



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
or via Canada post epost Connect
(See Part 2 - Bidder Instructions)
Bid Fax: (819) 997-9776

**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

Industrial Vehicles & Machinery Products Division
11 Laurier St./11, rue Laurier
7B1, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet SMP Trailers - Replenishment	
Solicitation No. - N° de l'invitation W8486-173542/B	Date 2017-10-17
Client Reference No. - N° de référence du client W8486-173542	
GETS Reference No. - N° de référence de SEAG PW-\$\$HS-642-73581	
File No. - N° de dossier hs642.W8486-173542	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-11-28	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Thérien, Annie	Buyer Id - Id de l'acheteur hs642
Telephone No. - N° de téléphone (819) 420-5526 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

Destination Code	Destination Address	Invoice Code	Invoice Address
WB941	DEPARTMENT OF NATIONAL DEFENCE 25 CFSD MONTREAL 6363 RUE NOTRE DAME ST E. MONTREAL Quebec H1N2E9 Canada	W1941	DEPARTMENT OF NATIONAL DEFENCE C.P. 4000 SUCC K MONTREAL Quebec H1N3R9 Canada
W248A	DEPARTMENT OF NATIONAL DEFENCE BLDG 236 EAST END 195 AVE&82ND ST EDMONTON Alberta T5J4J5 Canada	W2481	DEPARTMENT OF NATIONAL DEFENCE 7 CF SUPPLY DEPOT STN FORCES P.O.BOX 10500 EDMONTON Alberta T5J4J5 Canada



Item	Description	Destination Code	Invoice Code	Quantity	Unit of issue	Unit Price	Delivery Offered
1	NSN: N4820-21-9094890 Valve, Gate NSCM/CAGE: S4169 Part No.: 206A-11/4 IN or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	87	EA		
2	NSN: N5120-01-5667077 Sling, Recovery Stra NSCM/CAGE: IBZD4 Part No.: 8199-A2 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	12	EA		
3	NSN: N5305-01-6305799 Setscrew NSCM/CAGE: IBZD4 Part No.: 5325-1 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	100	EA		

Item	Description	Destination Code	Invoice Code	Quantity	Unit of issue	Unit Price	Delivery Offered
4	NSN: N5310-00-3592007 Nut, Plain, Slotted, Hexagon NSCM/CAGE: 0EXU3 Part No.: 841-78 NSCM/CAGE: 0L8N4 Part No.: M4610-1-4 NSCM/CAGE: 63652 Part No.: M4610-1-4 NSCM/CAGE: 73900 Part No.: B181061 NSCM/CAGE: 81337 Part No.: 15521005 NSCM/CAGE: 00000 Part No.: 08008V NSCM/CAGE: 49200 Part No.: 10024-40 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	1	EA		
5	NSN: N5310-00-3592007 Nut, Plain, Slotted, Hexagon NSCM/CAGE: 0L8N4 Part No.: M4610-1-4 NSCM/CAGE: 63652 Part No.: M4610-1-4 NSCM/CAGE: 73900 Part No.: B181061 NSCM/CAGE: 81337 Part No.: 15521005 NSCM/CAGE: 00000 Part No.: 7340208 NSCM/CAGE: 00000 Part No.: 08008V NSCM/CAGE: 49200 Part No.: 10024-40 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	1	EA		

Item	Description	Destination Code	Invoice Code	Quantity	Unit of issue	Unit Price	Delivery Offered
6	NSN: N5310-21- 9142869 Washer, Shouldered NSCM/CAGE: 0J898 Part No.: B-2770 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	3	EA		
7	NSN: N5310-20-0022892 Nut, Self-Locking, Hexagon NSCM/CAGE: 94223 Part No.: 179-001 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	1	HD		
8	NSN: N5310-01-4504854 Nut, Plain, Extended Washer, Hexagon NSCM/CAGE: 72981 Part No.: 5326RH or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	2	EA		
9	NSN: N5315-21-9208459 Hitch Pin NSCM/CAGE: 94223 Part No.: B-2011 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	19	EA		
10	NSN: N5315-21-9208459 Hitch Pin NSCM/CAGE: 94223 Part No.: B-2011 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	1	EA		

