

**BID SOLICITATION
PRODUCTION PRINTER
FOR
DEPARTMENT OF NATIONAL DEFENCE**

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BID SOLICITATION FOR PRODUCTION PRINTER FOR DEPARTMENT OF NATIONAL DEFENCE

PART 1 GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Evaluation Criteria & Method of Selection
Annex D	Compatibility Testing
Annex E	Bidders Form
Annex F	OEM Certification Form
Annex G	Technical Compliance Form

1.1 Summary

The Department of National Defence (DND) has a requirement for a 60 month lease of 1 production printer with two (2) twelve (12) month option extensions. This Contract is for the supply, delivery, and installation of the equipment, as well as the necessary training, in French and English, to allow users to access all of the required features of the equipment.

A total of 1 monochrome device is required which must meet the mandatory technical specifications detailed in Annex A.

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

1.3 National Security Exception

On May 28, 2012, the Government of Canada announced on the Government Electronic Tendering Service that it had invoked the National Security Exception under the trade agreements in respect of procurements related to email, networks and data centres for Shared Services Canada. As a result, this requirement is subject to the National Security Exception.

PART 2 BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- 2.1.1** 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.
- 2.1.2** 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.
- 2.1.3** The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails. All references to PWGSC contained within the Standard Instructions will be interpreted as a reference to SSC, except for section 5(2)(d).
- 2.1.4** Section 3 of the Standard Instructions – Goods and Services – Competitive Requirements 2003 is amended as follows: delete “Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16”

2.2 Submission of Bids

- 2.2.1** Bids must be submitted only to Shared Services Canada Bid Receiving Unit by the date, time and place indicated on the cover page of the bid solicitation.
- 2.2.2** Due to the nature of the bid solicitation, bids transmitted by facsimile to Shared Services Canada will not be accepted.

2.3 Enquiries - Bid Solicitation

- 2.3.1** All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- 2.3.2** 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.

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.

A bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder.

PART 3 BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

3.1.1 Copies of Bid: Canada requests that bidders provide their bid in separately bound sections as follows:

- 3.1.1.1 Section I: Technical Bid (1 soft copy)
- 3.1.1.2 Section II: Financial Bid (1 soft copy)
- 3.1.1.3 Section III: Certifications (1 soft copy)
- 3.1.1.4 Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

3.1.2 Format for Bid: Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- 3.1.2.1 use 8.5 x 11 inch (216 mm x 279 mm) paper;
- 3.1.2.2 use a numbering system that corresponds to the bid solicitation;
- 3.1.2.3 include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- 3.1.2.4 include a table of contents.

3.2 Section I: Technical Bid

In their technical bid, bidders must demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

Full technical specifications and descriptive materials must be submitted with the bid. Failure to provide these materials with the bid will result in the bid being declared non-compliant.

In order to demonstrate compliance to the technical requirements, it is requested that the Bidder's Technical Bid include at a minimum the following:

- (a) a completed Annex G form, indicating compliance to the specifications, supplying equipment details, and providing reference locations to supporting documentation and technical brochures included in the bid, and;
- (b) technical brochures and supporting documents should be cross-referenced with Annex A and pertinent information demonstrating compliance should be clearly marked

Information to be filled in by the Bidder are left _____, please fill-in spaces accordingly.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

It is the Bidder's responsibility to provide a comprehensible and sufficiently detailed bid that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.

3.2.1 The technical bid consists of the following:

- 3.2.1.1 **Bid Submission Form:** Bidders are requested to include the Bid Submission Form with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- 3.2.1.2 **Substantiation of Technical Compliance Form:** The technical bid must substantiate the compliance of the Bidder and its proposed products with the specific articles of Annex A (Statement of Work) identified in the Substantiation of Technical Compliance Form, which is the requested format for providing the substantiation. The Substantiation of Technical Compliance Form is not required to address any parts of this bid solicitation not referenced in the form. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be declared non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Reference" column of the Substantiation of Technical Compliance Form, where bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

3.3 Section II: Financial Bid

- 3.3.1 Pricing:** Bidders must submit their financial bid in accordance with Annex B – *Basis of Payment*. The total amount of Applicable Taxes must be shown separately, if applicable.

A completed Annex B, Basis of Payment, table must be submitted.

