



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure,  
800 rue de la Gauchetière Ouest  
Voir aux présentes - See herein  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Purchase and delivery of work stati	
<b>Solicitation No. - N° de l'invitation</b> W1941-180011/B	<b>Date</b> 2017-12-22
<b>Client Reference No. - N° de référence du client</b> W1941-18-0011	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-309-14692	
<b>File No. - N° de dossier</b> MTA-7-40173 (309)	<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 2018-01-26</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Paradis, Mary	<b>Buyer Id - Id de l'acheteur</b> mta309
<b>Telephone No. - N° de téléphone</b> (514) 702-8173 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE 25DAFC 6363, NOTRE-DAME EST MONTREAL Québec H1N 3V9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure,  
800 rue de la Gauchetière Ouest  
Voir aux présentes - See herein  
Montréal  
Québec  
H5A 1L6

<b>Delivery Required - Livraison exigée</b>	<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>



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	The purchase and delivery of work stations , as per the specifications listed at Annex A - Statement of requirement.	W1941	W1941	1	lot	\$	XXXXXXXXXXXX			

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Buyer ID - Id de l'acheteur  
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## REISSUE OF BID SOLICITATION

THIS BID SOLICITATION CANCELS AND SUPERSEDES PREVIOUS BID SOLICITATION NUMBER W1941-180011/A DATED 2017-09-19 WITH A CLOSING OF 2017-11-07 AT 14H00. A DEBRIEFING OR FEEDBACK SESSION WILL BE PROVIDED UPON REQUEST TO BIDDERS SUPPLIERS WHO BID ON THE PREVIOUS SOLICITATION.

## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

#### 1.1.1 Security requirements

There are no security requirements for this purchase.

### 1.2 Statement of Requirement

#### Requirement - Bid

The requirement is detailed under Annex A – Statement of requirement.

### 1.3 Debriefings

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

### 1.4 Trade Agreements

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA)."

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (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.

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

Delete: 60 days  
Insert: 120 days

#### 2.1.1 SACC Manual Clauses

B1000T 2014-06-26 Condition of material – Bid

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

#### 2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority **at least 15 days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **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

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

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

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid ( 2 hard copies)

Section II: Financial Bid ( 1 hard copy)

Section III: Certifications ( 1 hard 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 – Annex B.

##### **3.1.1 Electronic Payment of Invoices – Bid**

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

If the information below is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

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## ELECTRONIC PAYMENT INSTRUMENTS

*The Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.*

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

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

### 3.1.2 Exchange Rate Fluctuation

SACC Manual Clause C3011T 2013-11-06 Exchange rate fluctuation

## Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

- a. Bidder must be able to perform the full scope of the work described in Annex A- Statement of requirement.
- b. Conformity to the preselected mandatory technical criteria which are included in Annex 'C' – Mandatory technical evaluation criteria.
- c. Acceptance of terms and conditions as mentioned in the bid solicitation.

##### 4.1.1.2 Evaluation method for the mandatory technical criteria

- a. At the bid closing date, bids will be evaluated on the preselected mandatory technical criteria at Annex 'C'.

Note: The evaluation of all the mandatory technical criteria at Annex 'C' will be done

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on a pass /fail basis.

- b. To demonstrate that your products meet all preselected mandatory specifications, bidders must submit with their bid, a copy of complete specifications and descriptive literature (technical documents such as data sheets, user manual or other) of the products offered.
- c. Except at Section 20. The supplier must respond with a written text.
- d. If a supplier is unable to demonstrate that their products meet the performance criteria mentioned at Annex 'C', this will render their bid non-compliant.
- e. Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Website addresses where additional information can be found, or technical manuals or brochures or other not submitted with the bid.

Note 1:

To be considered, all these criteria have to be respected in order to facilitate evaluation of the next steps.

**IN THE ABSENCE OF THIS INFORMATION, THE PROPOSAL WILL BE REJECTED.**

Note 2:

Only those proposals that meet all the mandatory criteria of the Request for Proposal will be subject to further evaluation which is the financial evaluation.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1. Mandatory financial criteria

- a. Compliance with the methods for setting the proposed prices;
- b. Firm prices must be provided for all items listed on Annex 'B' – Basis of payment.

