



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

Pacific Region

401 - 1230 Government Street
Victoria, B.C.

V8W 3X4

Bid Fax: (250) 363-3344

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

Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet Spin Bikes	
Solicitation No. - N° de l'invitation W2B03-180157/A	Date 2017-10-02
Client Reference No. - N° de référence du client W2B03-180157	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-123-7338	
File No. - N° de dossier VIC-7-40048 (123)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-11-14	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
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: Sezginalp, Kipp	Buyer Id - Id de l'acheteur vic123
Telephone No. - N° de téléphone (250) 217-0194 ()	FAX No. - N° de FAX (250) 363-0395
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Dockyard Gym Building D22 Canadian Forces Base Esq VICTORIA British Columbia V9A7N2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	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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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the requirement.

1.2 Requirement

The requirement is detailed under Article 6.2 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 Canadian Free Trade Agreement (CFTA)."

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* (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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.

2.3 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.

2.4 Applicable Laws

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

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 (One (1) hard copy)

Section II: Financial Bid (One (1) hard copy)

Section III: Certifications (One (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

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex B 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

3.1.3 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex A.1

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection - Mandatory Technical Criteria

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).

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 Requirement

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010A (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2019 inclusive

6.4.2 Delivery Date

All the deliverables must be received on or before March 31, 2018.

6.4.3 Optional Goods

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.4.4 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kipp Sezginalp
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 401-1230 Government St.
Victoria, BC, V8W 3X4

Telephone: 250-217-0194
Facsimile: 250-353-0395

Solicitation No. - N° de l'invitation
W2B03-180157
Client Ref. No. - N° de réf. du client
W2B03-180157

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-7-40048

Buyer ID - Id de l'acheteur
vic123
CCC No./N° CCC - FMS No./N° VME

E-mail address: kipp.sezginalp@pwgsc-tpsgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

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

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

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

6.5.3 Contractor's Representative

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

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

6.6 Payment

6.6.1 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 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.

6.6.2 Single Payment

SACC Manual clause H1000C (2008-05-12), Single Payment.

6.6.3 Electronic Payment of Invoices – Contract

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

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

6.7 Invoicing Instructions

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.

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.

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 British Columbia.

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 _____ .

ANNEX A

REQUIREMENT

1. TITLE

Spin Bike Purchase
Quantity 20 each

2. BACKGROUND

The health and physical fitness of military personnel are critical components of morale and operational readiness in the Canadian Armed Forces (CAF). Members must possess a higher degree of health and fitness than the general Canadian population to function in complex and demanding environments, where strength and endurance could be the difference between success and failure of an operation or exercise. The Naden Gym needs new spin bikes to augment the existing fleet of bikes. The new equipment being requested is intended to lifecycle out old heavily used equipment. Technology has improved and we are trying to maintain a gym with top of the line equipment. Since the Health and Physical Fitness Strategy has been implemented, the need for newer and more equipment has increased. Because of the amount of participants in our Spin Classes we have a need for more bikes.

3. OBJECTIVE

The objective is to purchase new Spin Bikes to maintain a high level of fitness and to stay current with the new equipment technology. The new technology improves the efficiency of training and reduces the risks of injuries.

4. SCOPE

The Dockyard Gym currently has the space available to start utilizing the new Bikes. The project will be complete as soon as the company is able to deliver and set up the equipment no later than the 30 March 2018.

5. TASKS/TECHNICAL SPECIFICATIONS

Spin Bikes
Quantity 20 each

5.1 Technical Information:

5.2 Must be heavy duty commercial grade.

5.3 Must be rated to support 300 lb user minimum.

5.4 All units must be new. Refurbished or trade show products are not acceptable.

5.5 Frame Material: Welded steel with rust preventative coating

5.6 Length: Maximum 57 inches Minimum 39 inches

5.7 Width: Maximum 32 inches Minimum 20 inches

5.8 Height: Maximum 51 inches Minimum 39 inches

5.9 Resistance System: Magnetic brake resistance system

5.10 Braking/Resistance Control: Precision resistance braking lever/knob

5.11 Flywheel: Rear mounted and belt drive system with magnetic resistance

5.12 Pedals: Dual sided pedals with adjustable straps on one side

5.13 Seat: Vertical and horizontal adjustment and clearly labelled increments

5.14 Handlebars: Vertical and horizontal adjustment and clearly labelled increments

5.15 Minimum of 10 levels of resistance controlled manually

5.16 Console Display must be able to display at least 6 of the following:

- _ Rotations per minute
- _ miles per hour or Kilometres per hour
- _ time
- _ distance
- _ calories burned
- _ resistance level
- _ heart rate

5.17 Must have at least 1 water bottle holder

5.18 Must have minimum 5 year warranty on structured frame and minimum 3 years on mechanical and electrical components

6. CONSTRAINTS

Equipment must be delivered and installed between Monday and Friday from 0800-1530hrs unless another time has been arranged prior to delivery.

