



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

**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**

<b>Title - Sujet</b> Swept laser source wavelength	
<b>Solicitation No. - N° de l'invitation</b> 31241-168072/A	<b>Date</b> 2017-01-17
<b>Client Reference No. - N° de référence du client</b> 31241-16-8072	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-180-14192	
<b>File No. - N° de dossier</b> MTA-6-39345 (180)	<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 2017-02-27</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE	
<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> Vaillancourt, Summer	<b>Buyer Id - Id de l'acheteur</b> mta180
<b>Telephone No. - N° de téléphone</b> (514) 496-3510 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CONSEIL NATIONAL DE RECHERCHES DU CANADA UNIVERSITÉ DE MONTRÉAL 5145 AVENUE DECELLES MONTRÉAL QUÉBEC H3T 2B2 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

<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>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There are no security requirements for this procurement.

### **1.2 Statement of Requirement**

The requirement is detailed under Annex A – Statement of Requirement.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.4 Trade Agreements**

"The requirement is subject to the provisions 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, 2014-06-26, Condition of Material – Bid

### **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.

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### **2.2.1 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority **at least 15 days before** the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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 Province of Québec.

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)
- Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: Financial Bid**

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

#### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **3.1.2 Exchange Rate Fluctuation Risk Mitigation**

1. The Bidder may request Canada to assume the risks and benefits of exchange rate fluctuations. If the Bidder claims for an exchange rate adjustment, this request must be clearly indicated in the bid at time of bidding. The Bidder must submit form [PWGSC-TPSGC 450](#) , Claim for Exchange Rate Adjustments with its bid, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.
2. The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).
4. At time of bidding, the Bidder must complete columns (1) to (4) on form [PWGSC-TPSGC 450](#) , for each line item where they want to invoke the exchange rate fluctuation provision. Where bids

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are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.

5. Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

## **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**

##### **4.1.1.1 Mandatory Technical Criteria**

- a. Conformity to the preselected mandatory technical criteria which are included in Annex C – Mandatory technical criteria.
- b. Acceptance of terms and conditions as mentioned in the bid solicitation.

##### **4.1.1.2 Evaluation method for the mandatory technical criteria**

- a. At the bid closing date, bids will be evaluated on the preselected mandatory technical criteria at Annex 'C'

Note: The evaluation of all the mandatory technical criteria at Annex 'C' will be done on a pass/fail basis.

- b. To demonstrate that your product meets all preselected mandatory specifications, bidders must submit with their bid, a copy of complete specifications and descriptive literature (technical documents such as data sheets, user manual or other) of the products offered. The technical documents must be already existing standard documents. The technical documents must not be written and specially drafted for this Request for Proposal.
- c. If a supplier is unable to demonstrate that their products meet the performance criteria mentioned at Annex C, this will render their bid non-compliant.
- d. Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Website addresses where additional information can be found, or technical manuals or brochures or other not submitted with the bid.

#### **Note 1:**

To be considered, all these criteria have to be respected in order to facilitate evaluation of the next steps. IN THE ABSENCE OF THIS INFORMATION, THE PROPOSAL WILL BE REJECTED.

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Note 2:

Only those proposals that meet all the mandatory criteria of the Request for Proposal will be subject to further evaluation which is the financial evaluation.

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause A0220T, 2014-06-26, Evaluation of Price - Bid  
*SACC Manual* Clause A0222T, 2014-06-26, Evaluation of Price - Canadian / Foreign Bidders

#### **4.1.3 Price evaluation**

Firm unit price X quantity of each item = total price of each item. Applies for items 1 to 2.

Total firm price of all items 1+2 = the total firm price of all items. (All applicable taxes are extra).

#### **4.2 Basis of Selection – Mandatory Technical Criteria**

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

### **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 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.

##### **5.1.1 Integrity Provisions – Required Documentation**

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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.

##### **5.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the

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[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](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 Statement of Requirement**

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

### **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.

#### **6.3.2 Supplemental General Conditions**

4003, 2010-08-16, Licensed Software  
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 March 31<sup>st</sup> 2017 if at all possible.

#### **6.4.2 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

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Name:	Summer Vaillancourt
Title:	Procurement Agent
Organization:	Public Works and Government Services Canada, Acquisitions Branch
Directorate	Québec region
Address:	800 rue de la Gauchetière Ouest 7th floor, Place Bonaventure, Montreal, QC
Telephone:	514-496-3510
Facsimile:	514-496-3822
E-mail address:	summer.vaillancourt@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

#### 6.5.2 Project Authority

The Project Authority for the Contract is: (This information will be completed by Canada at the contract phase).

