



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
1550 D'Estimauville Avenue
1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet PIRATES Turret Update	
Solicitation No. - N° de l'invitation W7701-186676/A	Date 2017-12-27
Client Reference No. - N° de référence du client W7701-186676	
GETS Reference No. - N° de référence de SEAG PW-\$BAL-001-17299	
File No. - N° de dossier BAP-7-40215 (001)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-02-06	Time Zone Fuseau horaire Heure Normale du l'Est HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tremblay, Marial	Buyer Id - Id de l'acheteur bal001
Telephone No. - N° de téléphone (418) 677-4000 (4159)	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Defence R & D Canada - Valcartier / R et D Défense Canada - Valcartier 2459 route de la Bravoure Québec (Québec) G3J 1X5	

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

TPSGC/PWGSC
BFC Bagotville, CP 380
CFB Bagotville, PO Box 380
Bâtiment 62, local 112
Building 62, Room 112
Alouette
Québec
G0V1A0

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	

PIRATES TURRET UPGRADE

DRDC-DEFENCE R & D CANADA-VALCARTIER

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Amd. No. - N° de la modif.

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

bal001

CCC No./N° CCC - FMS No./N° VME

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Requirement, the Basis of Payment, the Mandatory and Point-Rated Criteria, the Basis of Selection and other annexes.

1.2 Summary

(a) Background:

The Spectroscopy and Infrared Signatures (SIRS) group at DRDC Valcartier develops and uses high-precision instruments that are mounted on a turret so that the instruments can be pivoted in azimuth and elevation. The turret can be used to track airborne platforms. The current version of the turret can be controlled in various ways, such as by:

- entering commands;
- using a joystick;
- using a tracking aid; and
- automatic video-tracking.

Purchased in 1982, the turret was upgraded in 2004, going from an analog control to a digital control. However, because of the uniqueness and non-availability of certain parts, we are forced to consider a new upgrade to ensure its longevity. To that end and to facilitate future upgrades, we plan to replace the identified components with components that are more readily available on the market. Figure 1, on the following page, shows a diagram (rear view) of the turret and a photo (front view).

The goal of this requirement is to obtain a modern version of the turret that is easy to maintain, even when it is being used on deployment.

- (b) Delivery Period: Within a maximum of 4 months after contract award.
- (c) Maximum Funding: The maximum funding available for the contract resulting from the bid solicitation is \$434,877.00. Applicable Taxes are extra.
- (d) Basis for Canada's Ownership of Intellectual Property: Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.
- (e) 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 Canadian Free Trade Agreement (CFTA), and the Chile, Colombia, Honduras, Korea, Panama, Peru Trade Agreements with Canada.

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.

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.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/22>

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

- Delete: ~~60~~ days
- Insert: **120** days

2.2 Submission of Bids

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

Bid Receiving Unit
Public Works and Government Services Canada (PWGSC)
1550 D'Estimauville Avenue
Quebec City, Quebec, Canada, G1J 0C7

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

2.5 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 20 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.6 Optional Visit of Site

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit which will be held at DRDC-Valcartier, building 15, local 115-D on Tuesday January 23, 2018. The site visit will begin at 9:00 a.m. EST and will occur under escort.

Bidders are requested to communicate with the Contracting Authority no later than January, 17, 2018 to confirm attendance and provide the name(s) of the person(s) who will attend the visit. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.7 Basis for Canada's Ownership of Intellectual Property

Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.

The Treasury Board, granted Defence Research and Development Canada exemption from the Treasury Board Policy on "Title to Intellectual Property Arising Under Crown Procurement Contracts".

2.8 Maximum Funding

The maximum funding available for the contract resulting from the bid solicitation is \$434,877.00. Customs duties are included, and Applicable Taxes are extra. Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

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 (4 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>). 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

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, <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/450.pdf> 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 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 Criteria

Mandatory criteria are included in Annex C.

4.1.1.2 Rated Criteria

Rated criteria are included in Annex D.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Bidders must submit a firm lot price that does not exceed the maximum funding of \$434,877.00. Customs duties are included, and Applicable Taxes are extra.

