

## REQUEST FOR QUOTATION (RFQ)

For

### Private Branch Exchange (PBX) Systems Requirements

<b>TOTAL NO. OF PAGES</b> <b>INCLUDING COVER SHEET &amp;</b> <b>Annex A: 10</b>	<b>DATE:</b> September 29, 2016
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<b>REQUIREMENT:</b>	<b>10053070/A / PBX Systems Requirement</b>
<b>RFQ BIDDER:</b>	
<b>Bidder's PBN No</b>	
<b>Representative's Name</b>	
<b>Phone Number</b>	
<b>E-mail address</b>	

**1. REQUIREMENT:**

- a) Shared Services Canada (SSS) Canada requires three new Private Branch Exchange (PBX) Systems Systems to replace the old systems at three separate locations.

**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:**

The delivery locations are:

- 1) Okimaw Ohci Healing Lodge, PO Box 1929, Maple Creek, Saskatchewan, S0N 1N0
- 2) Willow Cree Healing Centre, Duck Lake, Saskatchewan, S0K 1J0

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: **Jessica Blackburn**  
Title: 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, 13-143. Ottawa, Ontario  
Telephone: (613) 286-3272  
E-mail address: [jessica.blackburn@canada.ca](mailto:jessica.blackburn@canada.ca)

**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 [jessica.blackburn@canada.ca](mailto:jessica.blackburn@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:

**Thursday, October 14<sup>nd</sup>, 2016 at 2:00pm EDT**

**Attention:**

**Jessica Blackburn**  
Procurement Officer  
Networks, End Users and Cyber Security (NEUCS)  
180 Kent Street  
13th Floor, K143  
Ottawa, Ontario K1P 0B6  
Canada  
Email address: [jessica.blackburn@canada.ca](mailto:jessica.blackburn@canada.ca)  
Tel. | Tél: (613) 286-3272

**Canada Post submissions:**

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