- 3.3.2 Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it will not charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3.4 Section III: Certifications

Bidders must submit the certifications required under Part 5

PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

4.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the evaluation criteria.

4.1.2 An evaluation team composed of representatives of Canada will evaluate the bids.

In addition to any other time periods established in the bid solicitation:

Requests for Clarifications: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.

4.2 Technical Evaluation - Mandatory Technical

4.2.1.1 Bids will be evaluated in accordance with the Technical Bid criteria detailed in Annex G. Bids will be assessed to ensure compliance with all of the requirements of this solicitation as described at Annex A - Statement of Work.

4.3 Financial Evaluation

4.3.1 Mandatory Financial Criteria

4.3.1.1 SACC Manual Clause A0220T (2014-06-26), Evaluation of Price.

Please refer to Annex C, and complete the Basis of Payment, Annex B.

4.4 Basis of Selection

4.4.1 SACC Manual Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria

4.4.2 A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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 **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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

5.1 Mandatory Certifications Required Precedent to Contract Award

5.1.1 Bidders must submit the following duly completed certifications as part of their bid.

5.1.2 Code of Conduct and Certifications

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.

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.

5.2 Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

5.2.1 OEM Certification

5.2.1.1 Any Bidder that is not the Original Equipment Manufacturer (OEM) for every item of hardware proposed as part of its bid is required to submit the OEM's certification regarding the Bidder's authority to provide and maintain the OEM's hardware, which must be signed by the OEM (not the Bidder). No Contract will be awarded to a Bidder who is not the OEM of the hardware it proposes to supply to Canada, unless the OEM certification has been provided to Canada. Bidders are requested to use the OEM Certification Form included with the bid solicitation. Although all the contents of the OEM Certification Form are required, using the form itself to provide this information is

not mandatory. For Bidders/OEMs who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.

- 5.2.1.2 If the hardware proposed by the Bidder originates with multiple OEMs, a separate OEM certification is required from each OEM.
- 5.2.1.3 For the purposes of this bid solicitation, OEM means the manufacturer of the hardware, as evidenced by the name appearing on the hardware and on all accompanying documentation.

5.2.2 Code of Conduct Certifications – Certifications Required Precedent to Contract Award

- 5.2.2.1 Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.
- 5.2.2.2 The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form – PWGSC-TPSGC 229](#)) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

PART 6 SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

6.1.1 There is no security requirement.

PART 7 RESULTING CONTRACT CLAUSES

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

7.1 Requirement

7.1.1 _____ (the “Contractor”) agrees to supply to the Client the goods and services described in the Contract, including the Statement of Work at Annex A, in accordance with, and at the prices set out in, the Contract. This includes:

- i. supplying and delivering the Hardware;

Client: Under the Contract, the “Client” is Shared Services Canada (“SSC”), an organization with a mandate to provide shared services. This Contract will be used by SSC to provide shared services to its clients, which include SSC itself, those government institutions for whom SSC’s services are mandatory at any point during the Contract Period, and those other organizations for whom SSC’s services are optional at any point during the Contract Period and that choose to use those services from time to time. SSC may choose to use this Contract for some or all of its clients and may use alternative means to provide the same or similar services.

7.2 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 (<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. All references contained within the General Conditions or Supplementary General Conditions to the Minister of Public Works and Government Services will be interpreted as a reference to the minister presiding over Shared Services Canada and all references to the Department of Public Works and Government Services will be interpreted as Shared Services Canada.

For purposes of this contract the PWGSC policies referenced within the Standard Acquisitions Clauses and Conditions Manual are adopted as SSC policies.

7.2.1 General Conditions:

7.2.1.1 2010A (2016-04-04), General Conditions – Goods (Medium Complexity) These General Conditions are amended as follows:

Section 2 of the General Conditions is amended as follows: delete “Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16”

7.2.2 Supplemental General Conditions:

7.2.2.1 The following Supplemental General Conditions:

7.2.2.2 4001 (2015-04-01), Supplemental General Conditions - Hardware Purchase, Lease and Maintenance:

7.2.2.3 4003 (2010-08-16), Supplemental General Conditions - Licensed Software;

7.2.2.3.1 Section 08 is replaced as follows:

The license to use the Licensed Software under the Contract is transferable by Canada under the same conditions of the Contract, to any Device or Client, as applicable, or to any Canadian government department or Crown corporation, as defined in the Financial Administration Act, R.S.C. 1985, c. F-11, as amended from time to time, or to any other party for which Shared Services Canada has been authorized to act under section 8 of the Shared Services Canada Act, L.C. 2012, ch.19, art 711 as long as Canada informs the Contractor of the transfer within thirty (30) days of the transfer occurring. For the purposes of this section, in the circumstances where an Entity License is transferred, such license will be capped

at the number of users in the transferring department, corporation, agency or other party before the transfer.