Item	Description	Destination Code	Invoice Code	Quantity	Unit of issue	Unit Price	Delivery Offered
11	NSN: N5325-21-9142704 Parts Kit, Fastener NSCM/CAGE: 0J898 Part No.: S-3646 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	6	EA		
12	NSN: N6130-21-9206730 Power Supply NSCM/CAGE: L0236 Part No.: SRE-DC2412-00 NSCM/CAGE: 36221 Part No.: 3508-0100-1 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	5	EA		
13	NSN: N6130-21-9206730 Power Supply NSCM/CAGE: L0236 Part No.: SRE-DC2412-00 NSCM/CAGE: 36221 Part No.: 3508-0100-1 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	10	EA		
14	NSN: N6685-20-0059905 Thermostat, flow control NSCM/CAGE: 38453 Part No.: 97-803-06 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	2	EA		
15	NSN: N5340-01-5667075 Clevis, Rod End NSCM/CAGE: 1BZD4 Part No.: 8207-A2 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	8	EA		

Item	Description	Destination Code	Invoice Code	Quantity	Unit of issue	Unit Price	Delivery Offered
16	NSN: N5340-01-5667075 Clevis, Rod End NSCM/CAGE: 1BZD4 Part No.: 8207-A2 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	8	EA		
17	NSN: N5935-21-9006679 Connector, Plug, Electrical NSCM/CAGE: S3465 Part No.: 253 6503-008 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	2	EA		
18	NSN: N5935-21-9006679 Connector, Plug, Electrical NSCM/CAGE: S3465 Part No.: 253 6503-008 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	2	EA		
19	NSN: N6150-20-0059881 Wiring Harness NSCM/CAGE: 38453 Part No.: 97-803-20-25-1010-1 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	25	EA		
20	NSN: N6150-01-6303148 Cable Assembly, Power, Electrical NSCM/CAGE: 1BZD4 Part No.: 5905-1 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	6	EA		

Item	Description	Destination Code	Invoice Code	Quantity	Unit of issue	Unit Price	Delivery Offered
21	NSN: N5330-01-4605760 Seal, Plain Encased NSCM/CAGE: 1GD20 Part No.: SL-213-1 NSCM/CAGE: 0K6X2 Part No.: 21334TC or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	100	EA		
22	NSN: N5330-01-4605760 Seal, Plain Encased NSCM/CAGE: 1GD20 Part No.: SL-213-1 NSCM/CAGE: 0K6X2 Part No.: 21334TC or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	50	EA		
23	NSN: P5340-20-A0Q8807 Assy, Crank Jack Handle NSCM/CAGE: 3Q5D0 Part No.: 19000059 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	6	EA		
24	NSN: N2815-21-9149584 Engine, Diesel NSCM/CAGE: 62445 Part No.: MD 2151-001/00 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	2	EA		
25	NSN: N5120-01-5667077 Sling, Recovery Stra NSCM/CAGE: 1BZD4 Part No.: 8199-A2 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	12	EA		

Item	Description	Destination Code	Invoice Code	Quantity	Unit of issue	Unit Price	Delivery Offered
26	NSN: N7360-00-0822153 Range Outfit, field, gasoline NSCM/CAGE: 81349 Part No.: M14601-1 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	6	SE		
27	NSN: N7360-00-0822153 Range Outfit, field, gasoline NSCM/CAGE: 81349 Part No.: M14601-1 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	6	SE		
28	NSN: N6110-01-4995311 Control, Remote Switching NSCM/CAGE: 1BZD4 Part No.: 02795 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	4	EA		
29	NSN: P2590-20-A090644 Suspension Height Selector Valve NSCM/CAGE: 0389N Part No.: 463 032 026 0 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	3	EA		
30	NSN: N2920-15-1800892 Starter, Engine, Electrical NSCM/CAGE: A1212 Part No.: 770058401410 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	1	EA		

