



**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**  
**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**

<b>Title - Sujet</b> stand and electric generators	
<b>Solicitation No. - N° de l'invitation</b> K2A12-180403/A	<b>Date</b> 2017-10-19
<b>Client Reference No. - N° de référence du client</b> K2A12-180403	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-468-73599	
<b>File No. - N° de dossier</b> hn468.K2A12-180403	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-11-29</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Haroutounian, Rosanna	<b>Buyer Id - Id de l'acheteur</b> hn468
<b>Telephone No. - N° de téléphone</b> (819) 420-2076 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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**

Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

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

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 SECURITY REQUIREMENTS .....	2
1.2 STATEMENT OF WORK.....	2
1.3 DEBRIEFINGS .....	2
1.4 TRADE AGREEMENTS .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 ENQUIRIES - BID SOLICITATION.....	3
2.4 APPLICABLE LAWS.....	4
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>5</b>
3.1 BID PREPARATION INSTRUCTIONS .....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>7</b>
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	7
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>8</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	8
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>10</b>
6.1 SECURITY REQUIREMENTS .....	10
6.2 STATEMENT OF WORK.....	10
6.3 STANDARD CLAUSES AND CONDITIONS.....	10
6.4 TERM OF CONTRACT .....	10
6.5 AUTHORITIES .....	11
6.6 PAYMENT .....	11
6.7 INVOICING INSTRUCTIONS .....	12
6.8 SCHEDULE OF MILESTONE PAYMENTS .....	13
<i>PART 1</i> .....	13
<i>PART 2</i> .....	14
6.9 CERTIFICATIONS .....	14
6.10 APPLICABLE LAWS.....	14
6.11 PRIORITY OF DOCUMENTS .....	15
6.12 SACC MANUAL CLAUSES (DELIVERY) .....	15
<b>ANNEX A STATEMENT OF WORK.....</b>	<b>16</b>
<i>PART 1</i> .....	16
<i>PART 2</i> .....	19
<b>ANNEX B PRICING SHEET.....</b>	<b>21</b>
<i>PART 1</i> .....	21
<i>PART 2</i> .....	22
<b>ATTACHMENT I EVALUATION CRITERIA .....</b>	<b>23</b>
<i>PART 1</i> .....	23
<i>PART 2</i> .....	26

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with the requirement.

### **1.2 Statement of Work**

The contractor must provide the goods and/or services in accordance with the technical requirements stated herein.

#### **1.2.1 Delivery Requirement**

Delivery is requested to be completed by March 28, 2018.

### **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).

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## 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.

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

Delete: 60 days

Insert: 90 days

#### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
<u>A9033T</u>	Financial Capability	2012-07-16
<u>B1000T</u>	Condition of Material	2014-06-26

### 2.2 Submission of Bids

Bids must be submitted ONLY TO THE BID RECEIVING UNIT by the date, time and place indicated on page 1 of the bid solicitation. Do not send proposal directly to the Contracting Officer. Email proposal not accepted.

PWGSC Bids Receiving Unit  
11 Laurier Street  
Place du Portage, Phase 3, Core 0B2  
Gatineau, Québec, K1A 0S5  
Tel.: 819-420-7201  
Fax: 819-997-9776

### 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.

Solicitation No. - N° de l'invitation  
K2A12-180403  
Client Ref. No. - N° de réf. du client  
K2A12-180403

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn468.K2A12-180403

Buyer ID - Id de l'acheteur  
hn468  
CCC No./N° CCC - FMS No./N° VME

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## **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 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.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

- Section I: Technical Bid (2 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- 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) (<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 Technical - Multi-Part Bid Solicitation**

Bidders can submit a proposal on one (1) or more of the requirements – Part 1 and/or Part 2. However, each submitted requirement will be technically and financially evaluated as a complete and individual bid. Any cross-referencing between bids (i.e. requirements) will be deemed as non-compliant to evaluation criteria.