7.3 Security Requirement

7.3.1.1 There is no security requirement.

7.4 Delivery Date

All the deliverables must be made before or by 15 days of contract award.

Address:

Asticou (1-2227)

241 Blvd Cité des Jeunes

Gatineau, QC

Canada, J8Y 6L2

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nicole Pontes

Title: Senior Procurement Officer

Shared Services Canada

Directorate: Procurement and Vendors Relations

Address: 180 Kent St., 13-086

Ottawa, ON K1G 4A8

Telephone: 613-462-2832

Facsimile:

E-mail address: Nicole.pontes@canada.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.

7.5.2 Project Authority

(The project authority will be named in the resulting contract.)

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

The Project Authority 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.

7.5.3 Contractor's Representative

(Please provide the following information)

The Contractor's Representative for the Contract is:

Name	
Title	
Company	
Address	
Telephone	
Facsimile	
Email address	

7.6 Payment

7.6.1 Method of Payment - Monthly Payment

7.6.1.1 H1008C (2008-05-12), Monthly Payment

7.7 Certifications

7.7.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

7.8 Applicable Laws

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

7.9 Priority of Documents

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

- 7.9.1** these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- 7.9.2** supplemental general conditions, in the following order:
 - 7.9.2.1 4001; (2015-04-01) Hardware Purchase, Lease and Maintenance;
 - 7.9.2.2 4003; (2010-08-16) Licensed Software;
 - 7.9.2.3 4004; (2013-04-25) Maintenance and Support Services or Licensed Software;
- 7.9.3** general conditions 2010A (2016-04-04) General Conditions – Goods (Medium Complexity);
- 7.9.4** Annex A, Statement of Work;
- 7.9.5** Annex B, Basis of Payment
- 7.9.6** the Contractor's bid dated _____, as amended _____

7.10 Insurance Requirements

7.10.1 SACC Manual clause G1005C (2008-05-12) Insurance

7.11 SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11) Government Site Regulations

SACC Manual clause B7500C (2006-06-16) Excess Goods

SACC Manual clause B1501C (2006-06-16) Electrical Equipment

SACC Manual clause D0018C (2007-11-30) Delivery and Unloading

ANNEX A

STATEMENT OF WORK

The Monochrome production printer must meet the technical specification as described in the table below.

A. Mandatory Technical Specifications Requirement

A1. Generic Equipment:
The printer must be a monochrome device
Printer will have a touch screen interface at the printer console for operator use
The proposed printer console will be available in both official languages French/ English or Bilingual
The proposed solution must be able to connect to DND's Ethernet LAN switch
The proposed solution must be able to interface with DND's TCP/IP network environment
The proposed solution must be able to have the ability to disable undesired protocols and network features.
The network interface card will not act as a DHCP sever (scanner only)
The proposed solution must be compatible with Windows server 2003 and Windows 7
The proposed solution will be compatible with Windows server 2008
The proposed printer must have accessible panels for the operator to change consumables ad clear jams.
The proposed printer must provide meter readings and log usage data that include number of clicks by date of usage (simplex, duplex, paper size)
A2. Scanner:
The scanning system must be colour and B&W with a minimum speed of 90 pages per minute simplex and 180 pages per minute duplex in B&W and colour. This is part of the printer.
The proposed device have a variable reduction to 25% in 1% increments
The proposed device have a variable enlargement to 400% in 1% increments
Provide two sided scanning and copying capabilities via single pass dual scanner
Accept both simplex and duplex originals
Have the ability to auto detect different size originals and print on different size paper as one job
Have an automatic document handler with minimum capacity of 150 sheets
Scan to PDF file and save locally, to disk, and to network drive
Have a glass top scanner (for scanning books)
Have the ability to accept originals varying from a minimum size of 8.5" x 11"

to a maximum size of 11" X 17"

A3. Printer:

The proposed printer will print simplex and duplex

The proposed printer must not have fuser oil technology.