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 Contractor's Representative

Name:	
Title:	
Organization:	
Address:	
Telephone:	
Facsimile:	
E-mail address:	

#### 6.5.4 Contact at customer department

For all information related to invoicing and/or payments you may communicate with: *(To be completed by Canada at the award phase of the contract).*

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Client department:	
Name:	
Telephone:	
Facsimile:	
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 price", as specified in Annex B for a cost of \$ \_\_\_\_\_ (The amount will be inserted at contract award.) Customs duties are subject to exemption 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 Limitation of Price

SACC Manual clause C6000C, 2011-05-16, Limitation of Price

### 6.6.3 SACC Manual Clauses

H1000C, 2008-05-12, Single Payment

### 6.6.4 SACC Manual Clauses

C2000C, 2007-11-30, Taxes - Foreign-based Contractor  
C2602C, 2008-05-12, Customs Duties Exempt (National Research Council of Canada)

### 6.6.5 Exchange Rate Fluctuation Adjustment

1. The foreign currency component (FCC) is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuation. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.
2. For each line item where a FCC is identified, Canada assumes the risks and benefits for exchange rate fluctuation, as shown in the Basis of Payment. For such items, the exchange rate fluctuation amount is determined in accordance with the provision of this clause.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provisions in the contract. The exchange rate adjustment amount will be calculated in accordance with the following formula:  
Adjustment = FCC x Qty x (  $i_1 - i_0$  ) /  $i_0$   
where formula variables correspond to:

#### FCC

Foreign Currency Component (per unit)

$i_0$

Initial exchange rate (CAN\$ per unit of foreign currency [e.g. US\$1])

**$i_1$**   
exchange rate for adjustments (CAN\$ per unit of foreign currency [e.g. US\$1])  
**Qty**  
quantity of units

4. The initial exchange rate is typically set as the noon rate as published by the Bank of Canada on the solicitation closing date.
5. For goods, the exchange rate for adjustment will be the noon rate as published by the Bank of Canada on the date the goods were delivered. For services, the exchange rate for adjustment will be the noon rate on the last business day of the month for which the services were performed. For advance payments, the exchange rate for adjustment will be the noon rate on the date the payment was due. The most recent noon rate will be used for non-business days.
6. The Contractor must indicate the total exchange rate adjustment amount (either upward, downward or no change) as a separate item on each invoice or claim for payment submitted under the Contract. Where an adjustment applies, the Contractor must submit with their invoice form [PWGSC-TPSGC 450](#), Claim for Exchange Rate Adjustments.
7. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease), calculated in accordance with column 8 of form [PWGSC-TPSGC 450](#) (i.e.  $[i_1 - i_0] / i_0$ ).
8. Canada reserves the right to audit any revision to costs and prices under this clause.

#### **6.6.6 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### **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.

#### **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

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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 \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*)

## 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.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4003, 2010-8-16, Licensed Software, 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, Statement of Requirement;
- (e) Annex B, Basis of payment
- (f) Annex C, Mandatory technical evaluation criteria;
- (g) Annex D to PART 3 of the bid solicitation;
- (h) the Contractor's bid dated \_\_\_\_\_ as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ "

## 6.11 SACC Manual Clauses

B7500C, 2006-06-16, Excess goods  
G1005C, 2016-01-28, Insurance- No specific requirement  
B1501C, 2006-06-16, Electrical equipment  
A9068C, 2010-01-11, Government site regulation  
A2000C, 2006-06-16, Foreign Nationals (Canadian Contractor)  
A2001C, 2006-06-16, Foreign Nationals (Foreign Contractor)

## 6.12 Transportation costs

The Contractor must ship the goods prepaid via \_\_\_\_\_ (*insert the method of transportation*) including all delivery charges to **Conseil National de Recherches du Canada, Université de Montreal, 5145 Avenue Decelles, Montreal, QC H3T 2B2**. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

## 6.13 Shipping Instructions

Shipping Instructions – Delivery at destination

Goods must be consigned to the destination specified in the Contract and delivered:

- a. Delivered Duty Paid (DDP) **Conseil National de Recherches du Canada, Université de Montreal, 5145 Avenue Decelles, Montreal, QC H3T 2B2**. Incoterms 2000 for shipments from a commercial contractor.

## **ANNEX A STATEMENT OF REQUIREMENT**

### **1.0 Object**

The National Research Council (NRC) is developing a system to track online the manufacturing of parts in aerospace. NRC has already assembled a working prototype. The technology used is the optical coherence tomography. This technology requires a special laser which performs a quick scan in wavelength. The prototype belongs to Aerospace portfolio and will be permanently installed on a device belonging to the Aerospace portfolio. NRC is already engaged with a partner for the commercialization of technology. This prototype will serve as a demonstration tool for the promotion of technology.

The prototype was assembled using a laser belonging to the Energy, Mining and Environment (EME) portfolio and for other projects. In addition, the laser currently does not meet the specifications required by the prototype, the sampling rate is only 50kHz while the application requires a rate of 200kHz. NRC wishes to acquire a swept laser source wavelength to be installed permanently on the prototype.

The scope of work includes the supply, delivery and the work required to integrate the source in the prototype.