Item	Description	Destination Code	Invoice Code	Quantity	Unit of issue	Unit Price	Delivery Offered
31	NSN: N2920-15-1800892 Starter, Engine, Electrical NSCM/CAGE: A1212 Part No.: 770058401410 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	2	EA		
32	NSN: N2530-01-4812601 Control, Anti-lock Brake, Vehicular NSCM/CAGE: 06721 Part No.: 400204 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	5	EA		
33	NSN: N2530-01-4812601 Control, Anti-lock Brake, Vehicular NSCM/CAGE: 06721 Part No.: 400204 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	5	EA		
34	NSN: N5330-20-0010441 Seal, Nonmetallic Stip NSCM/CAGE: 94223 Part No.: RW-108 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	200	FT		
35	NSN: N3040-01-4959856 Cylinder Assembly, Actuating, Linear NSCM/CAGE: 1BZD4 Part No.: 02040 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	4	EA		

Item	Description	Destination Code	Invoice Code	Quantity	Unit of issue	Unit Price	Delivery Offered
36	NSN: N3040-01-4959856 Cylinder Assembly, Actuating, Linear NSCM/CAGE: 1BZD4 Part No.: 02040 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	4	EA		
37	NSN: N6220-01-5443398 Parts Kit, Vehicular Lighting NSCM/CAGE: 1BZD4 Part No.: 1156-1 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	7	EA		
38	NSN: N4930-01-4412587 Pump, Lubricant transfer NSCM/CAGE: 4P412 Part No.: LM2350E-31-B or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	2	EA		
39	NSN: N2530-01-4578770 Hub, Wheel, Vehicular NSCM/CAGE: 1GD20 Part No.: 5-1208-04-09 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	17	EA		
40	NSN: P2590-20-A090647 Suspension Leveling Valve NSCM/CAGE: 0389N Part No.: 464 006 100 0 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	2	EA		

Item	Description	Destination Code	Invoice Code	Quantity	Unit of issue	Unit Price	Delivery Offered
41	NSN: N2530-21-8969440 Hub and Drum Assembly, Right Hand NSCM/CAGE: 38129 Part No.: 9482-4020 NSCM/CAGE: 78500 Part No.: A18333L1026 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	1	EA		
42	NSN: N2530-21-8969440 Hub and Drum Assembly, Right Hand NSCM/CAGE: 38129 Part No.: 9482-4020 NSCM/CAGE: 78500 Part No.: A18333L1026 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	W248A	W2481	1	EA		
43	NSN: N6150-01-3935112 Cable Assembly, Power, Electrical NSCM/CAGE: 1NHH8 Part No.: 8D00066-1 or equivalent Your offer: Part no. offer: _____ NSCM/CAGE offer: _____	WB941	W1941	3	EA		

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Security Requirement
- 1.2 Requirement - Bid
- 1.3 Trade Agreements
- 1.4 Debriefings

PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Enquiries - Bid Solicitation
- 2.4 Applicable Laws - Bid
- 2.6 SACC Manual Clause

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

PART 6 - RESULTING CONTRACT CLAUSES

- 6.1 Security Requirement
- 6.2 Requirement - Contract
- 6.3 Standard Clauses and Conditions
- 6.4 Term of Contract
- 6.5 Authorities
- 6.6 Payment
- 6.7 Invoicing Instructions
- 6.8 Certifications
- 6.9 Applicable Laws - Contract
- 6.10 Priority of Documents
- 6.11 SACC Manual Clauses
- 6.12 Preparation for Delivery
- 6.13 Shipping Instructions - Delivery and Destination
- 6.14 NATO Commercial and Government Entity Code (NCAGE) Traceability

PART 1 - GENERAL INFORMATION

1.1 Security Requirement

There is no security requirement associated with this bid solicitation.

1.2 Requirement - Bid

The requirement is detailed under the "Line Item Detail".

1.3 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and the Canadian Free Trade Agreement (CFTA).