Solicitation No. - N° de l'invitation  
K2A12-180403  
Client Ref. No. - N° de réf. du client  
K2A12-180403

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn468.K2A12-180403

Buyer ID - Id de l'acheteur  
hn468  
CCC No./N° CCC - FMS No./N° VME

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### **3.1.2 Pricing - Multi-Part Bid Solicitation**

Bidders do not have to quote a price for both parts of the bid solicitation in order to be evaluated. Bidders may withdraw one or more of the parts after bid closing but prior to contract award by advising in writing the Contracting Authority.

#### **3.1.2.1 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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

Bidders must submit the certifications required under Part 5.

#### **Section IV: Additional Information**

#### **3.1.3 Delivery Offered**

While delivery is requested as indicated above, the best delivery that could be offered is\_\_\_\_\_.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

**You are reminded that this solicitation requires the compliance and/or completion of requirements attached as an Annex and forming part of this document.**

- a) Bids will be assessed in accordance with the 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**

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

##### **4.1.1.1 Mandatory Technical Criteria**

The following Mandatory requirements must be submitted with the bid for evaluation:

- a) Technical compliance herein.

##### **4.1.1.2 Point Rated Technical Criteria**

The point rated requirements are described in Attachment I.

### **4.1.2 Financial Evaluation**

#### **4.1.2.1 Pricing Basis**

The bidder must quote firm unit prices in Canadian dollars, DDP Delivered Duty Paid (Ottawa, ON), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

### **4.2 Basis of Selection**

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified for the point rated technical criteria (50% for Part 1 or 60% for Part 2).

The responsive bid with the lowest evaluated price on an aggregate basis, for each requirement (Part 1 and/or Part 2), will be recommended for award of a contract. Contracts will be awarded on a per requirement basis (i.e. up to 2 potential contracts). In the event two or more responsive bids have the same price, the responsive bid that obtained the highest overall score for the point rated technical criteria 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 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-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 section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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 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.

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
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

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

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

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

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## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

### 6.2 Statement of Work

The contractor must provide the goods and/or services in accordance with the technical requirements stated herein.

#### 6.2.1 SACC Manual Clauses

SACC Reference	Section	Date
<a href="#">B1501C</a>	Electrical Equipment	2006-06-16
<a href="#">B7500C</a>	Excess Goods	2006-06-16

### 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.

##### 6.3.1.1 Warranty Period

Section 09 of general conditions 2010A is amended by replacing the period of twelve (12) months by twenty-four (24) months.

All other provisions of the warranty section remain in effect.

### 6.4 Term of Contract

#### 6.4.1 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_ (Delivery as offered and as accepted will be inserted at contract award).

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:  
Rosanna Haroutounian – Supply Officer Trainee  
Public Works and Government Services Canada - Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division  
7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5  
Telephone: (819) 420-2076  
E-mail address: [Rosanna.haroutounian@pwgsc-tpsgc.gc.ca](mailto:Rosanna.haroutounian@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 Project Authority

The Project Authority for the Contract is: (will be inserted at contract)  
Name:  
Title:  
Telephone: (xxx) xxx-xxxx Facsimile: (xxx) xxx-xxxx  
E-mail:

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 and telephone number of the person responsible for: (will be inserted at contract)

#### General enquiries

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

#### Delivery follow-up

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

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in the contract. Customs duties are included and Applicable Taxes are extra.

Solicitation No. - N° de l'invitation  
K2A12-180403  
Client Ref. No. - N° de réf. du client  
K2A12-180403

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn468.K2A12-180403

Buyer ID - Id de l'acheteur  
hn468  
CCC No./N° CCC - FMS No./N° VME

## 6.6.2 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

## 6.6.3 SACC Manual Clauses

SACC Reference	Section	Date
<a href="#">G1005C</a>	Insurance	2016-01-28

## 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 consignee.
  - (b) One (1) copy must be forwarded to the following address for certification and payment.  
ETD-DGO  
13<sup>th</sup> Floor, PVM  
351 St-Joseph Blvd.  
Gatineau, QC, K1A 0H3  
Attention: Manon Woodford and Christine Ouellette
  - (c) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.  
Department of Public Works and Government Services - "HN" Division  
7B3 Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5  
Attention: Rosanna Haroutounian

