



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^{ème} 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

Title - Sujet Laser Engraving System	
Solicitation No. - N° de l'invitation W3380-16S770/A	Date 2017-04-13
Client Reference No. - N° de référence du client W3380-16S770	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-060-14319	
File No. - N° de dossier MTA-6-39118 (060)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-05-30	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Brunet, Luc	Buyer Id - Id de l'acheteur mta060
Telephone No. - N° de téléphone (514) 496-3370 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE 35 Chemin du Grand Bernier S. Garnison St-Jean Service du Génie atelier de production général ST JEAN RICHELIEU Québec J0J1R0 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^{ème} étage
Montréal
Québec
H5A 1L6

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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mta060
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CHANGE OF ADDRESS – BIDS DELIVERY

For bids delivered on or before Friday, May 5th 2017 :

In person or by mail:

Place Bonaventure, South-East Portal, **7th Floor**
800 de la Gauchetière Street West, **Suite 7300**
Montreal (QC), H5A 1L6

By facsimile: (514) 496-3822

For bids delivered on Monday, May 8, 2017, or later:

In person or by mail:

Place Bonaventure, **1st Floor**
800 de la Gauchetière Street West, **Suite 1110**
Montreal (QC), H5A 1L6

By facsimile: (514) 496-3822

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PART 1 - GENERAL INFORMATION

1.1 Statement of Requirement

The Statement of Requirements is detailed in Annex «A» - Statement of Requirements attached and other documents that form part of the resulting contract

1.2 Debriefings

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

1.3 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* (<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: 120 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 2 of the bid solicitation.

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 copies)
- Section III: Certifications (1 hard copies)
- Section IV: Additional Information (2 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 (refer to Annexes «A» and «C» attached)

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» attached)

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 (see Annex E attached)

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

If Annex “E” 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

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

Section IV: Additional Information

Bidders must provide technical/ descriptive documents or technical specification sheets for all products that are offered in their proposal.

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 technical/ descriptive documents for all products that you are offering to allow the technical evaluation. Failure to comply will render your proposal non responsive.

You have to demonstrate in your technical proposal that all your products are compliant with every characteristics mentioned in Annex «A».

- 1- Compliance with the description of all requirements described in Annex «A» and the other documents attached.
- 2- Acceptance of the terms and conditions of the request for proposal.

4.1.1.1 Mandatory Technical Criteria

- A) The Bidders must complete and include with the proposal the Annex «C» attached.

B) Submit with your proposal technical/descriptive documents for all products that you are offering. This documentation must support each claim and demonstrate how the bidder's proposal meets each mandatory technical evaluation criteria enumerated at annex "C" attached

4.1.2 Financial Evaluation

- 1- Compliance with Annex B - Basis of Payment attached
- 2- Bidders must offer firm prices for the goods and services listed in Annex B;
- 3- The financial evaluation of the most cost- proposals will be based on lowest total costs of all items combined. Price grid boxes left empty or entered as "n/a" will be evaluated as 0\$ (refer to the price grid at Annex B attached)

4.1.3 *SACC Manual* Clause [A0222T](#) (2014-06-26), Evaluation of Price - Canadian / Foreign Bidders

Note: For bidders established in Canada, the contract will be awarded in Canadian currency.

4.2 Basis of Selection

4.2.1 [A0031T](#) (2010-08-16), 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 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

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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 (See Annex “F” attached)

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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (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

6.2.1 The Contractor must provide Laser engraving system, its installation and training in accordance with the Requirement described at Annex "A", and the Contractor's technical bid entitled _____, dated _____.

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 [4001](#)** (2015-04-01), Hardware Purchase, Lease and Maintenance

6.3.3 **Supplemental General Conditions [4003](#)** (2010-08-16), Licensed Software

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Add Article [27 Intellectual property infringement and royalties](#) of General Conditions [2030](#) (2016-04-04), General Conditions - Higher Complexity - Goods

6.3.4 Supplemental General Conditions [4004](#) (2013-04-25), Maintenance and Support Services for Licensed Software

6.4 Term of Contract

6.4.1 Delivery Date

If possible, all the deliverables must be received on or before September 27th 2017

The bidder must identify the best date possible, that is anticipated: _____

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at the first page of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Luc Brunet
Title: Supply Specialist,
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Acquisitions Branch - Purchasing and Supply
Address: Place Bonaventure, 1st Floor, 800, rue De La Gauchetière West, Suite 1110
Montréal (Québec) H5A 1L6
Telephone: 514- 496-3370
Facsimile: 514- 496-3822
E-mail address: Luc.Brunet@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.