1.4 Debriefings

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

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. The 2003 document is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: Canada requires that each bid, at closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture.
 - subsection 2.d is deleted entirely and replaced with the following: send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) in the bid solicitation;
 - subsection 2.e is deleted entirely and replaced with the following: ensure that the Bidder's name, return address, solicitation number, and solicitation closing date and time are clearly visible on the bid;
- Section 6, entitled Late bids, is deleted entirely and replaced with the following: For bids submitted using means other than epost Connect service, PWGSC will, upon written request within 60 calendar days of the solicitation closing date, return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids.
- Section 07, entitled Delayed bids, is amended as follows:
 - Subsection 1 is amended to add the following paragraph:
 - d. a CPC epost Connect service date and time indicator.
- Section 8, entitled Transmission by facsimile, is amended as follows:
 - the title is deleted and replaced with the following title: Transmission by facsimile or epost Connect
 - subsection 3 is deleted entirely and replaced with the following: bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.
 - Subsection 4, entitled epost Connect, is added and includes the following:
 - a. Unless specified otherwise in the solicitation, bids may be submitted by epost Connect service
(https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a).

-
- b. To submit a bid using epost Connect service the Bidder must send an email that includes the solicitation number to PWGSC Bid Receiving Unit in Headquarters (TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca) requesting to open an epost Connect conversation at least six business days prior to bid closing date. Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the bid closing date and time. Requests received after that time may not be answered.
 - c. The solicitation number must be identified in the Message field of all electronic transfers.
 - d. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a Bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the bid solicitation in order to register for the epost Connect service.
 - e. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
 - f. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.

2.2 Submission of bids

Bids must be submitted only to Public Works and Government Services Canada's Bid Receiving Unit or through the epost Connect service provided by Canada Post Corporation by the date and time indicated on page 1 of the bid solicitation. Bidders should consult section 08 of Standard Instructions 2003, as detailed in the above article entitled Standard Instructions, Clauses and Conditions.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws - Bid

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

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.

2.5 SACC Manual Clause

SACC Reference	Title	Date
A9130T	Controlled Goods Program - Bid	2014-11-27

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

First page of the Request for Proposal signed by the bidder or an authorized representative of the Bidder (1 signed copy)

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (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>). 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.

3.1.1 Equivalent Products

- 1. Products that are equivalent in form, fit, function, quality and performance to the item(s) specified in the bid solicitation will be considered where the Bidder:
 - (a) designates the brand name and model and/or part number and NSCM/CAGE of the substitute product;
- 2. Products offered as equivalent in form, fit, function, quality and performance will not be considered if:

-
- (a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
 - (b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to provide technical information demonstrating the equivalency (e.g. Drawing, specifications, engineering reports and/or test reports), or to demonstrate that the substitute product is equivalent to the item specified in the bid solicitation, at the sole cost of bidders, within three (3) business days (or other delay specified herein) of the request. If the bidder fails to provide the requested information within the specified delay, Canada may declare the bid non-responsive.

3.1.2 Substitute Products - Replaced Part Numbers from the OEM

1. Products that are replaced part number (superseded or obsolete) from the OEM must be equivalent in form, fit, function, quality and performance to the original item(s) specified in the bid solicitation and will be considered where the bidder provides upon request of the Contracting Authority:

- a. proof by submitting a copy of a Certificate of Conformity from the Original Equipment Manufacturer (OEM) providing justification/explanation that the part numbers are a replacement of the OEM parts specified herein and are equivalent in form, fit, function, quality and performance to the OEM's parts specified herein; or
- b. all required technical information (as detailed in Part 3, Section I, 3.1.1 Equivalent Product) to demonstrate their technical compliance and to confirm form, fit, function, quality and performance of these replaced part numbers.

2. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate that the substitute product is equivalent to the item specified in the bid solicitation, at the sole cost of bidders, within three (3) business days (or other delay specified herein) of the request. If the bidder fails to provide the requested information within the specified delay, Canada may declare the bid non-responsive.

3.1.3 Samples

The Bidder must, upon request from the Contracting Authority, provide a sample to the Technical Authority, transportation charges prepaid, and without charge to Canada, within fourteen (14) calendar days from the date of request. The sample submitted by the Bidder will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. If the sample does not meet the requirements of the bid solicitation or the Bidder fails to comply with the request of the Contracting Authority, the bid will be declared non-responsive.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment specified in Part 6.

Prices should appear in the "Line Item Detail" only.

3.1.4 Pricing



Bidders must submit firm prices, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes must be shown separately.