**6.8 Schedule of Milestone Payments**

**PART 1 - ACCUMULATION STAND FOR TYPE I ENGINES: HANDHELD EQUIPMENT, NO LOAD**

Item No. (SOW – Part 1)	Deliverable/Description	Breakdown	Qty	FIRM UNIT PRICE
4.1	The contractor must submit the design of the accumulation stand, including technical drawings listing dimensions, weight, and components. The functionality and compatibility of the throttle actuator with a DAQ system must be demonstrated. The project authority must approve design before construction of the accumulation stand begins.	30% of the total price will be paid following the completion and acceptance by the Project Authority of deliverable 4.1.	1	\$ _____
4.2	<ol style="list-style-type: none"> <li>1. The accumulation stand, as defined in the functional and performance requirements in 3. Scope of Work.</li> <li>2. A manual describing how the mounting hardware and guards are designed to be used.</li> <li>3. Electronic copies of technical drawings and 3D files of the accumulation stand.</li> <li>4. Delivery and assembly of the accumulation stand at 335 River Rd. S, Ottawa, ON K1V 1C7.</li> </ol>	70% of the total price will be paid following the completion and acceptance by the Project Authority of deliverable 4.2.	1	\$ _____
<b>SUB-TOTAL:</b>				\$ _____
<b>GST / HST / QST (if applicable):</b>				\$ _____
<b>TOTAL:</b>				\$ _____

**PART 2 - LOAD BANK FOR TYPE IV ENGINES: ELECTRIC GENERATORS**

Item No. (SOW – Part 2)	Deliverable/Description	Breakdown	Qty	FIRM UNIT PRICE
4.1	The contractor must submit the design of the load bank, including technical drawings listing dimensions, weight, components and its specifications. The project authority must approve design before construction.	30% of the total price will be paid following the completion and acceptance by the Project Authority of deliverable 4.1.	1	\$ _____
4.2	<ol style="list-style-type: none"> <li>1. The delivery of the programmable load bank and all associated equipment as defined in the functional and performance requirements in 3. Scope of Work.</li> <li>2. A manual to describe operation of the programmable load bank.</li> <li>3. Delivery of the load bank at 335 River Rd. S, Ottawa, ON K1V 1C7.</li> </ol>	70% of the total price will be paid following the completion and acceptance by the Project Authority of deliverable 4.2.	1	\$ _____
<b>SUB-TOTAL:</b>				\$ _____
<b>GST / HST / QST (if applicable):</b>				\$ _____
<b>TOTAL:</b>				\$ _____

**6.9 Certifications**

**6.9.1 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.

**6.10 Applicable Laws**

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

Solicitation No. - N° de l'invitation  
K2A12-180403  
Client Ref. No. - N° de réf. du client  
K2A12-180403

Amd. No. - N° de la modif.  
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Buyer ID - Id de l'acheteur  
hn468  
CCC No./N° CCC - FMS No./N° VME

## 6.11 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, Statement of Work;
- (d) Annex B, Pricing Sheet;
- (e) the Contractor's bid dated \_\_\_\_\_ .

## 6.12 SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
<a href="#">D2000C</a>	Marking	2007-11-30
<a href="#">D2001C</a>	Labelling	2007-11-30
<a href="#">D9002C</a>	Incomplete Assemblies	2007-11-30

### 6.12.1 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

- a) Delivered Duty Paid (DDP) Ottawa, ON Inco terms 2000 for shipments from a commercial contractor.

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**ANNEX A**  
**STATEMENT OF WORK**

**PART 1 - ACCUMULATION STAND FOR TYPE I ENGINES: HANDHELD EQUIPMENT, NO LOAD**

---

**1. Background**

Environment and Climate Change Canada's (ECCC) mandate is to preserve and enhance the quality of the natural environment; conserve Canada's renewable resources; conserve and protect Canada's water resources; forecast weather and environmental change; enforce rules relating to boundary waters; and coordinate environmental policies and programs for the federal government.

