



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

Title - Sujet Spider Lift		
Solicitation No. - N° de l'invitation 5P207-160501/C	Date 2017-03-20	
Client Reference No. - N° de référence du client 5P207-16-0501		
GETS Reference No. - N° de référence de SEAG PW-\$MTA-035-14280		
File No. - N° de dossier MTA-6-39233 (035)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-04-18		Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Meloche, Laura		Buyer Id - Id de l'acheteur mta035
Telephone No. - N° de téléphone (514) 496-3721 ()		FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PARCS CANADA A/S M. PATRICE MORAND 50, CHEMIN DU LAC GOULET ST-MATHIEU-DU-PARC Québec G0X 1N0 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée .	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-6-39233

Buyer ID - Id de l'acheteur
MTA035
CCC No./N° CCC - FMS No./N° VME

This bid solicitation cancels and supersedes previous bid solicitation number 5P207-160501/B dated January 23, 2017 with a closing of February 17, 2017 at 02:00PM. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no security requirements applicable to this requirement.

1.2 Requirement

The requirement is detailed in Annex "A" of the resulting contract clauses.

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 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](#) 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.

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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

Not applicable.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (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.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of 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 copies)

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. Bidders will be evaluated as per the Mandatory Technical Criteria detailed in **Annex C – Mandatory Technical Criteria**.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with **Annex B - 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.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

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

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**.

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 – Essential Technical Criteria

The bidder must offer products meeting all the technical specifications and components described in **Annex A**. Bids will be evaluated on the mandatory technical requirements detailed in **Annex C**.

The bidder must clearly demonstrate how the products offered meet all the mandatory technical criteria in **Annex C – Mandatory Technical Criteria**. The mere mention that it meets the criteria is not enough. The bidder must provide sufficient detail to enable a full assessment.

Any proposal that does not clearly demonstrate compliance with each of the technical requirements listed in **Annex C – Mandatory Technical Criteria**, will be considered non-responsive.

Only proposals that meet the essential criteria will be subject to financial evaluation. Bids that do not respect all these conditions will be rejected.

4.1.2 Financial Evaluation

The bidder must complete and include with its proposal, **Annex B – Basis of Payment**. If a section is empty, the price will be considered as \$0.

4.1.3 Price Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price.

Paragraph 3 of this clause is amended as follows:

Delete: FOB

Insert: DAP (Incoterms 2010)

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation 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 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) (<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) (<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](#)

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

There is no security requirement applicable to the Contract.

6.2 Requirement

The Contractor must provide the goods detailed in **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.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to **JULY 30, 2017** inclusive.

6.4.2 Delivery Date

The equipment must be DAP (Delivered at Place – the supplier is responsible for the transportation up to delivery point) and the training completed on, or before **July 11, 2017**.

6.4.3 Delivery Points

Delivery of the Requirement will be made to the address for delivery specified at **Annex A** of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Laura Meloche
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch – Québec Region
Address: 800 de la Gauchetière Street West, Suite 7300, Montreal (Quebec), H5A 1L6

Telephone: 514-496-3721
Facsimile: 514-496-3822
E-mail address: laura.meloche@tpsgc-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.

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6.5.2 Project Authority

The Project Authority for the Contract is:

(To be completed by Canada at contract award)

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

The Contractor's Representative having authority for the Contract is:

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

The Contractor's Representative responsible for the Delivery:

Name: _____
Title: _____
Organization: _____
Address: _____

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 – Basis of Payment**, for a cost of \$(will be inserted at contract award). 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.

6.6.2 Single Payment

SAAC Manual Clause H1000C (2008-05-12), Single Payment

6.6.3 SACC Manual Clauses

C2000C (2007-11-30), Taxes – Foreign-based Contractor

C2605C (2008-05-12), Canadian Customs Duties and Sales Tax – Foreign based Contractor

6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:
(to be completed at award of contract based on responses to Annex D).

6.7 Invoicing Instructions

6.7.1 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.

6.7.2 Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the following address for certification and payment;

(to be completed at award of contract)

- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled “Authorities” of the Contract.

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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 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 _____.

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 general conditions 2010A (2016-04-04), General Conditions – Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

6.11 SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations
B1501C (2006-06-16), Electrical Equipment
B7500C (2006-06-16), Excess Goods
D0018C (2007-11-30), Delivery and Unloading
G1005C (2016-01-28), Insurance – No specific Requirement

ANNEX "A" REQUIREMENT

1. Requirement

Public Works and Government Services Canada {PWGSC} on behalf of Parks Canada, wishes to purchase a Spider Lift for all work to be performed by Parks Canada in the West sector of La Mauricie National Park in Quebec, Canada.

The request includes the procurement of one (1) Spider Lift, delivery and on-site training at the Centre Operationnel of Parks Canada in Quebec, Canada.

The supplier must be an authorized dealer of the manufacturer and must have an authorized retailer who has the necessary replacement parts in stock or is at least able to obtain them within three (3) days.