### **2.0 Constraints N/A**

### **3.0 Mandatory technical specifications**

**The equipment must have the following specifications:**

- 3.1 The laser must sweep over an adjustable range of wavelengths covering up to at least 80 nm, this determines the spatial resolution of our measurement. The wavelength range must include the wavelengths contained between 1530nm and 1600 nm.
- 3.2 The laser must be able to operate in various scanning rates up to 200 kHz, the sampling rate required by the application.
- 3.3 The laser must have a coherence length of at least 200 mm, it provides the depth range required by the application.
- 3.4 The laser must include the software to adjust the laser parameters along with Labview modules.
- 3.5 The laser must have an average power output of at least 8 mW, the power is the minimum required for amplification.
- 3.6 The laser must provide a trigger for the acquisition of each wavelength, the trigger being based on stable frequency clock operating at least at 400 MHz with a jitter less than 300 femtoseconds, this insures a good signal-to-noise ratio.
- 3.7 The laser must provide a trigger for each wavelength sweep, the delay of the trigger being adjustable via control software with a resolution of 2.5 ns, this insures a good signal-to-noise ratio.
- 3.8 The laser must have a phase stability with an rms value of 1 picometer or better, this allows precise interferometric measurements with the laser.
- 3.9 The laser must have a reduced intensity noise (RIN) better than -135dB/Hz, this insures a good signal-to-noise ratio.
- 3.10 The laser must have an operating mode providing a flat power spectrum during a wavelength sweep, this is required for the optimal amplification of the output.

### **4.0 Deliverables:**

- 4.1 Laser swept wavelength.
- 4.2 Technical Documentation: the laser should come with an English electronic user manual.
- 4.3 Operating software with Labview modules.

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**5.0 Delivery:**

The system must be delivered at NRC site at **Université de Montreal, 5145 Avenue Decelles, Montreal, QC H3T 2B2**

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**ANNEX B  
BASIS OF PAYMENT**

Notes to suppliers:

- 1) Firm prices are required for all items below.
- 2) The applicable taxes are all extra to the prices on the table below.

ITEM NO.	DESCRIPTION	QUANTITY	FIRM PRICE	TOTAL
1	The purchase and delivery of a laser swept wavelength as described in Annex A.  Brand name:  Model offered:	1	\$_____/each	\$_____
2	Transportation charges as described in Section 5.0 in Annex A - (FOB Destination)	1	\$_____/lot	\$_____
			Grand Total: (for items 1-2)	\$_____

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**ANNEX C  
MANDATORY TECHNICAL EVALUATION CRITERIA**

**TO BE COMPLETED BY SUPPLIERS – AT CLOSING DATE AND HOUR OF SOLICITATION**

The information that figures in this table must be duly completed and submitted at the closing date and hour of the solicitation.

The proposals must cover all the subjects indicated in the sections mentioned below in order to be considered.

In order to demonstrate that your product meets all preselected mandatory specifications, bidders must submit with their bid, a copy of complete specifications and descriptive literature (technical documents such as data sheets, user manual or other) of the products offered. The technical documents must be already existing standard documents. The technical documents must not be written and specially drafted for this Request for Proposal.

If a supplier is unable to demonstrate that their products meet the performance criteria mentioned below, this will render their bid non-compliant.

Canada will only evaluate the documentation provided with the bidder's bid.

Canada will not evaluate information such as references to Website addresses where additional information can be found, or technical manuals or brochures or other not submitted with the bid.

Only those proposals that meet all the mandatory criteria of the Request for Proposal will be subject to further evaluation which is the financial evaluation.

**The proposals that fail to meet all these conditions will be rejected.**

**1. Mandatory Technical Specifications:**

Laser swept wavelength. The delivered equipment must have the following specifications.

<b>Item No.</b>	<b>Description</b>	<b>Specify in the area in the bid document or in the technical documents that describes the mandatory specifications needed</b>
<b>1</b>	The laser must sweep over an adjustable range of wavelengths covering up to at least 80 nm, this determines the spatial resolution of our measurement. The wavelength range must include the wavelengths contained between 1530nm and 1600 nm.	
<b>2</b>	The laser must be able to operate in various scanning rates up to 200 kHz, the sampling rate	

	required by the application.	
<b>3</b>	The laser must have a coherence length of at least 200 mm, it provides the depth range required by the application.	
<b>4</b>	The laser must include the software to adjust the laser parameters along with Labview modules.	
<b>5</b>	The laser must have an average power output of at least 8 mW, the power is the minimum required for amplification.	
<b>6</b>	The laser must provide a trigger for the acquisition of each wavelength, the trigger being based on stable frequency clock operating at least at 400 MHz with a jitter less than 300 femtoseconds, this insures a good signal-to-noise ratio.	
<b>7</b>	The laser must provide a trigger for each wavelength sweep, the delay of the trigger being adustable via control software with a resolution of 2.5 ns, this insures a good signal to noise ratio.	
<b>8</b>	The laser must have a phase stability with an rms value of 1 picometer or better, this allows precise interferometric measurements with the laser.	
<b>9</b>	The laser must have a reduced intensity noise (RIN) better than - 135dB/Hz, this insures a good signal-to-noise ratio.	
<b>10</b>	The laser must have an operating mode providing a flat	

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	power spectrum during a wavelength sweep, this is required for the optimal amplification of the output.	
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## **ANNEX "D" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)