Paragraph 158(c) of the Canadian Environmental Protection Act, 1999 (CEPA), gives authority to ECCC to "establish and operate facilities for the testing of vehicles, engines or equipment and components, and acquire test equipment for that purpose." The Vehicles and Engines Testing and Emissions Verification section (VETEV) of ECCC's Transportation Division (TD) administers various programs to verify compliance with emission standards prescribed in the engine emission regulations made under the CEPA.

This Statement of Work covers the design and supply of a stand for the service accumulation of off-road small spark-ignition engines of handheld equipment, where no external load is applied during accumulation.

**2. Definitions and Applicable Documents**

- 2.1. The following links are provided for reference while reading this document and relate to the standards prescribed under the Canadian Environmental Protection Act.

Off-Road Small Spark-Ignition Engine Emission Regulations:  
<https://ec.gc.ca/lcpe-cepa/eng/regulations/detailReg.cfm?intReg=81>  
<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-355/index.html>

**3. Scope of Work**

3.1. Accumulation Stand

The contractor must design and build or supply a stand for service accumulation of handheld equipment specimens.

3.2. Handheld equipment specimens

Examples of the type of handheld equipment to be used on the accumulation stand include, but are not limited to the following: grass trimmers, hedge trimmers, brush cutters, chainsaws, blowers, drills/augers, cut-off saws, etc.

3.3. The accumulation stand must meet the following functional and performance requirements:

- 3.3.1. The accumulation stand must consist of a moveable platform, which can pass through standard double doors. If casters are used, they must be lockable. The use of fork tunnels to be used with a pallet jack is also acceptable.

- 3.3.2. The footprint of the stand must not exceed 75 x 200 cm, and the platform height must be between 70 and 90 cm.
- 3.3.3. The platform must be isolated from the frame, to minimize vibrations transmitted by the specimen.
- 3.3.4. The platform must feature a minimum of 5 t-slots running the length of the platform. An assortment of mounting hardware, accommodating the different types and sizes of specimens (some examples of which are listed in 3.2), to facilitate securing the specimen to the stand must also be supplied. The mounting hardware clamping onto the specimen must isolate engine vibrations (e.g. use of soft rubber-like material).
- 3.3.5. An assortment of guards must be provided to protect from moving parts, such as the chainsaw chain, grass trimmer string(s), etc.
- 3.3.6. A spill pan must be included to contain any fuel or other fluid that may leak from the specimen.
- 3.3.7. Throttle actuator
  - 3.3.7.1. A throttle actuator must be included with mounting hardware, accommodating different specimen configurations.
  - 3.3.7.2. The throttle actuator must be an electromechanical type actuator. It must be capable of interfacing with a computer control and data acquisition (DAQ) system such as National Instrument LabVIEW or equivalent. The DAQ system is not part of this SOW, however the contractor must demonstrate functionality and compatibility with DAQ system.
  - 3.3.7.3. The throttle actuator must allow for variable throttle positions, from idle to full throttle.

#### 3.4. Design Life

All hardware systems must have a 20 year life without failure when operated and maintained as per the original equipment manufacturer's instructions.

### 4. Deliverables

#### 4.1. Deliverable 1:

The contractor must submit the design of the accumulation stand, including technical drawings listing dimensions, weight, and components. The functionality and compatibility of the throttle actuator with a DAQ system must be demonstrated. The project authority must approve design before construction of the accumulation stand begins.

#### 4.2. Deliverable 2:

- 4.2.1. The accumulation stand, as defined in the functional and performance requirements in 3. Scope of Work.
- 4.2.2. A manual describing how the mounting hardware and guards are designed to be used.