4.1.2.2 Evaluation of Price - Canadian / Foreign Bidders

The total price of each bid will be established using the following criteria:

- (a) Bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded. For evaluation purposes, bids received in a foreign currency will be converted to Canadian funds using the appropriate rate of exchange using the rate quoted by the Bank of Canada as being in effect on date of bid closing.
- (b) Bidders must submit their prices DDP destination; Delivered Duty Paid.

4.2 Basis of Selection

Basis of selection is included in Annex E.

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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 OEM Certification

- (a) Any Bidder that is not the Original Equipment Manufacturer (OEM) for every item of hardware proposed as part of its bid is required to submit the OEM's certification regarding the Bidder's authority to provide and maintain the OEM's hardware, which must be signed by the OEM (not the Bidder). No Contract will be awarded to a Bidder who is not the OEM of the hardware it proposes to supply to Canada, unless the OEM certification has been provided to Canada. Bidders are requested to use the OEM Certification Form (Annex F) included with the bid solicitation. Although all the contents of the OEM Certification Form are required, using the form itself to provide this information is not mandatory. For Bidders/OEMs who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided.
- (b) If the hardware proposed by the Bidder originates with multiple OEMs, a separate OEM certification is required from each OEM.
- (c) For the purposes of this bid solicitation, OEM means the manufacturer of the hardware, as evidenced by the name appearing on the hardware and on all accompanying documentation.

5.2.4 Software Publisher Certification and Software Publisher Authorization

- (a) If the Bidder is the Software Publisher for any of the proprietary software products it bids, Canada requires that the Bidder confirm in writing that it is the Software Publisher (G.1 of Annex G). Bidders are requested to use the Software Publisher Certification Form included with the bid solicitation. Although all the contents of the Software Publisher Certification Form are required, using the form itself to provide this information is not mandatory. For bidders who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.
- (b) Any Bidder that is not the Software Publisher of all the proprietary software products proposed in its bid is required to submit proof of the Software Publisher's authorization (G.2 of Annex G), which must be signed by the Software Publisher (not the Bidder). No Contract will be awarded to a Bidder who is not the Software Publisher of all of the proprietary software it proposes to supply to Canada, unless proof of this authorization has been provided to Canada. If the proprietary software proposed by the Bidder originates with multiple Software Publishers, authorization is required from each Software Publisher. Bidders are requested to use the Software Publisher Authorization Form included with the bid solicitation. Although all the contents of the Software Publisher Authorization Form are required, using the form itself to provide this information is not mandatory. For Bidders/Software Publishers who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.
- (c) In this bid solicitation, "Software Publisher" means the owner of the copyright in any software products proposed in the bid, who has the right to license (and authorize others to license/sub-license) its software products.

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CCC No./N° CCC - FMS No./N° VME

PART 6 - RESULTING CONTRACT CLAUSES

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

Notice: Numbering will be revised at contract award.

6.1 Requirement

The Contractor must provide a PIRATES turret upgrade, in accordance with the Requirement at Annex A.

6.2 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>) issued by Public Works and Government Services Canada.

6.2.1 General Conditions

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

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2030/17>

6.2.1.1 Intellectual property infringement and royalties

Articles of Agreement, the "Intellectual Property Infringement and Royalties" section that is contained in general conditions 2030 (2016-04-04) are included.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2030/17#intellectual-property-infringement-and-royalties>

6.2.2 Supplemental General Conditions

The following Supplemental General Conditions apply to and form part of the Contract:

Number	Date	Title
4001	2015-04-01	Hardware Purchase, Lease and Maintenance https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4001/6
4002	2010-08-16	Software Development or Modification Services https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4002/3
4003	2010-08-16	Licensed Software https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4003/4
4004	2013-04-25	Maintenance and Support Services for Licensed Software https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4004/5

6.2.3 Warranty Periods

6.2.3.1 Hardware Warranty Period

The hardware warranty period is 12 months as indicated in section 14 of supplemental general conditions 4001 (2015-04-01).