#### **PROPOSALS THAT DO NOT MEET THESE REQUIREMENTS WILL BE REJECTED.**

SACC Manual Clause [A0220T](#) 2014-05-26, Evaluation of Price – Bid

SACC Manual Clause [A0222T](#) 2014-06-26 Evaluation of Price – Canadian /Foreign bidders

#### 4.1.3 Price evaluation

The prices at Annex 'B' – Basis of payment will be evaluated as follows:

Firm unit price x quantity of each item = Total price of each item.

Applies for items 1 to 2.

Total firm price of all items (1+2) = the total price of the contract (All applicable taxes are extra)

## 4.2 Basis of Selection

### Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) 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) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

There are no security requirements with this purchase.

### **6.2 Statement of Requirement**

Requirement – Contract

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

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

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

### **6.4 Term of Contract**

#### **6.4.1 Delivery Date**

All the deliverables must be received on or before March 31<sup>st</sup>, 2018.

#### **6.4.2 Delivery Points**

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

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: MARY PARADIS  
Title: Acting, Supply specialist

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Public Services and Procurement Canada  
Acquisitions Branch

Directorate: Québec region  
Address: 800 rue de la Gauchetière, ouest  
Place Bonaventure, South East Portal  
7th Floor, Suite 7300  
Montreal, Québec

Telephone: 514-702-8173  
Facsimile: 514-496-3822  
E-mail address: mary.paradis@pwgsc.gc.ca

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

#### 6.5.2 Technical Authority

The Technical Authority for the Contract is: *(Will be announced at the contract phase)*

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

The Technical Authority named above 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### 6.5.4 Contact at customer department:

For all information related to invoicing and /or payments you may communicate with:  
*(To be completed by Canada at the award phase of the contract)*

Customer department: \_\_\_\_\_  
Name: \_\_\_\_\_

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

## 6.6 Payment

### 6.6.1 Basis of Payment

Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

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 Annex B for a cost of \$ \_\_\_\_\_ (*The amount will be inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16), Limitation of Price

### 6.6.3 SACC Manual Clauses

H1000C (2008-05-12 ) Single Payment

### 6.6.4 SACC Manual Clauses

C2000C 2007-11-30 Taxes –foreign-based Contractor  
C2605C 2008-05-12 Canadian Customs Duties and Sales Tax – foreign-based contractor

### 6.6.5 Electronic Payment of Invoices – Contract

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

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

## 6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6.8 Certifications and Additional Information

### 6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the \_\_\_\_\_ (*The name of the province or territory as specified by the Bidder in its bid, if applicable will be inserted here*).

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of payment;
- (e) Annex D, Summary overhead view of the installation area (Note: not to scale);
- (f) Annex E, Table detailing the height of the tables and the location of the cabinets with drawers;
- (g) Annex F, Photo (For reference purposes only);
- (h) the Contractor's bid dated \_\_\_\_\_, as clarified on \_\_\_\_\_ **or** as amended on \_\_\_\_\_."

## 6.11 SACC Manual Clauses

B7500C	2006-06-16	Excess goods
G1005C	2016-01-28	Insurance – No specific requirement
B1501C	2006-06-16	Electrical equipment
A9068C	2010-01-11	Government site regulation
A2000C	2006-06-16	Foreign Nationals (Canadian Contractor)
A2001C	2006-06-16	Foreign Nationals (Foreign Contractor)

## 6.12 Transport costs

The contractor must ship the goods prepaid via \_\_\_\_\_ (*insert the method of transportation*) including all delivery charges to **(The Department of National Defence, 25 CFSD, 6363 Notre Dame, est, Montreal, Qc)**. Prepaid Transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

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Buyer ID - Id de l'acheteur  
MTA309  
CCC No./N° CCC - FMS No./N° VME

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### 6.13 Shipping Instructions

Shipping Instructions – Delivery at destination

Goods must be consigned to the destination specified in the Contract and delivered:  
Delivered Duty Paid (DDP) to **(The Department of National Defence, 25 CFSD, 6363 Notre Dame, est, Montreal, Qc).**  
Incoterms 2000 for shipments from a commercial contractor.