7. CLIENT SUPPORT

DND will ensure that there is space available for the equipment.

8. DELIVERY

All Equipment must be delivered and installed prior to 30 March 2018. The Contractor must contact the Project Authority at least 5 business days prior to delivery. The Contractor will be responsible for off-loading, assembling equipment and removal of all packaging and crating.

9. DELIVERY ADDRESS

Dockyard Gym Building D22
Canadian Forces Base Esquimalt
1548-1550 Esquimalt Road
Victoria BC V9A 7N2

ANNEX A.1

Evaluation Criteria

For each mandatory technical criterion, the bidder must indicate whether the products proposed are compliant or not compliant by checking the appropriate box. Bidders **MUST PROVIDE** documentation to demonstrate compliance with the specifications and cross-reference with the page number of their supplied documentation. Simply stating that they meet the criterion is not sufficient. When referencing other documents submitted with the bid, the bidder should indicate the exact location of the referenced documents, including the document title, page number and paragraph/subparagraph number. Documentation must include Specification Manual or Manufacturer's Specification Sheet or a combination of the mentioned. The bidder must provide a response for each criterion. The bidder must provide sufficient detail to permit a complete evaluation.

Number	Mandatory Technical Criterion	Meets Yes/No	Bid Reference Page Number
5.2	Must be heavy duty commercial grade <i>*Manufacture's literature required</i>		
5.3	Must be rated to support 300 lb user minimum What is the maximum user weight for this machine offered? _____		
5.4	All units must be new. Refurbished or trade show products are not acceptable Is the machine offered new? Yes/ No (<i>circle one</i>)		
5.5	Frame Material: Welded steel with rust preventative coating <i>*Picture or manufacture's literature required</i>		
5.6	Length: Maximum 57 inches Minimum 39 inches What is the length of machine offered: _____		
5.7	Width: Maximum 32 inches Minimum 20 inches What is the width of machine offered: _____		
5.8	Height: Maximum 51 inches Minimum 39 inches What is the height of the machine offered: _____		
5.9	Resistance System: Magnetic brake resistance system Does your system have magnetic brake system? Yes/No (<i>circle one</i>) <i>If so, please provide by picture or manufacture's literature to confirm</i>		

5.10	Braking/Resistance Control: Precision resistance braking lever/knob <i>*Picture or manufacture's literature required</i>		
5.11	Flywheel: Rear mounted and belt drive system with magnetic resistance <i>*Picture or manufacture's literature required</i>		
5.12	Pedals: Dual sided pedals with adjustable straps on one side <i>*Picture or manufacture's literature required</i>		
5.13	Seat: Vertical and horizontal adjustment and clearly labelled increments <i>*Picture or manufacture's literature required</i>		
5.14	Handlebars: Vertical and horizontal adjustment and clearly labelled increments <i>*Picture or manufacture's literature required</i>		
5.15	Minimum of 10 levels of resistance controlled manually How many levels of resistance does the machine offered have: _____		
5.16	Console Display must be able to display at least 6 of the following: <ul style="list-style-type: none"> • Rotations per minute • Watts • miles per hour or Kilometres per hour • time • distance • calories burned • resistance level • heart rate <i>*Picture or manufacture's literature required</i>		
5.17	Must have at least 1 water bottle holder <i>*Picture or manufacture's literature required</i>		
5.18	Must have minimum 5 year warranty on structured frame and minimum 3 years on mechanical and electrical components How long is the warranty offered: <ul style="list-style-type: none"> - structured frame: _____ - mechanical: _____ - electrical components: _____ 		

ANNEX B

Basis of Payment

Bidders must submit their financial bid using the financial evaluation table provided in this Annex. Pricing offered must be in **Canadian dollars**, Applicable Taxes excluded, Delivered Duty Paid (DDP) to Victoria BC Canada V9A 7N2, shipping charges, Canadian customs duties and excise taxes included. Firm unit price shall be inclusive of all direct and indirect expenses incurred in performing the Requirement including but not limited to all labour, fringe benefits, overhead, supervision, tools, equipment, materials, parts, manuals, travel time, travel and living expenses, transportation costs, reports, general and administrative costs, profit required to do the work, all related duties and other costs paid by the Supplier such as additional surcharges, and transportation fees. No other charges will be accepted.

Failure to comply with any of the instructions provided in this Annex will render the bid non-responsive.

Item	Description	Distribution Unit	Quantity	Unit Price (Excluding Tax)	Extended Price (Quantity X Unit Price)
1.	Spin Bikes	Each	20		
				GST (5%)	
				Total Evaluated Price	

ANNEX C

Solicitation No. - N° de l'invitation
W2B03-180157
Client Ref. No. - N° de réf. du client
W2B03-180157

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-7-40048

Buyer ID - Id de l'acheteur
vic123
CCC No./N° CCC - FMS No./N° VME

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

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

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