6.2.3.2 Software Development or Modification Services Warranty Period

Section 12 of supplemental general conditions 4002 (2010-08-16) is amended by replacing the period of ninety (90) days by 12 months

6.2.3.3 Software Warranty Period

Section 15 of supplemental general conditions 4003 (2010-08-16) is amended by replacing the period of ninety (90) days by 12 months.

All other provisions of the warranty section remain in effect.

6.3 Security Requirements

There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract until the end of the warranty period inclusive.

6.4.2 Delivery Period

All the deliverables must be received within a period of four (4) months after the contract is awarded.

6.4.3 Liquidated Damages

1. If the Contractor fails to deliver the goods or perform the services within the times specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of \$ 300.⁰⁰ for each calendar day of delay. The total amount of the liquidated damages must not exceed 10 percent of the contract price.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Marial Tremblay
Title: Supply specialist
Telephone: 418-677-4000, ext.: 4159
E-mail address: Marial.Tremblay@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:

(to be completed at contract award by PWGSC)

Name: _____
Title: _____
Telephone No.: _____
Facsimile No.: _____
E-mail Address: _____

The Technical 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 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 Administrative Authority

For all information related to invoicing and/or payments you may communicate with:

(to be completed at contract award by PWGSC)

Name: _____
Title: _____
Telephone No.: _____
Facsimile No.: _____
E-mail Address: _____

6.5.4 Contractor's Representatives

Name and telephone number of the person responsible for :

(a) Contract Manager:

Name: _____

Title: _____

Telephone No.: _____

Facsimile No.: _____

E-mail Address: _____

(b) Delivery Follow up:

Name: _____

Title: _____

Telephone No.: _____

Facsimile No.: _____

E-mail Address: _____

6.6 Payment

6.6.1 Basis of Payment – Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm lot prices, as specified in Annex B for a cost of \$_____ (to be completed at contract award by PWGSC). 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 Taxes - Foreign-based Contractor

SACC Manual Clause:

Number	Date	Title
C2000C	2007-11-30	Taxes - Foreign-based Contractor https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C2000C/1

6.6.3 Method of Payment

6.6.3.1 Terms of Payment - Milestone Payments - Subject to holdback

1. Canada will make milestone payments in accordance with the Milestones detailed in the Contract and the payment provisions of the Contract, up to 90 percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
 - c. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
 - d. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

6.6.3.2 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Description	Percentage of Contract Value	Due date or Delivery Date
1	Word document containing the list of replacement components and the modernization plan.	10%	2 weeks after award of the contract.
2	New components installed on the turret.	40%	3 months after the completion of milestone 1
3	Operational control software in working order.	40%	Could be done at the same time as milestone 2
4	Performance report on the turret.	10%	2 weeks after milestones 2 and 3.
		100 %	

6.7 Invoicing Instructions - Progress Payment Claim

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf> Claim for Progress Payment .

Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. the description and value of the milestone claimed as detailed in the Contract.
2. The Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.

The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the DRDC Procurement Officer identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

3. The DRDC Procurement Officer will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
4. The Contractor must not submit claims until all work identified in the claim is completed.

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 Quebec.

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions:
 - (i) 4001 (2015-04-01), Hardware Purchase, Lease and Maintenance;
 - (ii) 4002 (2010-08-16), Software Development or Modification Services;
 - (iii) 4003 (2010-08-16), Licensed Software; and
 - (iv) 4004 (2013-04-25), Maintenance and Support Services for Licensed Software.
- (c) the 2010A (2016-04-04), General Conditions - Goods (Medium Complexity);
- (d) Annex A - Requirement;
- (e) Annex B - Basis of Payment; and
- (f) the Contractor's bid dated _____, amended on _____" (to be completed at contract award by PWGSC).

6.11 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

6.12 Electrical Equipment

All electrical equipment supplied under the Contract must be certified or approved for use in accordance with the Canadian Electrical Code, Part 1, before delivery, by a certification organization accredited by the Standards Council of Canada.