2. Essential Technical Specifications

The equipment must meet the following specifications:

2.1	Motor {ELECTRICAL}	The motor must be powered by four 6-volt batteries, minimum.
2.2	Load Capacity	The minimum basket-load capacity must be 500 pounds.
2.3	Electrical System	a) The spider lift must be self-levelling for use on un-even ground. b) The spider lift must be equipped with an emergency control box at the bottom of the spider lift.
2.4	Dimensions	Overall width It must be less than 6 feet wide so that it can transported easily by road if necessary.
		Length It must be no more than 30 feet long so that it can be stored easily during the winter.
		Height The basket must be able to reach a height of at least 40 feet so that it can be used to carry out the required work. In addition, the overall height of the spider lift when fully lowered must be no more than 8 feet.

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2.5	Horizontal reach	The machine must have a horizontal reach of at least 25 feet in order to reach items being repaired/maintained. For example, to reach the roof of a building if there is a sidewalk strip. The top of the boom must therefore be telescopic.
2.6	Weight	The total unit must weigh no more than 5,000 pounds to comply with the weight limits of the many bridges along the trails.
2.7	Trailer hitch	The machine must be towable and fitted with a trailer hitch.

3. Deliverables
3.1 The delivery date is on, or before, July 11, 2017.
3.2 The supplier must provide training services to the personnel on the use and operation of the equipment for those who will be using the Spider Lift.
3.3 The equipment must include an Operating manual in French, or a CD, that explains the functionality of the equipment.
3.4 The equipment must have a complete manufacturer's warranty of at least one (1) year. The warranty must be honored by the supplier's authorized retailer.

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ANNEX "B" - BASIS OF PAYMENT

Firm, all inclusive prices, DAP destination are required for all items in the table below.

All prices must include customs duties and Canadian excise taxes, if any.

Applicable taxes are in addition and must be shown separately.

BRAND: _____

MODEL: _____

<u>UNIT</u>	<u>DESCRIPTION</u>	<u>TOTAL PRICE</u>
1.	One (1) Spider Lift including an operating manual, in French, or on CD on or before July 11, 2017	\$ _____
	Shipping and Handling to the Operation Centre of Parks Canada in St-Mathieu-du-Parc, Québec	\$ _____
2.	Training of personnel on the use and operation of the equipment on or before July 20, 2017	\$ _____
TOTAL PRICE OFFERED (BEFORE TAXES):		\$ _____

Please identify the currency of your bid (CDN/USD) _____

For any currency, other than Canadian dollars, the conversion rate will be the noon rate published by the Bank of Canada on the solicitation closing date.

ANNEX "C" - MANDATORY TECHNICAL CRITERIA

The bidder must include with its proposal technical datasheets of the products offered. A •Technical datasheet is defined as a document, such as a brochure, technical document, a drawing or a test report. This document must provide detailed information for each specification and performance requirement.

The bidder must clearly confirm how the products offered meet each of the mandatory technical criteria. Merely mentioning that it meets the criteria is not enough. The bidder must provide sufficient detail to enable a full assessment.

We ask that you cross-reference the criteria within your documents using the criteria number and that you reference below the document where the criteria can be verified.

Any proposal that does not clearly demonstrate compliance with each of the technical requirements listed below will be considered non-responsive and its proposal will be rejected.

NO.	CRITERIA	SPECIFICATIONS	INDICATE THE CRITERIA NUMBER IN YOUR DOCUMENTS AND INSERT <u>BELOW</u> THE PAGE OF YOUR DOCUMENTS WHERE THE INFORMATION CAN BE VERIFIED
1. SUPPLIER			
1.1	Qualified Supplier	a) The supplier must be an authorized dealer of the manufacturer; and	
		b) must have an authorized retailer who has the necessary replacement parts in stock or is at least able to obtain them within three (3) days.	
2. EQUIPMENT			
2.1	Motor ELECTRICAL	The motor must be powered by four 6-volt batteries, minimum.	
2.2	Load capacity	The minimum basket-load capacity must be 500 pounds.	
2.3	Electrical System	a) The spider lift must be self-levelling for use on un-even ground.	
		b) The spider lift must be equipped with an emergency control box at the bottom of the spider lift.	

2.4	Dimensions	Overall width It must be less than 6 feet wide so that it can transported easily by road if necessary.	
		Length It must be no more than 30 feet long so that it can be stored easily during the winter.	
		Height The basket must be able to reach a height of at least 40 feet so that it can be used to carry out the required work. In addition, the overall height of the spider lift when fully lowered must be no more than 8 feet.	
2.5	Horizontal reach	The machine must have a horizontal reach of at least 25 feet in order to reach items being repaired/maintained. For example, to reach the roof of a building if there is a sidewalk strip. The top of the boom must therefore be telescopic.	
2.6	Weight	The total unit must weigh no more than 5,000 pounds to comply with the weight limits of the many bridges along the trails.	
2.7	Trailer hitch	The machine must be towable and fitted with a trailer hitch.	
3. DELIVERABLES			
3.1	The delivery date is on, or before July 11, 2017.		
3.2	The supplier must provide training services to the personnel on the use and operation of the equipment for those who will be using the Spider Lift.		
3.3	The equipment must include an Operation manual or CD, in French, that explains the functionality of the equipment.		
3.4	The equipment must have a complete manufacturer's warranty of at least one (1) year. The warranty must be honored by the supplier's authorized dealer.		

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ANNEX "D" - 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);