The proposed B&W printer will provide a minimum total speed of 100 pages per minute for paper size 8.5"X11"

The proposed printer must have a Minimum Average Monthly volume of 300,000

The proposed printer must print at a resolution greater than the or equal to 1200 X 1200 dpi (or close to it) at 8 bit pixel depth & 256 shades of grey

The hard drive must be removed and provided to DND at no extra cost at the end of the lease and if the hard drive has to be replaced during the course of the lease.

Printer must have the ability to print Adobe PostScript Level 1,2,3, Adobe Acrobat PDF 1.7, PDF/X, Mac OSX ver.10.10

The proposed printer must have a Power Save feature.

A4. Printer Input:

The proposed B&W printer must have the ability to print on the following paper sizes: 8.5 X 11, 8.5 X 14, 11 X 17. and 12 X 18 inches

The proposed printer must have the ability to print on the media with weights ranging from 40 GSM – 250 GSM

The proposed printer must have a tray that can handle minimum 176 GSM card stock

The proposed printer must have the ability to print on short or long grain paper stock

The proposed device must have a minimum input capacity of 8000 sheets

The proposed printer must have at least 5 paper trays with at least 2 of the trays having a capacity of 2000 sheets each

The printer must have API support for third party applications

A5. Printing Finisher:

On The proposed printer, the operator must have ability to unload receiving tray while the printer is operational

The proposed B&W printer must have the ability to sort/ collate in line with and unlimited set size and with an offsetting receiving tray of at least 4200 sheets

The proposed B&W printer must have the ability to staple up to 100 sheets on 20 LB bond paper at top, bottom and top/ bottom

The proposed B&W printer must be equipped with GBC punch and include the following dies:

- Die Set 44 hole (Colour Coil)

- Die Set 19 hole (Cerlox)
- Die Set 3 hole (Binder)

A6. Maintenance:

The contractor must act as the prime Contractor for hardware and software and provide a single point of contact for maintenance support services and problem reporting.

The contractor must accept prime responsibility for diagnosis and resolutions of the hardware or software problems.

The contractor must certify in writing that the assigned technician(s) will be able to provide maintenance and service for the leased equipment.

ANNEX B
BASIS OF PAYMENT

For the lease, delivery, configuration and installation of two monochrome production printers the Contractor will be paid the following firm rates:

Monochrome Production Printer: _____ *(insert device model)*

Equipment Offered List the mainframe and all added optional equipment required to meet the Specifications as detailed in Annex A.	Part Number	FIRM MONTHLY RATES (FMR)				Optional Periods	
		24 months	36 months	48 months	60 months	Option 1 12 months	Option 2 12 Months
Base Unit Model Name:		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
TOTAL FMR		\$	\$	\$	\$	\$	\$

The rates proposed for each lease period must be lower than that of the preceding shorter lease period. For example, the 60 month FMR must be lower than the 48 month FMR. This does not include the two optional renewal periods of 12 months each.

Cost Per Copy/Print (CPC)

The fixed (or firm) rate per print or copy including related supplies or consumables (i.e. toner, developer, etc.) and preventive and remedial maintenance.

	Cost per Copy/print (Initial lease period)	Cost per Copy/print (Option Year 1)	Cost per Copy/print (Option Year 2)
Monochrome Cost per Copy/Print (CPC) (Estimated usage* is 200,000 copies per month)	\$ _____	\$ _____	\$ _____

* **Note:** The number of prints per month is an estimate for evaluation purposes only; the actual usage may be higher or lower than this number. The estimates will not constrain the Department to use this many pages per month.

The Full Service Maintenance agreement will be on a cost per page rate basis. Firm ceiling rates will be established for the entire contract period including all option years, but may be reduced at any time by the Contractor, by notifying the Contracting Authority and requesting a downward amendment.

All prices must include delivery, training, custom duties and provincial electronic disposal surcharges; GST/HST extra if applicable.

**ANNEX C
EVALUATION CRITERIA & METHOD OF SELECTION**

C1. TECHNICAL EVALUATION

Bidders are requested to submit a completed Form found in Annex G- Substantiation of Technical Compliance.

