



**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 ième 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

### 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 ième étage  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Casiers d'entreposage	
<b>Solicitation No. - N° de l'invitation</b> W1941-170010/A	<b>Date</b> 2017-02-22
<b>Client Reference No. - N° de référence du client</b> W1941-17-0010	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-375-14260	
<b>File No. - N° de dossier</b> MTA-6-39241 (375)	<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 2017-04-04</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> Joseph, Marc	<b>Buyer Id - Id de l'acheteur</b> mta375
<b>Telephone No. - N° de téléphone</b> (514) 496-3666 ( )	<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> MINISTERE DE LA DEFENSE NATIONALE 6363, RUE NOTRE-DAME EST MONTREAL Québec H1N 3V9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> .	<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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INTEGRITY PROVISIONS.....20

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security requirement associated with this Request for proposal (RFP).

### 1.2 Requirement

The requirement is detailed in Annex "A" Requirement and other documents that are part of this RFP and any resulting contract

### 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 of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

**Delete: 60 days**

**Insert: 90 days**

#### 2.1.1 SACC Manual Clauses

B1000T Condition of material – Bid

2014-06-26

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

All enquiries must be submitted in writing to the Contracting Authority no later than (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Quebec**.

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)

**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 (See Annex A)**

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 (See Annex B)**

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

#### **3.1.2 Exchange Rate Fluctuation**

**C3011T (2013-11-06) Exchange Rate Fluctuation**

#### **Section III: Certifications**

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

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## **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**

It is mandatory to provide the workshop drawings with your bid in order to allow their technical evaluation. The drawings must conform to the technical specifications detailed in Annex "C". Failure to do so will render the bid non-responsive. You must demonstrate in the workshop drawings that your technical offer meets the requirements listed in articles 1.1, 1.2, 1.3 and 2.1, 2.4 of Annex "A" herein. You must confirm in writing the acceptance of articles 1.4, 1.5, 1.6 and 2.3, 2.5, 2.6, 2.7

- 1. Compliance with the description of the requirement listed in Schedule "A" attached hereto.
- 2. Acceptance of the conditions in the request for proposal.

#### **4.1.2 Financial Evaluation**

- a) Compliance with the establishment of the proposed price method. Schedule "B"
- b) Bidders must submit firm prices for each of the items listed in Annex "B"

The total amount of the bid of Appendix "B", Basis of payment will be calculated as follows:

Firm unit price X Quantity = Total price

**Contract total price = Sum of total prices (plus applicable Taxes)**

#### **4.1.3 SACC Manual Clause**

A0222T (2014-06-26) Evaluation of Price

### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared admissible.

**The responsive bid with the lowest evaluated price it 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 Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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



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## 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

There is no security requirement associated with this Request for proposal (RFP).

### 6.2 Requirement

The requirement is detailed in Annex "A" Requirement and other documents that are part of this RFP and any resulting contract

### 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.

#### **2010A 20 (2008-05-12) Government Property**

The Contractor must take reasonable and proper care of all Government Property while it is in its possession or subject to its control. The Contractor is responsible for any loss or damage resulting from its failure to do so other than loss or damage caused by ordinary wear and tear.

### 6.4 Term of Contract

While delivery is requested as soon as possible, please indicate the best delivery that could be offered

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#### 6.4.1 Delivery Point

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

#### 6.4.2 Delivery, Inspection and Acceptation

The "Technical" Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Name: Marc Joseph**

Senior Procurement Officer

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Quebec Regional Office

Address: 800, de la Gauchetière West, Suite 7300, Montréal, Qc, Canada, H5A 1L6

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Telephone: 514-496-3666  
Facsimile: 514-496-3822  
**E-mail address: marc.joseph@tpsgc.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 (will be completed by Canada at Contract award)**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### **6.5.3 Contractor's Representative (To fill in by the Bidder)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### **6.6 Payment**

#### **6.6.1 Basis of Payment – Firm unit price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *"firm unit price(s)"*, as specified in the *"contract"* " for a cost of \$ \_\_\_\_\_  
Customs duties are *"included"* and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

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## 6.7 SACC Manual Clauses

### SACC

Reference	Section	Date
A2000C	Foreign Nationals (Canadian Contractor)	2006/06/16
A2001C	Foreign Nationals (Foreign Contractor))	2006/06/16
C2000C	Taxes-Foreign based Contractor	2007/11/30
H1000C	Single Payment	2008/05/12