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## ANNEX "A" STATEMENT OF REQUIREMENT

### 1.1 Purpose

Deliver 16 workstations in the Receipts Section of building L-020 of 25 Canadian Forces Supply Depot (25 CFSD), Department of National Defence (DND), at 6363 Notre-Dame East in Montreal, Quebec.

### 1.2 Background

The mandate of the Receipts Section is to receive, process and redirect the equipment delivered to 25 CFSD in accordance with the standards and policies in effect at DND.

The workstation upgrade will improve ergonomics, storage and lighting for employees working in the Receipts Section. The current workstations are in poor condition, do not provide sufficient lighting and are not easily adjustable to meet specific employee needs. The requirement will not be recurrent. This is a one-time project.

### 3. Relevant documents

Appendix D: Summary overhead view of the installation area (note: not to scale).

Appendix E: Table detailing the height of the tables and the location of the cabinets with drawers.

### 3. Requirements

#### 3.1 Tasks

- Deliver the workstations to 25 CFSD.
- Provide a detailed plan to allow us to assemble the workstations.

#### 3.2 Technical requirements

Each workstation shall have the following features:

- Can hold at least 2000 pounds.
- Dark blue metal frame (glossy finish preferred).
- Laminated hardwood work surface with a lacquer finish:
  - Width between 60" and 62"; depth between 36" and 38"; thickness between 1¾" and 2¼".
  - Rounded front edge.
- A cabinet composed of at least four drawers under the work surface. Identical colour to the workstation frame.
  - Width of cabinet: between 15" and 20" : Depth : between 26" and 30".
  - Each drawer can hold at least 150 pounds.
  - Eight stations will have the cabinet installed on the left (seen from the front).
  - The other eight stations will have the cabinet installed on the right (seen from the front).
  - Only one central locking system for each cabinet. And the keys must be different for each

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cabinet, with one master key. We don't need one lock per drawer nor security panels between the drawers.

- Metal support under the station that can serve as a footrest for the user.
- Set of metal posts installed on the work surface (at the back):
  - Height between 48" and 52".
  - Identical colour to the workstation frame.
  - Allow for modular configuration of metal shelves.
- Two (2) metal shelves that can be hung on the posts at the desired height:
  - Width between 27" and 30"; depth between 14" and 16".
  - Identical colour to the workstation frame.
  - No raised edge on the front.
- Four (4) metal shelves that can be hung on the posts at the desired height:
  - Width between 27" and 30"; depth between 8" and 12".
  - Identical colour to the workstation frame.
  - No raised edge on the front.
- Strip light located above the workstation:
  - Hung on 2 metal mounts on the upper part of the vertical posts.
- Strip light must be positioned between 26" and 32" on the vertical posts.
- Strip light width: between 48" and 60".
- Light beam colour: between 3200K and 5000K.
- Minimum light intensity equivalent to two 32W fluorescent tubes, non-adjustable and non-variable.
- ON/OFF switch on the strip light.
- A power cord, minimum 8 feet long, must be included.
- All 16 work spaces must allow installation by the client between 30 and 34 inches in height, including the necessary parts (cabinet base and legs).
- Summary overhead view of the installation area (Note: not to scale). See Annex D.
- Table detailing the height of the tables and the location of the cabinets with drawers. See Annex E.

Nota: A photo of a work station has been included for reference purposes only. See Annex F.

### 3.3 Constraints

The Contractor agrees to provide the materials and labour required for the full completion of the work described.

## 4. Deliverables

Sixteen (16) workstations, with complete plan to enable us to assemble and installed as described in section 3.2 of this document.

**ANNEX "B"**  
**BASIS OF PAYMENT**

**Notes to suppliers:**

1. Firm prices are required for all items in the table below.
2. The applicable taxes are all extra to the prices on the table below.