6.13 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destinations specified in the Contract and delivered: Delivered Duty Paid (DDP):

DRDC-Defence R & D Canada-Valcartier
Building 53
2459, route de la Bravoure
Quebec, Quebec G3J 1X5

Incoterms 2000 for shipments from a commercial contractor.

ANNEX A - REQUIREMENT

A.1 Title

PIRATES turret upgrade.

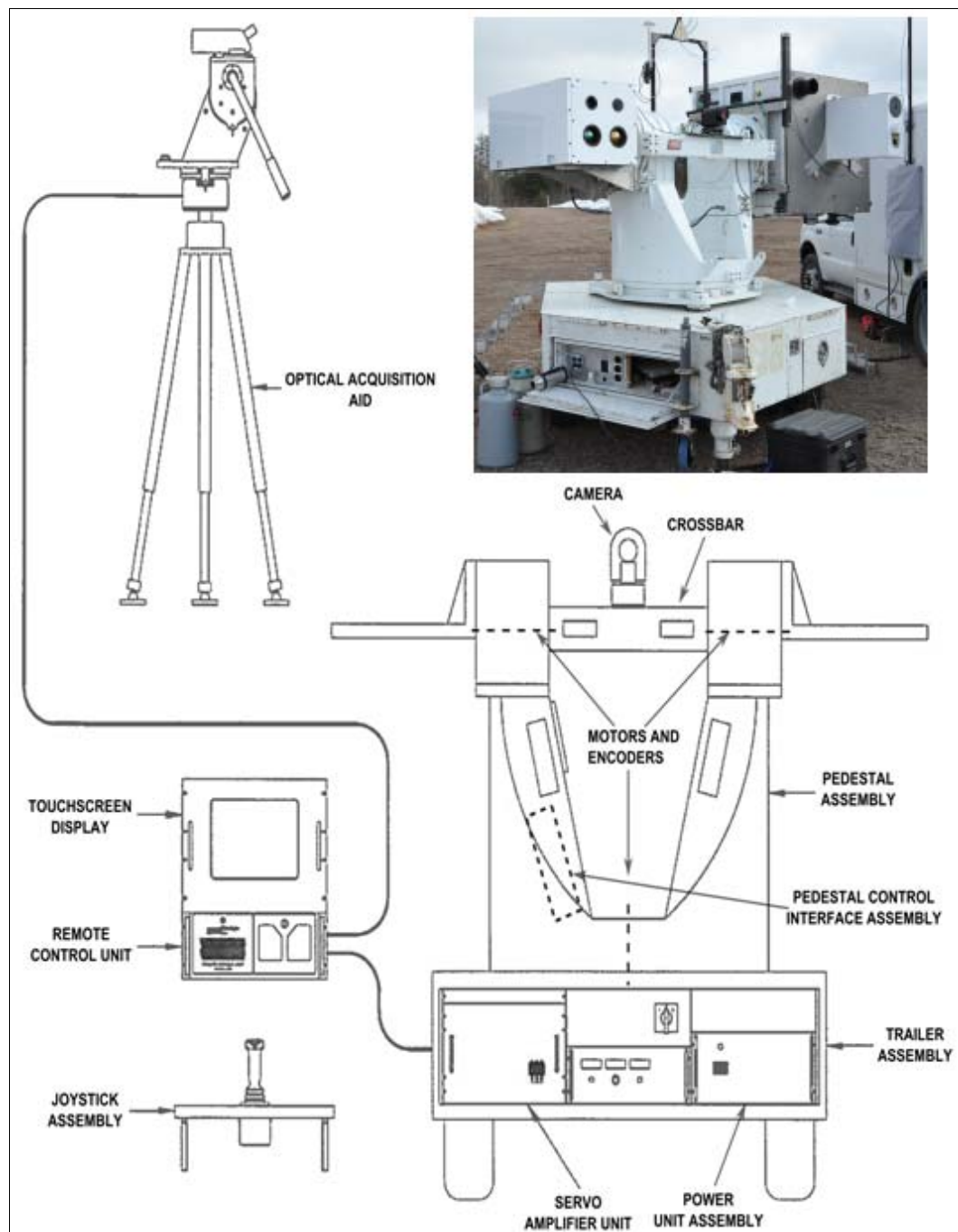
A.2 Background

The Spectroscopy and Infrared Signatures (SIRS) group at DRDC Valcartier develops and uses high-precision instruments that are mounted on a turret so that the instruments can be pivoted in azimuth and elevation. The turret can be used to track airborne platforms. The current version of the turret can be controlled in various ways, such as by:

- entering commands;
- using a joystick;
- using a tracking aid; and
- automatic video-tracking.