Solicitation No. - N° de l'invitation  
K2A12-180403  
Client Ref. No. - N° de réf. du client  
K2A12-180403

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn468.K2A12-180403

Buyer ID - Id de l'acheteur  
hn468  
CCC No./N° CCC - FMS No./N° VME

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4.2.3. Electronic copies of technical drawings and 3D files of the accumulation stand.

4.2.4. Delivery and assembly of the accumulation stand at 335 River Rd. S, Ottawa, ON K1V 1C7.

## **5. Schedule**

5.1. The contractor must submit deliverable 4.1. within 30 days after the contract is awarded.

5.2. The contractor must submit deliverable 4.2. within 90 days after the contract is awarded.

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## **PART 2 - LOAD BANK FOR TYPE IV ENGINES: ELECTRIC GENERATORS**

---

### **1. Background**

Environment and Climate Change Canada's (ECCC) mandate is to preserve and enhance the quality of the natural environment; conserve Canada's renewable resources; conserve and protect Canada's water resources; forecast weather and environmental change; enforce rules relating to boundary waters; and coordinate environmental policies and programs for the federal government.

Paragraph 158(c) of the Canadian Environmental Protection Act, 1999 (CEPA) gives authority to ECCC to “establish and operate facilities for the testing of vehicles, engines or equipment and components, and acquire test equipment for that purpose”. The Vehicles and Engines Testing and Emissions Verification section (VETEV) of ECCC’s Transportation Division (TD) administers various programs to verify compliance with emission standards prescribed in the engine emission regulations made under the CEPA.

This Statement of Work covers the design and supply of a programmable alternating current (AC) load bank for the service accumulation of off-road small spark-ignition and off-road compression-ignition engines in electric generators.

### **2. Definitions and Applicable Documents**

2.1. The following links are provided for reference while reading this document and relate to the standards prescribed under the Canadian Environmental Protection Act.

Off-Road Small Spark-Ignition Engine Emission Regulations:  
<https://ec.gc.ca/lcpe-cepa/eng/regulations/detailReg.cfm?intReg=81>  
<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-355/index.html>

Off-Road Compression-Ignition Engine Emission Regulations:  
<https://ec.gc.ca/lcpe-cepa/eng/regulations/detailReg.cfm?intReg=88>  
<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-32/index.html>

### **3. Scope of Work**

#### **3.1. Load Bank**

The contractor must design and build or supply a load bank for service accumulation of electric generators.

#### **3.2. Electrical generator specimens**

The electrical generators to be accumulated are portable type generators with spark-ignition or compression-ignition engines, with a maximum electric power output of 20 kilowatts.

3.3. The load bank must meet the following functional and performance requirements:

##### **Programmable Load Bank**

3.3.1. Electrical loading of the generator must be achieved through a programmable load bank, capable of applying a resistive load of up to 20 kilowatts (kW) in 250 watt increments or less for 120 volts and 240 volts 60 hertz single phase AC.

3.3.2. The programmable load bank must be capable of interfacing with a computer control and data acquisition system (DAQ), such as National Instrument LabVIEW or equivalent, to apply the various electrical loads.

3.3.3. The programmable load bank must be capable of measuring actual load voltage and current and provide an output for each value to a DAQ system such as National Instrument LabVIEW or equivalent. The accuracy must be 1 % of the full scale or better for both voltage and current.

3.3.4. The DAQ system is not part of this SOW, however the contractor must demonstrate the programmable load bank's functionality with a DAQ system.

3.3.5. Cables to connect electric generators to the programmable load bank must be included, for both 120V and 240V configurations. The cable length must be determined at design approval, see 4.1. Deliverable 1.

#### 3.4. Design Life

All hardware systems must have a 20 year life without failure when operated and maintained as per the original equipment manufacturer's instructions.

### 4. Deliverables

#### 4.1. Deliverable 1:

The contractor must submit the design of the load bank, including technical drawings listing dimensions, weight, components and its specifications. The project authority must approve design before construction.

#### 4.2. Deliverable 2:

4.2.1. The delivery of the programmable load bank and all associated equipment as defined in the functional and performance requirements in 3. Scope of Work.