ITEM No.	QUANTITY	DESCRIPTION	FIRM PRICE	TOTAL
1	16	The purchase and delivery of Work stations. (As described in Annex 'A' - Statement of Requirement).  Brand name: _____  Model offered: _____	\$_____/ each	\$ _____
2	1	Transport charges	\$_____/ lot	\$ _____
			<b>GRAND TOTAL: (for items 1 to 2)</b>	\$ _____

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**ANNEX "C"**  
**MANDATORY TECHNICAL EVALUATION CRITERIA**

**TO BE COMPLETED BY SUPPLIERS - AT CLOSING DATE AND HOUR OF SOLICITATION:**

The information that figures in this table must be duly completed and submitted **at the closing date and hour of the solicitation**

The proposals must cover all the subjects indicated in the sections below mentioned in order to be considered.

In order to explain and demonstrate how the supplier meets the requirements of the bid, the suppliers must attach to their bid, a copy of the complete specifications and descriptive literature (Technical documents such as data sheets, user manual or other) of the products being offered.

Except at Section 20 on this Annex C. The supplier must respond with a written text.

If a supplier is unable to demonstrate that their products meet the performance criteria mentioned below, this will render their bid non-compliant.

Canada will only evaluate the documents that are sent along with the bids submitted by the supplier.

Canada will not evaluate information that is on a web site address where supplementary information can be found. Neither will it evaluate instruction manuals or technical brochures that are not sent with the bid.

Only the proposals which meet the mandatory criteria will be subject to the financial evaluation. **The proposals that fail to meet all these conditions will be rejected.**

**1. Mandatory Technical Specifications:**

The Department of National Defence at 25 CFSD needs to acquire work stations in accordance to the mandatory technical specifications listed.

Item no.	Description	Specify the area in the bid document or in the technical documents that describes the mandatory specifications needed
	<b>Mandatory technical specifications</b>	
	Each workstation must have the following features:	
1	Can hold at least 2000 pounds	
2	Dark blue metal frame (glossy finish preferred).	
3	Laminated hardwood work surface with a lacquer finish: <ul style="list-style-type: none"><li>• Width between 60" and 62"; depth between 36" and 38"; thickness between 1¾" and 2¼".</li><li>• Rounded front edge.</li></ul>	
4	A cabinet composed of at least four drawers under the work surface. Identical colour to the workstation frame. <ul style="list-style-type: none"><li>• Width of cabinet: Between 15" and 20".</li><li>• Depth: between 26" and 30"</li></ul>	

	<ul style="list-style-type: none"> <li>Each drawer can hold at least 150 pounds.</li> </ul>	
5	Eight stations will have the cabinet installed on the left (seen from the front)	
6	The other eight stations will have the cabinet installed on the right (see from the front).	
7	Only one central locking system for each cabinet and the keys must be different for each cabinet, with one master key. We don't need one lock per drawer nor security panels between the drawers.	
8	Metal support under the station that can serve as a footrest for the user.	
9	Set of metal posts installed on the work surface (at the back): <ul style="list-style-type: none"> <li>Height between 48" and 52".</li> <li>Identical colour to the workstation frame.</li> <li>Allow for modular configuration of metal shelves.</li> </ul>	
10	Two (2) metal shelves that can be hung on the posts at the desired height: <ul style="list-style-type: none"> <li>Width between 27" and 30"; depth between 14" and 16".</li> <li>Identical colour to the workstation frame.</li> <li>No raised edge on the front.</li> </ul>	
11	Four (4) metal shelves that can be hung on the posts at the desired height: <ul style="list-style-type: none"> <li>Width between 27" and 30"; depth between 8" and 12".</li> <li>Identical colour to the workstation frame.</li> <li>No raised edge on the front.</li> </ul>	
12	Strip light located above the workstation: <ul style="list-style-type: none"> <li>Hung on 2 metal mounts on the upper part of the vertical posts.</li> </ul>	
13	Strip light must be positioned between 26" and 32" on the vertical posts.	
14	Strip light width: between 48" and 60".	
15	Light beam colour: between 3200K and 5000K.	
16	Minimum light intensity equivalent to two 32W fluorescent tubes, non-adjustable and non-variable.	
17	ON/OFF switch on the strip light.	
18	A power cord, minimum 8 feet long, must be included.	
19	All 16 work spaces must allow for future adjustment by the client between 30 and 34	