Bidders must PASS all mandatory technical specification requirements listed in Annex A & G, in order to be considered further during the evaluation stage.

C2. FINANCIAL EVALUATION

Bidders must submit a completed Annex B.

C3. BASIS OF SELECTION

A bid must meet all mandatory technical specification criteria to be declared responsive. The responsive bid with the lowest TOTAL PRICE will be recommended for award of a contract.

Annex D COMPATIBILITY TESTING

At the request of Canada, the Contractor with the best value technically compliant bid must make available the test printer, in the configurations specified in the RFP, for a compatibility test by Canada prior to the award of Contract to determine whether the proposed printer will meet Canada's requirements.

To complete these tests, the contractor must make the test printer available for testing in the **National Capital Region** of Canada either at the contractor's site or at an existing installation site in a different client's environment within 10 days of notification of such test by PWGSC.

The product for testing must:

- (a) be configured and identical to the equipment proposed in the RFP and be in accordance with the Mandatory Technical Specifications;
- (b) be loaded with all necessary drivers; and
- (c) be compatible with the specific hardware, network or software requirements identified by the Project Authority and/or the Contracting Authority at the time notice of testing is given to the Contractor.

Compliance Verification and Compatibility Testing

Failure of the proposed printer to meet the technical specifications of the RFP and any subsequent clarifications thereto may result in elimination of the printer without further consideration.

In the event that the test printer does not function in accordance with the technical requirements of the bid solicitation or is not able to function in the Competition Bureau's environment with Competition Bureau's applications, the Contractor will be required to rectify the incompatibility within 48 hours of notification. The resulting fault will be deemed a technical fault. A maximum of 2 technical faults will be allowed.

If the test printer, or its replacement, exhibits a third technical fault or if the contractor fails to meet the 48 hour deadline (on the first OR second technical fault) the test device will be deemed non-compliant.

If the testing indicates that some upgrades/changes (for example, to the drivers or firmware) are required, Canada will work with the Contractor to resolve these issues provided that they are reasonable and can be resolved within a reasonable amount of time.

If the test printer provided is new and is to be delivered to the end-user's location, and if it is agreed upon with Canada, the test printer may be considered as the unit of sale.

**Annex E
 BIDDER FORMS**

BID SUBMISSION FORM					
Bidder's full legal name <i>[Note to Bidders: Bidders who are part of a corporate group should take care to identify the correct corporation as the Bidder.]</i>					
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name				
	Title				
	Address				
	Telephone #				
	Fax #				
	Email				
Bidder's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i> <i>[Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</i>					
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)					
Former Public Servants See the Article in Part 2 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	<p>Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant Certification"</p> <hr/> <p>Is the Bidder a FPS who received a lump sum payment under the terms of the work force adjustment directive? Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant Certification"</p>				
Canadian Content Certification As described in the solicitation, bids with at least 80% Canadian content are being given a preference. <i>[For the definition of Canadian goods and services, consult the PWGSC SACC clause A3050T]</i>	<p>On behalf of the bidder, by signing below, I confirm that <i>[check the box that applies]</i>:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">At least 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)</td> <td style="width: 20%;"></td> </tr> <tr> <td>Less than 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)</td> <td></td> </tr> </table>	At least 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)		Less than 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)	
At least 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)					
Less than 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)					
Number of FTEs [Bidders are requested to indicate, the total number of full-time-equivalent positions that would be created and maintained by the bidder if it were awarded the Contract. This information is for information purposes only and will not be evaluated.]					

Security Clearance Level of Bidder <i>[include both the level and the date it was granted]</i> <i>[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</i>	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none">1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;2. This bid is valid for the period requested in the bid solicitation;3. All the information provided in the bid is complete, true and accurate; and4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.	
Signature of Authorized Representative of Bidder	

Annex F
OEM Certification Form

This confirms that the original equipment manufacturer (OEM) identified below has authorized the Bidder named below to provide and maintain its products under any contract resulting from the bid solicitation identified below.