4.2.2. A manual to describe operation of the programmable load bank.

4.2.3. Delivery of the load bank at 335 River Rd. S, Ottawa, ON K1V 1C7.

### 5. Schedule

5.1. The contractor must submit deliverable 4.1. within 30 days after the contract is awarded.

5.2. The contractor must submit deliverable 4.2. within 90 days after the contract is awarded.

Solicitation No. - N° de l'invitation  
 K2A12-180403  
 Client Ref. No. - N° de réf. du client  
 K2A12-180403

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 hn468.K2A12-180403

Buyer ID - Id de l'acheteur  
 hn468  
 CCC No./N° CCC - FMS No./N° VME

**ANNEX B  
 PRICING SHEET**

All prices must be quoted in firm unit prices in Canadian dollars, DDP Delivered Duty Paid (Ottawa, ON), Applicable Taxes extra. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

**PART 1 - ACCUMULATION STAND FOR TYPE I ENGINES: HANDHELD EQUIPMENT, NO LOAD**

Item No. (SOW – Part 1)	Deliverable	Breakdown	Qty	FIRM UNIT PRICE
4.1	Design of the accumulation stand	30% of the total price	1	\$ _____
4.2	Accumulation stand, including: a) Manual; b) Electronic copies; and c) Delivery and assembly.	70% of the total price	1	\$ _____
<b>SUB-TOTAL:</b>				\$ _____
<b>GST / HST / QST (if applicable):</b>				\$ _____
<b>TOTAL:</b>				\$ _____

Solicitation No. - N° de l'invitation  
 K2A12-180403  
 Client Ref. No. - N° de réf. du client  
 K2A12-180403

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 hn468.K2A12-180403

Buyer ID - Id de l'acheteur  
 hn468  
 CCC No./N° CCC - FMS No./N° VME

**PART 2 - LOAD BANK FOR TYPE IV ENGINES: ELECTRIC GENERATORS**

Item No. (SOW – Part 2)	Deliverable	Breakdown	Qty	FIRM UNIT PRICE
4.1	Design of the load bank	30% of the total price	1	\$ _____
4.2	Programmable load bank, including: a) Associated equipment; b) Manual; and c) Delivery.	70% of the total price	1	\$ _____
<b>SUB-TOTAL:</b>				\$ _____
<b>GST / HST / QST (if applicable):</b>				\$ _____
<b>TOTAL:</b>				\$ _____

**ATTACHMENT I**  
**EVALUATION CRITERIA**  
**PART 1 - ACCUMULATION STAND FOR TYPE I ENGINES: HANDHELD EQUIPMENT, NO LOAD**

**1.0 MANDATORY TECHNICAL CRITERIA (MT)**

The Bid must meet the mandatory technical criteria specified below. Bidders must provide the necessary documentation to support compliance with the requirements, including technical data sheets, specifications, brochures and/or other relevant technical documentation describing the equipment offered and demonstrating compliancy. Each mandatory technical criterion must be addressed separately and in the order presented below.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive.

The Bidder is requested to identify in the tables below the section(s) or page(s) of its proposal in which evidence is provided to clearly demonstrate that each of the Mandatory Technical Criterion has been met.

ITEM #	MANDATORY TECHNICAL CRITERION (MT)	MET / NOT MET	SECTION / PAGE #
MT 1.0	Accumulation stand is a moveable platform		
MT 2.0	Footprint does not exceed 75 x 200 cm, and height is between 70 and 90 cm		
MT 3.0	Platform is isolated from the frame to minimize transmission of vibrations from engine		
MT 4.0	Platform has a minimum of 5 t-slots along the length		
MT 5.0	Assorted mounting hardware to secure different specimens to the platform		
MT 6.0	Mounting hardware designed to minimize transmission of engine vibrations		
MT 7.0	Assorted guards for moving parts (e.g. saw chain)		
MT 8.0	Spill pan to contain any fluid leak from specimen mounted on the platform		
MT 9.0	Electro-mechanical throttle actuator with assorted mounting hardware		
MT 10.0	Throttle actuator capable various throttle positions from idle to full throttle, through a computer DAQ system (DAQ system not part of this contract)		

