4**. The Contract shall remain in place for a 12 month warranty period.

**7. ENQUIRIES:**

- a) It is mandatory that all inquiries concerning this RFQ be submitted by e-mail to the Contracting Officer specified herein. Responses to queries cannot be guaranteed if they are not received by the Contracting Officer by noon (12:00 p.m. EDT), two (2) business days prior to the RFQ closing date and time indicated.
- b) The Bidder should reference as accurately as possible the numbered item to which the inquiry relates. Care should be taken by the Bidder to explain each question in sufficient detail in order to enable Canada to provide an accurate answer.
- c) To ensure consistency and quality of information provided to Bidders, the Contracting Authority will provide, through an electronic mail message simultaneously to the Bidder, to which this request for quotation has been sent, any significant information arising from inquiries received. Information provided verbally will not be binding upon Canada. Only additions, deletions or amendments made in writing to this RFQ by the Contracting Authority will be binding on Canada.

**8. CONTRACTING AUTHORITY:**

The Contracting Authority for the Contract is:

Name:	<b>Rebecca Lustig</b>
Title:	Junior Procurement Officer
Organization:	Shared Services Canada (SSC) Networks, End Users and Cyber Security (NEUCS) Procurement and Vendor Relations
Address:	180 Kent street, 13 th Floor, 13-141. Ottawa, Ontario
Telephone:	(613) 286-8979
Facsimile:	(613) 930-6007
E-mail address:	<a href="mailto:Rebecca.Lustig@canada.ca">Rebecca.Lustig@canada.ca</a>

**9. Submission of Responses**

- a) Responses must be submitted to the Contracting Authority by the date, time and to the address indicated on page 1 of the RFQ and as detailed below.
- b) Responses must be submitted to SSC by:

- i. the Bidder's representative in person; or
  - ii. registered mail; or
  - iii. an incorporated courier company.
- c) If the Bidder plans to deliver the response by hand or by courier to the Contracting Authority, the Bidder is requested to contact the Contracting Authority at [rebecca.lustig@canada.ca](mailto:rebecca.lustig@canada.ca) mailbox at least 48 hours before the closing date to make arrangements for the delivery date and time of its intended response. If the Bidder does not make arrangements 48 hours in advance with the Contracting Authority for delivery of its response, SSC may be able to accommodate the Bidder, but SSC is not responsible for making a representative available to receive the response at any time other than the closing time. Upon receipt of any response delivered by hand or by courier, the Bidder or the courier, as well as the SSC Contracting Authority, must sign an SSC bid receipt confirmation form, a copy of which will be provided to the Bidder or Courier Company.

#### 10. COORDINATES FOR SUBMISSION:

- a) Bidder will submit their quotation in accordance with the instructions provided in this RFQ no later than:

**Wednesday, August 17<sup>nd</sup>, 2016 at 2:00pm EDT**

**Attention:**

**Rebecca Lustig**

Junior Procurement Officer

Networks, End Users and Cyber Security (NEUCS)

180 Kent Street

13th Floor, K141

Ottawa, Ontario K1P 0B6

Canada

Email address: [Rebecca.lustig@canada.ca](mailto:Rebecca.lustig@canada.ca)

Tel. | Tél: (613) 286-8979 | Fax | Téléc.: (613) 960-6007

**Canada Post submissions:**

Shared Services Canada

\*For Canada Post deliveries only include PO Box 9808, Station T CSC, K1G 4A8