Purchased in 1982, the turret was upgraded in 2004, going from an analog control to a digital control. However, because of the uniqueness and non-availability of certain parts, we are forced to consider a new upgrade to ensure its longevity. To that end and to facilitate future upgrades, we plan to replace the identified components with components that are more readily available on the market. Figure 1, on the following page, shows a diagram (rear view) of the turret and a photo (front view).

The goal of this requirement is to obtain a modern version of the turret that is easy to maintain, even when it is being used on deployment.

A.2.1 Figure 1 – Diagram (rear view) and photo (front view) of the turret

A.3 Abbreviations

DRDC	Defence Research and Development Canada
GFE	Government-furnished equipment
IRIG	Inter-Range Instrumentation Group
PTP	Precision Time Protocol
SIRS	Spectroscopy and Infrared Signatures
SSI	Synchronous Serial Interface
USB	Universal Serial Bus

A.4 Applicable documents and references

DA1: February 2017 report entitled "PIRATES Current Status"

DA2: Technical documents and manuals associated with the various components of the turret

A.5 Tasks

A.5.1 Study the turret's structure and prepare a modernization plan

The contractor must inspect the turret and all its components in order to understand how they work. The contractor will have access to the turret, its controls and the manuals with instructions for the various components. Lastly, the contractor must finalize the methodology to follow and provide the list of replacement components.

The contractor must produce a modernization plan describing the work method, the replacement parts chosen and the reasons for this choice.

A.5.2 Replace the components described below

Following approval of the conclusions drawn during Task A.5.1 by the technical authority via the contracting authority, the contractor must replace and install the parts and modules identified in Task A.5.1. The parts and modules that can be replaced are primarily, but not limited to, the following:

A.5.2.1 Pedestal controller interface assembly

Replace this assembly with a movement controller that has the same features as the current assembly and that meets the following criteria:

1. Control of 2 axes simultaneously
2. Ethernet connectivity and RS232
3. SSI encoders
4. 16-bit analog-to-digital converter

A.5.2.2 Encoders

Replace the current encoders with absolute encoders that are compatible with the movement controller chosen in the assembly and that meet the following criteria:

1. Absolute encoders
2. 16 bits
3. 16,386 pulses per revolution
4. SSI protocol

A.5.2.3 Control computer and its software

Replace the computer by a more powerful machine that contains reliable and ergonomic control software. The software must record a log of events (i.e. position at a point in time) that is easy to export and interpret. The control computer must at a minimum meet the following criteria:

1. Processor: Intel i7 -6700 Quad Core Processor 3.4 GHz/8MB Cache
2. Memory: 8GB DDR4-2133/PC4-17000
3. Video card: PCI-Express GeForce GTX 1060 6GB DDR5
4. Two high-speed network cards

A.5.2.4 Servo amplifier unit

Replace the current 12-bit amplifiers (drives) with 16-bit amplifiers that meet the following criteria:

1. 16-bit resolution
2. Ability to support a 20-amp direct current
3. Ability to support peak currents of 40 amps
4. $\pm 10V$ DC torque

A.5.2.5 Video camera

Replace the current video camera (Hitachi HV-C20) with a system capable of integrating two or three video cameras in order to generate multispectral imagery. The system must meet the following criteria:

1. Camera using the GigE Vision protocol
2. High-resolution visible-light camera supporting a 15-360mm lens
3. Fixed focal length infrared camera

A.5.2.6 Joystick

Replace the current joystick (Penny & Giles, JC6000-XY-RR-L-A30B-STN-N) with a USB-compatible joystick.