## 6.8 Invoicing Instructions

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.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

If there is a discrepancy between the wordings 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 general conditions 2010A (2016-04-04);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Mandatory technical specifications;
- (f) Integrity Provisions
- (g) the Contractor's bid dated \_\_\_\_\_

## 6.12 SACC Manual Clauses

### SACC

Reference	Section	Date
G1005C	Insurance - No Specific Requirement	2016/01/28

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## **ANNEX "A"**

## **REQUIREMENT**

## **STAKABLE PALLETS**

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## **MANDATE:**

Acquisition of 50 **stackable** storage racks (48" x 52" x 45") and 25 **collapsible and stackable** storage racks (92" x 48" x 55"). For better management of the storage space of 25 CFSD, the new equipment to be acquired has to be stackable and transportable safely using a forklift. The deliverable collapsible material must be designed so that it can be assembled and disassembled without the need to use tools.

The technical specifications of each of the two (2) types of racks are presented below in Part I and Part II of this statement of requirements.

## **PART I: Acquisition of 50 stackable storage racks (48" x 52" x 45")**

### **TECHNICAL SPECIFICATIONS:**

The 50 racks must meet the following criteria:

- 1.1 Racks made of 2"x 2" tubular metal side bars, 2" X 2" base bars, with a 14GA metal bottom.
- 1.2 Forklift able from 4 directions with fork pockets welded to the base. Positioning bars with rear stop to ensure proper alignment when stacked. Internal measurements: 46" x 48" x 36"
- 1.3 External measurements: 48" x 52" x 45".
- 1.4 3000 lb load capacity (indicator tag must be displayed on rack).
- 1.5 Must be stackable 5 racks high, with maximum loads, for extended storage periods without risk of collapse.
- 1.6 When empty, the racks have to fit into each other (see figures 1 & 2) to optimize storage space.
- 1.7 Paint colour must be appropriate for an industrial environment (preferably blue for uniformity).
- 1.8 Compatible with racks already owned by the Department of National Defence (DND).

### **Other Information:**

Prior to manufacturing the racks, the successful bidder will have the opportunity to take a "sample" of the equipment already in hand to ensure that the new items are fully compatible and match those already in the possession of the Department of National Defense.

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**Figure 1**



**Figure 2**



## **PART II: Acquisition of 25 collapsible and stackable storage racks (92" x 48" x 55")**

### **TECHNICAL SPECIFICATIONS:**

The 25 collapsible and stackable racks must meet the following criteria:

- 2.1** Collapsible racks with 2" x 2" metal side bars, 2" X 4" base bars, with wire mesh bottom (*see figure 3*).
- 2.2** Forklift able from 4 directions with fork pockets welded to the base.
- 2.3** Positioning bars with rear stop to ensure proper alignment when stacked.
- 2.4** External measurements L92" x D48" x H55"
- 2.5** 4000 lb load capacity (indicator tag must be displayed on rack).
- 2.6** Must be stackable 4 racks high, with maximum loads, for extended storage periods without risk of collapse.
- 2.7** When empty, the racks have to be collapsible and stackable to optimize storage space (*see figures 4 & 5*).
- 2.8** Paint colour must be appropriate for an industrial environment (preferably blue for uniformity).
- 2.9** Compatible with racks already owned by the Department of National Defence (DND).

### **Other Information**

Prior to manufacturing, the successful bidder will have the opportunity to take a "sample" of the equipment already in hand to ensure that the new items are fully compatible and match those already in the possession of the Department of National Defence (DND).