## 2.0 POINT-RATED TECHNICAL CRITERIA (PRT)

- Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the table below.
- In order to qualify for the rating process, proposals must respond to the following point-rated technical criteria.
- Bids must receive a minimum technical pass mark of **12.5 out of 25** on the point-rated technical criteria in order to be evaluated on the basis of their Financial Proposal.
- Bids which fail to achieve the technical pass mark will be declared non-responsive and given no further consideration.
- All project references may be checked for accuracy and applicability.

ITEM #	POINT-RATED TECHNICAL CRITERION (PRT)	POINTS / SCORE	SECTION / PAGE #
PRT 1.0	<p>Bidders must propose equipment that must not be a prototype or test unit, but standard proven equipment of the manufacturer and contains reliable state-of-the-art technology.</p> <p>In order to demonstrate this requirement, Bidders must provide with their bid at least two (2) technical drawings and/or pictures of previous similar designs and identify customers who have recently purchased the equipment. For a design to be considered valid, it is necessary that the equipment specified in the project:</p> <ul style="list-style-type: none"> <li>• be a similar product (i.e. meets the technical specifications described in the Statement of Work); and</li> <li>• was sold within the 24 months period prior to the closing date of this bid solicitation.</li> </ul> <p>(10 points per design)</p>	/20	
PRT 2.0	<p>Bidders must submit with their bid the following information for each customer identified in PRT 1.0:</p> <ul style="list-style-type: none"> <li>• the brand name and model of the equipment sold;</li> <li>• the date of sale;</li> <li>• technical details of the equipment sold;</li> <li>• a description of how the equipment sold meets the requirements of Criterion PRT 1.0; and</li> <li>• customer contact information, which should include organization name, organization address, contact name, contact telephone number, and contact e-mail address.</li> </ul> <p>The provided information may be verified with the Bidder's customer to confirm its accuracy. If the information verification does not match the requirements, then the Bid may be declared non-responsive.</p> <p>(2.5 points per reference)</p>	/5	
	<b>TOTAL</b>	/25	

Solicitation No. - N° de l'invitation  
K2A12-180403  
Client Ref. No. - N° de réf. du client  
K2A12-180403

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn468.K2A12-180403

Buyer ID - Id de l'acheteur  
hn468  
CCC No./N° CCC - FMS No./N° VME

**Part 1: Summary and Final Point-Rated Score**

<b>PART 1 - ACCUMULATION STAND FOR TYPE I ENGINES: HANDHELD EQUIPMENT, NO LOAD SUMMARY AND FINAL POINT-RATED SCORE</b>	
<b>POINT-RATED TECHNICAL CRITERIA</b>	<b>SCORE</b>
PART 1 – PRT 1.0	/ 20
PART 1 – PRT 2.0	/ 5
<b>TOTAL</b>	<b>/ 25</b>
<b>PASS MARK:</b>	12.5 / 25
<b>PASS / FAIL:</b>	

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**EVALUATION CRITERIA**  
**PART 2 - LOAD BANK FOR TYPE IV ENGINES: ELECTRIC GENERATORS**

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**1.0 MANDATORY TECHNICAL CRITERIA (MT)**

The bid must meet the mandatory technical criteria specified below. Bidders must provide the necessary documentation to support compliance with the requirements, including technical data sheets, specifications, brochures and/or other relevant technical documentation describing the equipment offered and demonstrating compliancy. Each mandatory technical criterion must be addressed separately and in the order presented below.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive.

The Bidder is requested to identify in the tables below the section(s) or page(s) of its proposal in which evidence is provided to clearly demonstrate that each of the Mandatory Technical Criterion has been met.