3.1.4.1 Pricing - Multi-Item Bid Solicitation

Bidders do not have to quote a price for all items identified in the bid solicitation. However, Bidders must quote a price for all items with identical Nato Stock Numbers in order to be evaluated. Bidders may withdraw one or more items from their bid, after bid closing but prior to contract award, by advising in writing the Contracting Authority.

3.1.5 SACC Manual Clauses

3.1.5.1 Exchange Rate Fluctuation Risk Mitigation

1. The Bidder may request Canada to assume the risks and benefits of exchange rate fluctuations. If the Bidder claims for an exchange rate adjustment, this request must be clearly indicated in the bid at time of bidding. The Bidder must submit form [PWGSC-TPSGC 450](#) , Claim for Exchange Rate Adjustments with its bid, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.
2. The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).
4. At time of bidding, the Bidder must complete columns (1) to (4) on form [PWGSC-TPSGC 450](#) , for each line item where they want to invoke the exchange rate fluctuation provision. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.
5. Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

Canada requests that bidders submit the following information:

3.1.6 Best Delivery Date - Bid

While delivery is requested by December 2017, Bidders should indicate the best delivery that could be offered in the "Line Item Detail".

3.1.7 Bidder's Representatives

Canada requests that Bidders provide information for the contact person responsible for:

General enquiries

Name:

Telephone No:

Facsimile No:

E-mail address:

Delivery follow-up

Name:

Telephone No:

Facsimile No:

E-mail address:

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 Evaluation Criteria - Part Number and NSCM/CAGE

Bidders must indicate the Part Number and the NSCM/CAGE they are offering.

4.1.1.2 Mandatory Technical Evaluation Criteria - Equivalent Products and Substitute Products

Bidders proposing an Equivalent Product or a Substitute Product must indicate the brand name and model and/or Part Number and the NSCM/CAGE they are offering.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Evaluation Criteria

The price of the bid must be in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes extra.

Bidders must quote a price for all destinations with the same Nato Stock Number.

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 aggregate evaluated price per Nato Stock Number 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. 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 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), 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 (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Equivalent Products and Substitute Products Conformance Certification

The Bidder certifies that all Equivalent Products and Substitute Products proposed conform to the requirement detailed under the "Line Item Detail".

This certification does not relieve the bid from meeting the requirement detailed in Part 3, Section I, Equivalent Products and Substitute Products.

Bidder's authorized representative Signature

Date

5.2.3.2 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

Bidders' Authorized Representative Signature

Date

or

- B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	

Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Bidders' Authorized Representative Signature

Date

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 Requirement

There is no security requirement applicable to this Contract.

6.2 Requirement - Contract

The Contractor must provide the items detailed under the "Line Item Detail".

6.2.1 Technical Changes, Substitutes and Alternatives

Any technical changes, equivalent products and alternatives proposed by the Contractor must be evaluated for acceptance by the Technical Authority. Any equivalent products and alternatives must be equivalent in form, fit, function and performance. Equivalent products and alternatives that are offered as equivalent will only be acceptable once they are approved by the Technical Authority as an equivalent. A contract amendment or a completed Design Change/Deviation form will be issued.

Should the Technical Authority not accept the equivalent product or the alternative and the Contractor is unable to meet the technical requirement, Canada may terminate the contract for default in accordance with the general conditions stated in the contract.

6.3 Standard Clauses and Conditions

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

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 Delivery

The Contractor must make the delivery as detailed under the "Line Item Detail".

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Annie Therien
Supply Officer
Public Services and Procurement Canada
Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate

"HS" Division
Place du Portage, Phase III, 7B1
11 Laurier Street
Gatineau, QC K1A 0S5
Telephone: 819-420-5526
E-mail address: annie.therien@pwgsc-tpsgc.gc.ca

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

6.5.2 Procurement Authority

The Procurement Authority for the contract is:

Name: **to be inserted by PWGSC**

DLP:

National Defence Headquarters
Mgen. George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Telephone:
Facsimile:
E-mail address:

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representatives

General enquiries

Name: **to be inserted by PWGSC**

Telephone No:

Facsimile No:

E-mail address:

Delivery follow-up

Name: **to be inserted by PWGSC**

Telephone No:

Facsimile No:

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 firm prices, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties, Excise Taxes included where applicable and Applicable Taxes extra.