6.5.2 Project Authority

(will be identified upon contract award)

The Project Authority for the Contract is:

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

Telephone: _____
Facsimile: _____

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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
(will be identified upon contract award)

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

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

6.5.4 Customer Billing Contact
(Will be completed upon contract award)

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

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

6.6 Payment

6.6.1 C0207C (2013-04-25), Basis of Payment - Firm Price

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 \$ _____ (amount inserted at contract award). Customs duties are "excluded" 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 SACC Manual clause H1000C (2008-05-12), Single Payment

Le Canada paiera l'entrepreneur lorsque les travaux seront complétés et livrés conformément aux dispositions de paiement du contrat si :

- a. une facture exacte et complète ainsi que tout autre document exigé par le contrat ont été soumis conformément aux instructions de facturation prévues au contrat;
- b. tous ces documents ont été vérifiés par le Canada;

- c. les travaux livrés ont été acceptés par le Canada.

6.6.3 Electronic Payment of Invoices – Contract (see Annex E attached)

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);

6.6.4 SACC Manual clause G1001C (2013-11-06), Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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 for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" 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 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

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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 [4001](#) (2015-04-01), Hardware Purchase, Lease and Maintenance
- (c) the supplemental general conditions [4003](#) (2010-08-16), Licensed Software
- (d) the supplemental General Conditions [4004](#) (2013-04-25), Maintenance and Support Services for Licensed Software
- (e) the general conditions [2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.
- (f) Annex A, Statement Requirement;
- (g) Annex B, Basis of Payment;
- (h) Annex D, Commercial General Liability Insurance
- (i) the Contractor's bid dated _____

6.11 SACC Manual Clauses

SACC Reference	Title	Date
A2000C	Foreign Nationals (Canadian Contractor)	(2006-06-16)
A2001C	Foreign Nationals (Foreign Contractor)	(2006-06-16)
A9062C	Canadian Forces Site Regulations	(2011-05-16)
B1501C	Electrical Equipment	(2006-06-16)
C2000C	Taxes - Foreign-based Contractor	(2007-11-30)
C2605C	Canadian Customs Duties and Sales Tax – Foreign-based Contractor	(2008-05-12)
D0018C	Delivery and Unloading	(2007-11-30)

ANNEX A: STATEMENT OF REQUIREMENT

Laser engraving system

A1. Background

The Real Property Operations Unit (RPOU), St-Jean Detachment, Department of National Defence (DND) is responsible for maintaining buildings and infrastructure under its responsibility. It designs and carries out various construction projects. It also produces badges, military coats of arms, identification plates, signage and other items.

A2. Objective

Acquisition of a laser system to be used to mark, engrave and cut plastic, wood, acrylic, metal, glass, leather and rubber materials, as well as a control and design software program. The system must be able to be used for the following applications: engraving and cutting of labels; marking of parts, trophies, leather and glass items, and signs; marking of photographs; and production of rubber stamps.

The following are the required specifications.

A3. Engraving machine

- ◆ Sealed CO2 laser;
- ◆ 3 axes, automatic Z axis movement;
- ◆ A servo motor on each axis;
- ◆ CO2 engraving speed up to 90 inches per second;
- ◆ Minimum acceleration of 5 g;
- ◆ Minimum laser power of 80 watts;
- ◆ Electrical power supply: 120-240 V, AC, 15 amp max;
- ◆ Air production (compressor) integrated into the machine and computer-controlled;
- ◆ Integrated lighting for the marking table;
- ◆ Bi-directionality between the software program and the machine;
- ◆ Equipped with a galvo rotary unit for engraving cylindrical, cone-shaped or spherical objects up to 19 inches in length (such as bottles, glasses, balls or cups);
 - Tilttable
 - Delivered with cones
 - 360° rotation of objects
- Mechanical self-focusing and manual focusing;
- Manuals: preferably in French; in English if French not available (can be in the form of electronic files);
- ◆ Full two-year warranty, including parts and labour;
- ◆ Delivery included.

A4. Cutting / marking table (work surface)

- ◆ Work surface (cutting table) able to accommodate pieces at least 24 inches x 16 inches, up to a maximum of 30 inches x 20 inches;
- ◆ Work surface accessible from the front (to be able to install and adjust parts without effort);
- ◆ Cutting table structure must be honeycomb-type;
- ◆ Vacuum table (for securing material to the table).

A5. Filtering and exhaust system

- ◆ Pre-filters: bags that can be reused several times (for coarse particles);
- ◆ Paper filters (for medium-size particles);
- ◆ HEPA filters (for fine particles);
- ◆ A charcoal filter (for odours);
- ◆ Filtering system to be installed inside a closed room (minimum of 300 CFM) with no available exit, drain line or exhaust vent. The residue tank must be autonomous and in the same room;
- ◆ The filtering system must be controlled by the software program and the computer.

A6. Software program

- ◆ One installable version of the software program must be provided in one of the following digital formats: CD, DVD or USB key with a full licence for an indeterminate period;
- ◆ Language of the software program: preferably in French; in English if French not available;
- ◆ Must be able to provide a history of work performed in order to be able to resume work easily and quickly;
- ◆ Must provide a virtual table on the computer screen for quick positioning of the work;
- ◆ Laser position must be visible on screen;
- ◆ Must be able to position the laser by using multi-direction or coordinate cross lines;
- ◆ Must be possible to carry out a number of tasks on the same table at the same time;
- ◆ Must provide an estimate of the execution time before the work process command is activated;
- ◆ Must be able to support the following graphics files:
 - Corel Draw PLT files;
 - Must be able to import .PDF, .BMP and JPEG files.
- ◆ Must provide a library of engraving and cutting parameters, depending on the material;
- ◆ Must provide a library of fonts;
- ◆ Must support updates of software programs for a minimum period of two years that are installable offline (without Internet);
- ◆ Automatic plate-loading management;
- ◆ Cylindrical engraving management;
- ◆ Must be able to pivot the part without going back into the drawing (orientation pivot);
- ◆ Manuals: preferably in French; in English PDF format if French not available.