ITEM #	MANDATORY TECHNICAL CRITERION (MT)	MET / NOT MET	SECTION / PAGE #
MT 1.0	Load bank is capable of a resistive load up to 20 kW, 120 - 240 VAC 60 Hz single phase		
MT 2.0	Electrical load is programmable through a remote DAQ system (DAQ system not part of this contract)		
MT 3.0	Monitoring of voltage and current values with output to DAQ system, accuracy is 1% of full scale or better		
MT 4.0	Cables to connect electric generator to load bank included		

## 2.0 POINT-RATED TECHNICAL CRITERIA (PRT)

- Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the table below.
- In order to qualify for the rating process, proposals must respond to the following point-rated technical criteria.
- Bids must receive a minimum technical pass mark of **30 out of 50** on the point-rated technical criteria in order to be evaluated on the basis of their Financial Proposal.
- Bids which fail to achieve the technical pass mark will be declared non-responsive and given no further consideration.
- All project references may be checked for accuracy and applicability.

ITEM #	POINT-RATED TECHNICAL CRITERION (PRT)	POINTS / SCORE	SECTION / PAGE #
PRT 1.0	<p>Bidders must propose equipment that must not be a prototype or test unit, but standard proven equipment of the manufacturer and contains reliable state-of-the-art technology.</p> <p>In order to demonstrate this requirement, Bidders must provide with their bid at least two (2) technical drawings and/or pictures of previous similar designs and identify customers who have recently purchased the equipment. For a design to be considered valid, it is necessary that the equipment specified in the project:</p> <ul style="list-style-type: none"> <li>• be a similar product (i.e. meets the technical specifications described in the Statement of Work); and</li> <li>• was sold within the 24 months period prior to the closing date of this bid solicitation.</li> </ul> <p>(10 points per design)</p>	/20	
PRT 2.0	<p>Bidders must submit with their bid the following information for each customer identified in PRT 1.0:</p> <ul style="list-style-type: none"> <li>• the brand name and model of the equipment sold;</li> <li>• the date of sale;</li> <li>• technical details of the equipment sold;</li> <li>• a description of how the equipment sold meets the requirements of Criterion PRT 1.0; and</li> <li>• customer contact information, which should include organization name, organization address, contact name, contact telephone number, and contact e-mail address.</li> </ul> <p>The provided information may be verified with the Bidder's customer to confirm its accuracy. If the information verification does not match the requirements, then the Bid may be declared non responsive. (2.5 points per reference)</p>	/5	
PRT 3.0	<p>Load increment values:</p> <ul style="list-style-type: none"> <li>• 250 W (0 points)</li> </ul>	/20	

Solicitation No. - N° de l'invitation  
K2A12-180403  
Client Ref. No. - N° de réf. du client  
K2A12-180403

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn468.K2A12-180403

Buyer ID - Id de l'acheteur  
hn468  
CCC No./N° CCC - FMS No./N° VME

	<ul style="list-style-type: none"> <li>• 100 W to 250 W (5 points)</li> <li>• 10 W to 99 W (10 points)</li> <li>• Less than 10 W (20 points)</li> </ul>		
PRT 4.0	Energy recovery: <ul style="list-style-type: none"> <li>• None (0 points)</li> <li>• Regenerative (5 points)</li> </ul>	/5	
<b>TOTAL</b>		<b>/50</b>	

**Part 2: Summary and Final Point-Rated Score**

<b>PART 2 - LOAD BANK FOR TYPE IV ENGINES: ELECTRIC GENERATORS</b>	
<b>SUMMARY AND FINAL POINT-RATED SCORE</b>	
<b>POINT-RATED TECHNICAL CRITERIA</b>	<b>SCORE</b>
PART 2 – PRT 1.0	/ 20
PART 2 – PRT 2.0	/ 5
PART 2 – PRT 3.0	/ 20
PART 2 – PRT 4.0	/ 5
<b>TOTAL</b>	<b>/ 50</b>
<b>PASS MARK:</b>	<b>30 / 50</b>
<b>PASS / FAIL:</b>	