The price paid will be adjusted in accordance with the exchange rate fluctuation provision (as applicable).

6.6.2 SACC Manual Clauses

SACC Reference	Title	Date
C6000C	Limitation of Price	2011-05-16
H1001C	Multiple Payments	2008-05-12

6.6.3 Exchange Rate Fluctuation Adjustment

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

FCC

Foreign Currency Component (per unit)

i_0

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

i_1



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

Qty

quantity of units

4. The initial exchange rate is typically set as the daily rate as published by the Bank of Canada on the solicitation closing date.
5. For goods, the exchange rate for adjustment will be the daily rate as published by the Bank of Canada on the date the goods were delivered. For services, the exchange rate for adjustment will be the daily rate on the last business day of the month for which the services were performed. For

advance payments, the exchange rate for adjustment will be the daily rate on the date the payment was due. The most recent daily rate will be used for non-business days.

6. The Contractor must indicate the total exchange rate adjustment amount (either upward, downward or no change) as a separate item on each invoice or claim for payment submitted under the Contract. Where an adjustment applies, the Contractor must submit with their invoice form [PWGSC-TPSGC 450](#) , Claim for Exchange Rate Adjustments.
7. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease), calculated in accordance with column 8 of form [PWGSC-TPSGC 450](#)  (i.e. $[i_1 - i_0] / i_0$).
8. Canada reserves the right to audit any revision to costs and prices under this clause.

6.7 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 on the invoice is completed.
2. The contractor is requested to provide invoices in electronic format to the Contracting Authority and Procurement Authority unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.
3. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the consignee for acceptance and payment.
 - (b) One (1) copy must be forwarded or e-mail to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - (c) One (1) copy must be forwarded or e-mail to the Procurement Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9 Applicable Laws - Contract

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

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) 2010A (2016-04-04) General Conditions - Goods (Medium Complexity);
- (c) the Contractor's bid dated **to be inserted by PWGSC**, as amended **to be inserted by PWGSC**.

6.11 SACC Manual Clauses

SACC Reference	Title	Date
A9006C	Defence Contract	2012-07-16
A9131C	Controlled Goods Program - Contract (item 014, 029 and 040)	2014-11-27
B4060C	Controlled Goods (item 014, 029 and 040)	2011-05-16
B7500C	Excess Goods	2006-06-16
C2800C	Priority Rating	2013-01-28
C2801C	Priority Rating - Canadian-based Contractors	2014-11-27
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
D2025C	Wood Packaging Materials	2013-11-06
D5545C	ISO 9001:2008 - Quality Management Systems - Requirements (QAC C)	2010-08-16
D6010C	Palletization	2007-11-30
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance	2016-01-28

6.12 Preparation for Delivery

6.12.1 Packaging Requirement using Specification D-LM-008-036/SF-000

The Contractor must prepare all items for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package all items in quantities of one (1) per package.

6.13 Shipping Instructions - Delivery and Destination

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (... named place of destination). Unless otherwise directed, delivery must be made by the most economical means. Shipping charges must be shown as a separate item on the Contractor's invoice. The Contractor is

responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.

2. The Contractor must deliver the goods to Canadian Forces (CF) Supply Depots by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Depot Traffic Section at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

(a) 7 CF Supply Depot Lancaster Park
Edmonton, Alberta
Telephone: 780-973-4011, ext. 4524

(b) 25 CF Supply Depot Montreal
Montreal, Quebec
Email: 25dafctrafficrdv@forces.gc.ca

6.14 NATO Commercial and Government Entity Code (NCAGE) Traceability

Material supplied for the items specified in this contract is subject to investigation by Canada. Material which can neither be demonstrated by the contractor as having originated directly from the NCAGE specified for the item in this contract, nor as supplied with the specific written permission of this specified NCAGE, are subject to the following action by Canada.

Canada may either:

(a) terminate the contract for default;

Or

(b) Proceed with any measure deemed appropriate by Canada.