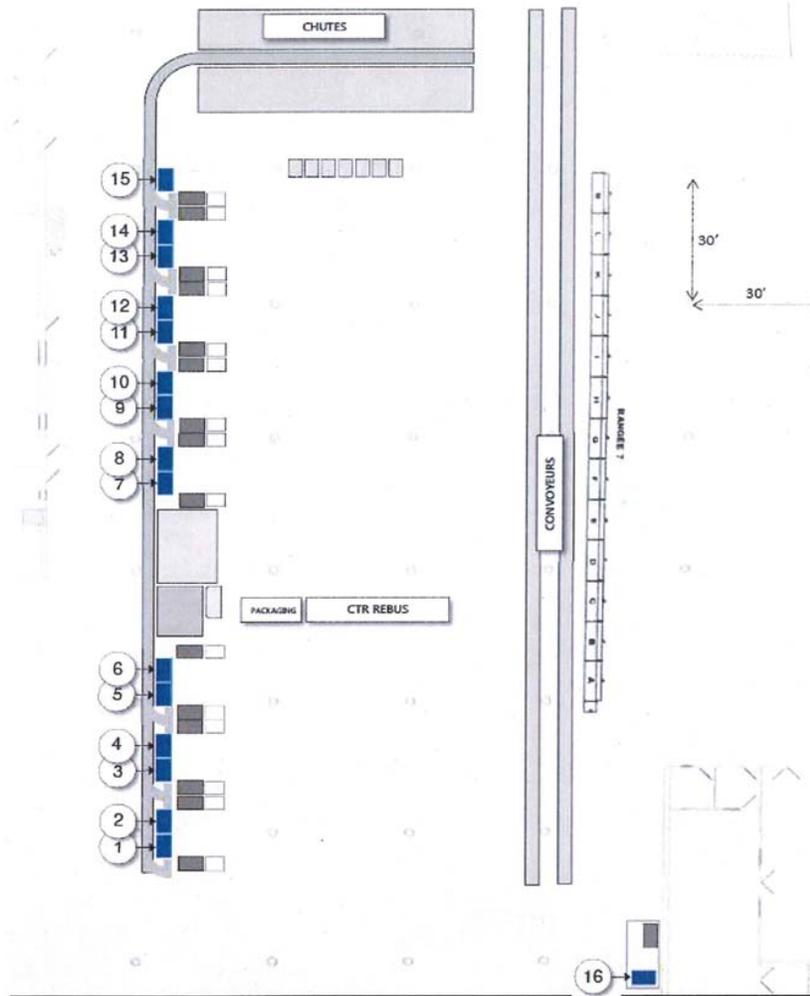
Solicitation No. - N° de l'invitation  
W1941-180011/B  
Client Ref. No. - N° de réf. du client  
W1941-180011

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA 7 -40173

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	inches in height, including the necessary parts (Cabinet base and legs).	
		<b>Except at Section 20, the supplier must respond with a written text.</b>
20	Complete plan to be provided by the supplier, to enable DND to assemble and install the workstations.	Please confirm if this will be met.  -----

**ANNEX "D" - Summary overhead view of the installation area (Note: not to scale)**



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**ANNEX "E"**  
**Table detailing the height of the tables and the location of the cabinets with drawers**

<b>STATION NUMBER</b>	<b>HEIGHT WORKING SURFACE (MAXIMUM DIMENSIONS)</b>	<b>POSITIONING OF DRAWERS  FRONT VIEW</b>
16	34"	To the right
15	34"	To the left
14	30"	To the left
13	34"	To the right
12	30"	To the left
11	34"	To the right
10	34"	To the left
9	34"	To the right
8	34"	To the left
7	34"	To the left
6	34"	To the right
5	34"	To the right
4	34"	To the right
3	34"	To the right
2	34"	To the left
1	34"	To the right

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**ANNEX "F"**

**PHOTO - REFERENCE MODEL**