A7. Installation

- ◆ Installation on the DND computer by the supplier must be included and must be carried out within five work days following delivery (and can even be carried out upon delivery). Note that the computer on which the software programs, pilots and engraver are to be installed is autonomous and not connected to the Internet or to another network. The supplier must provide what is required in the following digital formats: CD, DVD or USB key;
- ◆ The delivery and installation must be carried out during work hours, i.e., from Monday to Friday, between 7:30 am and 12:00 noon, and between 12:30 pm and 4:00 pm, except valid statutory holidays in the Province of Quebec;
- ◆ No travel expenses will be reimbursed; so include these expenses in your overall installation price;
- ◆ A minimum of two days' notice from the supplier is required in order to coordinate the delivery and installation (see Project Officer or Department Representative).

A8. Client department support

- ◆ DND will provide an appropriate place on its site for the installation;
- ◆ Adequate electrical outlets will be available on the installation site;
- ◆ A lift truck will be available on the DND site for unloading purposes, if required.

A9. Required compatibility

The software program will be installed on an offline computer with the following technical specifications:

- ◆ USB 2.0 connection(s);
- ◆ Compatible with the Microsoft Windows 7 Entreprise operating system, 64 bits, Service Pack 1;
- ◆ DND will acquire its computer in accordance with its specific IT policies and procedures in effect. The engraving software program and the pilots must be compatible with the following configuration:
 - 32 GB RAM DDR4;
 - Intel® Xeon E5-1650 v3 6-Core processor;
 - Hard disk with 1 terabyte capacity (7200 RPM);
 - Double monitor capability;
 - Optical mouse;
 - TBITS-5 200 series keyboard.

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ANNEX B: BASIS OF PAYMENT

Goods and Services	Price
Laser engraver: Brand: _____ Model: _____ Including operations manual: preferably in French; in English if French not available (can be in the form of electronic files)	\$ _____
Design and laser operation software, programed in French or English Model: _____	\$ _____
After-sale service for one year: Technical help service provided by telephone or email, preferably in French or English 9:00 am to 5:00 pm (EST), Monday to Friday	\$ _____
Installation of the engraver and the software programs required on the DND site: (No travel expenses will be reimbursed; so include these and all related expenses in your overall installation price.)	\$ _____
Full two-year warranty, including parts and labour	\$ _____
Delivery DDP Destination: 35 chemin du Grand Bernier S. Saint-Jean-sur-Richelieu, Québec, J0L 1R0 according to incoterms 2010	\$ _____
TOTAL:	\$ _____

- 1- The financial evaluation of the most cost-effective proposals will be based on lowest total costs of all items combined. Price grid boxes left empty or entered as "n/a" will be evaluated as 0\$;
- 2- Firm prices are required for all items in the table above;
- 3- The applicable taxes are all extra to the prices in the table above.

ANNEX C: MANDATORY TECHNICAL EVALUATION CRITERIA

All of the technical criteria set out below are mandatory. They must be complied with and accompanied by the requested certifications and documented proof, as well as an explanation of how the criteria have been met. In the event of failure to do so, the technical bid will be deemed non-responsive.

Bidders must provide technical / descriptive literature in support of the goods and services set out in their bids. It is mandatory that the documentation explain in detail how each of the following requirements has been met.

Description	Yes	No	Page number or place in the technical documentation where the information demonstrating compliance with this criterion is provided
Must be a sealed CO2 laser			
3 axes; automatic Z axis movement; one servo motor on each axis			
Minimum laser power of 80 watts			
Compatible electric power supply: 120-240 v, AC, 15 amp maximum			
Work surface to be a minimum of 24 inches x 16 inches (61 cm x 41 cm) and a maximum of 30 inches X 20 inches (76 cm x 51 cm)			
Equipped with a marking table with lighting			
Honeycomb-type cutting table			
Equipped with a galvo rotary unit for engraving cylindrical, cone-shaped or spherical objects			
Filtering system to be installed and used inside a closed room with no available exit, drain line or exhaust vent The residue tank must be autonomous and in the same room.			
The filtering system must be controlled by the software program and the computer.			

ANNEX D : COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

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For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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ANNEX E: 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);

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ANNEX F: COMPLETE LIST OF ADMINISTRATION

NOTICE TO OFFERORS

***PLEASE ENTER THE NAME, SURNAME OF ADMINISTRATION PERSONNEL
PLEASE ENTER IN PRINT***