**Figure 3**





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mta375

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W0130-16M302

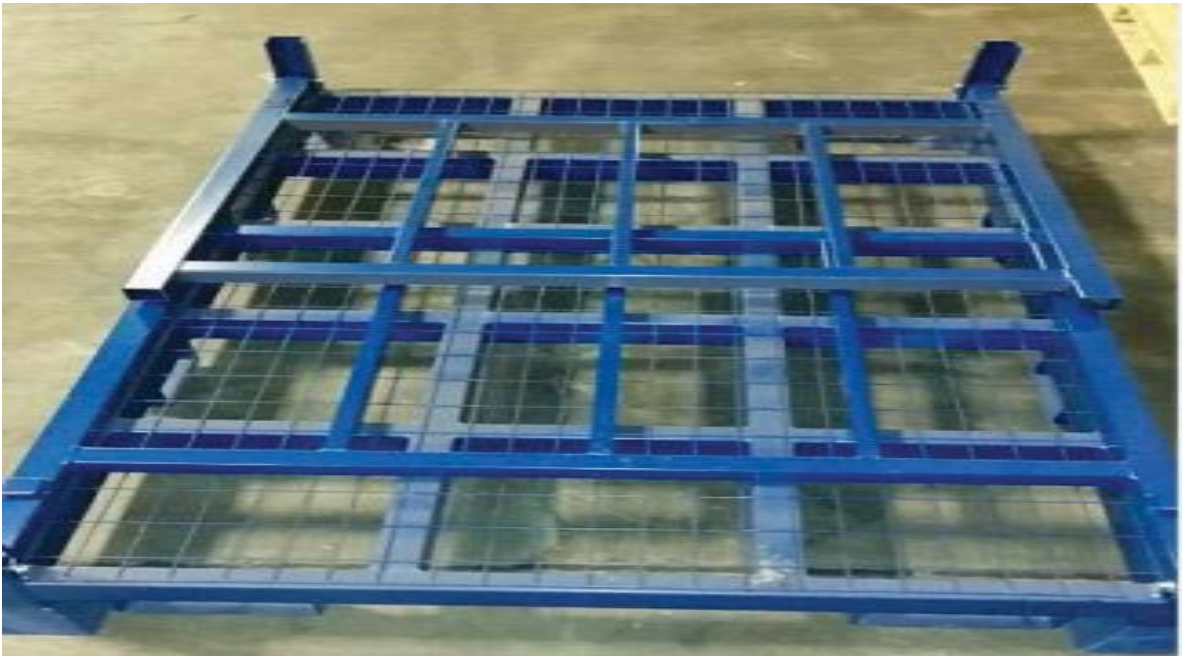
File No. - N° du dossier  
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**Figure 4**



**Figure 5**





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## **ANNEX "B"**

### **Basis of Payment**

### **STAKABLE PALLETS**

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### PRICE FIXING

Enter in the table below the firm unit price requested for the manufacture and delivery of the stackable storage racks in accordance with the mandatory technical specifications set out in Schedule "A"

Description	Firm unit Price	Quantity	Total
Racks – Part I	_____ \$	50	_____ \$
Racks – Part II	_____ \$	25	_____ \$
Delivery	_____ \$		_____ \$
	<b>Total (taxes extra)</b>		_____ \$

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## **ANNEX “C”**

### **Mandatory Technical Specifications**

### **STAKABLE PALLETS**

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### Evaluation criteria

In order to comply with the presentation of the evaluation criteria, please refer to Section I - Technical submission of item 3.1. - Instructions for the preparation of tenders in Part 3 - INSTRUCTIONS FOR THE PREPARATION OF SUBMISSIONS of the Request for Proposal.

#### **Stackable Storage Racks - Mandatory Technical Evaluation Criteria**

Workshop drawings submitted must conform to the descriptions and specifications set out in Annex A - Requirement. These descriptions and specifications **to be demonstrated** are hereinafter referred to as 1.1, 1.2, 1.3 and 2.1, 2.4. You must **confirm in writing** compliance with sections 1.4, 1.5, 1.6 and 2.3, 2.5, 2.6, 2.7

<b>Mandatory Specifications</b>	<b>Specify the location in the submission or technical sheets where the required specifications are demonstrated</b>
1.1	Specify in the drawings of workshops that the manufacture of the racks will be in metallic profile and this according to the dimensions.
1.2	Demonstrate internal dimensions on the workshop drawing
1.3	Demonstrate external dimensions on the workshop drawing
1.4	Confirm in writing that this requirement has been met
1.5	Confirm in writing that this requirement has been met
1.6	Confirm in writing that this requirement has been met
2.1	To Demonstrate in the workshop drawings
2.3	Confirm in writing that this requirement has been met
2.4	Demonstrate the external dimensions on the workshop drawing
2.5	Confirm in writing that this requirement has been met
2.6	Confirm in writing that this requirement has been met
2.7	Confirm in writing that this requirement has been met

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## **ANNEX “D”**

### **Integrity Provisions**

### **STAKABLE PALLETS**

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**Complete list of administrators**

**NOTICE TO BIDDERS**

**REGISTER ALL THE NAMES AND TITLES OF DIRECTORS IN A PRINTING FORMAT**

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