Name of OEM _____

Signature of authorized signatory of OEM _____

Print Name of authorized signatory of OEM _____

Print Title of authorized signatory of OEM _____

Address for authorized signatory of OEM _____

Telephone no. for authorized signatory of OEM _____

Fax no. for authorized signatory of OEM _____

Date signed _____

Solicitation Number _____

Name of Bidder _____

**Annex G
 TECHNICAL COMPLIANCE FORM**

EQUIPMENT REQUIREMENT

The printers must meet the following mandatory requirements:

A1. Monochrome Production Printer: _____ *(insert model name)*

MANDATORY CRITERIA

A1. Generic Equipment:	MET	NOT MET
The printer must be a monochrome device		
Printer will have a touch screen interface at the printer console for operator use		
The proposed printer console will be available in both official languages French/ English or Bilingual		
The proposed solution must be able to connect to DND's Ethernet LAN switch		
The proposed solution must be able to interface with DND's TCP/IP network environment		
The proposed solution must be able to have the ability to disable undesired protocols and network features.		
The network interface card will not act as a DHCP sever (scanner only)		
The proposed solution must be compatible with Windows server 2003 and Windows 7		
The proposed solution will be compatible with Windows server 2008		
The proposed printer must have accessible panels for the operator to change consumables ad clear jams.		
The proposed printer must provide meter readings and log usage data that include number of clicks by date of usage (simplex, duplex, paper size)		

A2. Scanner:	MET	NOT MET
The scanning system must be colour and B&W with a minimum speed of 90 pages per minute simplex and 180 pages per minute duplex in B&W and colour. This is part of the printer.		
The proposed device have a variable reduction to 25% in 1% increments		
The proposed device have a variable enlargement to 400% in 1% increments		
Provide two sided scanning and copying capabilities via single pass dual scanner		
Accept both simplex and duplex originals		
Have the ability to auto detect different size originals and print on different size paper as one job		
Have an automatic document handler with minimum capacity of 150 sheets		
Scan to PDF file and save locally, to disk, and to network drive		
Have a glass top scanner (for scanning books)		
Have the ability to accept originals varying from a minimum size of 8.5" x 11" to a maximum size of 11" X 17"		

A3. Printer:	MET	NOT MET
The proposed printer will print simplex and duplex		
The proposed printer must not have fuser oil technology.		
The proposed B&W printer will provide a minimum total speed of 100 pages per minute for paper size 8.5"X11"		
The proposed printer must have a Minimum Average Monthly volume of 300,000		
The proposed printer must print at a resolution greater than the or equal to 1200 X 1200 dpi (or close to it) at 8 bit pixel depth & 256 shades of grey		
The hard drive must be removed and provided to DND at no extra cost at the end of the lease and if the hard drive has to be replaced during the course of the lease.		
Printer must have the ability to print Adobe PostScript Level 1,2,3, Adobe Acrobat PDF 1.7, PDF/X, Mac OSX ver.10.10		

The proposed printer must have a Power Save feature.		
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A4. Printer Input:	MET	NOT MET
The proposed B&W printer must have the ability to print on the following paper sizes: 8.5 X 11, 8.5 X 14, 11 X 17. and 12 X 18 inches		
The proposed printer must have the ability to print on the media with weights ranging from 40 GSM – 250 GSM		
The proposed printer must have a tray that can handle minimum 176 GSM card stock		
The proposed printer must have the ability to print on short or long grain paper stock		
The proposed device must have a minimum input capacity of 8000 sheets		
The proposed printer must have at least 5 paper trays with at least 2 of the trays having a capacity of 2000 sheets each		
The printer must have API support for third party applications		

A5. Printing Finisher:	MET	NOT MET
On The proposed printer, the operator must have ability to unload receiving tray while the printer is operational		
The proposed B&W printer must have the ability to sort/ collate in line with and unlimited set size and with an offsetting receiving tray of at least 4200 sheets		
The proposed B&W printer must have the ability to staple up to 100 sheets on 20 LB bond paper at top, bottom and top/ bottom		
The proposed B&W printer must be equipped with GBC punch and include the following dies: <ul style="list-style-type: none"> • Die Set 44 hole (Colour Coil) • Die Set 19 hole (Cerlox) • Die Set 3 hole (Binder) 		

A6. Maintenance:	MET	NOT MET
The contractor must act as the prime Contractor for hardware and software and provide a single point of contact for maintenance support services and problem reporting.		
The contractor must accept prime responsibility for diagnosis and resolutions of the hardware or software problems.		
The contractor must certify in writing that the assigned technician(s) will be able to provide maintenance and service for the leased equipment.		