A.5.3 Conduct programming

The contractor must program the new software included in the new control computer so that it addresses the following points:

1. The software is ergonomic.
2. The turret responds properly to the commands sent by the control computer.
3. There are commands for controlling the turret's response for various parameters such as inertial velocity, rotation and elevation.
4. The turret can be operated using the optical tracking aid.
5. The turret can be operated using the joystick.
6. The turret can be operated using automatic video-tracking based on the data streams from a visible-light camera and an infrared camera.
7. Metadata from a reliable source, including position and time (i.e. Greenwich Mean Time via IRIG or PTP standards), is recorded.
8. The turret can be operated using tracking guided by trajectory data that is pre-calculated or provided in real time by a radar tracking system.

A.5.4 Conduct testing and validation

The contractor must evaluate the turret's performance. This task will be carried out with a member of the SIRS group in order to validate the performance measures. The evaluation will be based on the following scenarios:

1. Visible-light camera automatic tracking
2. Infrared camera automatic tracking
3. Pre-calculated trajectory guided tracking
4. Turret control using the optical tracking aid
5. Turret control using the joystick
6. Publishing terms and conditions for control settings

A.6 Deliverables and delivery deadlines

Deliverables			Delivery Deadline
1	Task A.5.1 deliverables	Word document containing the list of replacement components and the modernization plan.	Two weeks after award of the contract.
2	Task A.5.2 deliverables	New components installed on the turret.	Three months after the completion of Task A.5.1. Task A.5.2 may be carried out at the same time as Task A.5.3.
3	Task A.5.3 deliverables	Operational control software in working order.	Three months after the completion of Task A.5.1. Task A.5.2 may be carried out at the same time as Task A.5.3.
4	Task A.5.4 deliverables	Performance report on the turret.	Two weeks after the completion of tasks A.5.2 and A.5.3

A.7 Language of work

French or English.

A.8 Location of work

The work will be completed at the contractor's site.

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A.9 Travel

The contractor is not required to travel since the work will be done at the contractor's site. However, the contractor must plan a visit to DRDC Valcartier, at the following address:

Defence Research and Development Canada – Valcartier Research Centre
Building 15
2459 De la Bravoure Road
Québec, Quebec
G3J 1X5 Canada

A.10 Meetings

1. A kick-off meeting will be held at the contractor's premises during the first week after the contract is awarded.
2. A meeting will be held at DRDC Valcartier when Task A.5.1 is completed in order to evaluate the proposed modernization plan.
3. A follow-up meeting will be held at the contractor's premises during Task A.5.3.
4. A meeting will be held at the contractor's premises during the second half of Task A.5.4 in order to witness the system performance tests.

A.11 Government-furnished equipment (GFE)

DRDC will be responsible for delivering the GFE to the contractor's workshop immediately after the contract is awarded:

GFE 1: Turret (tracker)

Name of part:	turret
Series number:	A102
Model number:	ABA 50229-1001-104
Plate number (automotive equipment):	143 001

GFE 2: Optical tracking aid

Part that is custom-built at DRDC Valcartier

GFE 3: Remote control unit

Brand:	EMS Technologies
Model number:	800B

GFE 4: Joystick

Brand:	Penny & Giles
Model number:	JC6000-XY-RR-L-A30B-STN-S

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A.12 Security

The work is not classified and the contractor will not have access to PROTECTED and/or CLASSIFIED information or goods.

The contractor does not need access to DRDC Valcartier because a technician from the SIRS group will take the turret to the contractor's site.

A.13 Intellectual property rights

Canada to own intellectual property rights in foreground information.

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ANNEX B - BASIS OF PAYMENT**B.1 Pricing**

Before submitting your prices, please refer to clause **6.6 Payment**, which states that the applicable taxes are not included in the prices.

Section	Description	Firm Lot Price
1	Travel fees and living expenses for one or more employees of the contractor: <ul style="list-style-type: none">A meeting will be held at DRDC Valcartier upon completion of Task A.5.1 in order to evaluate the proposed modernization plan.	\$
2	PIRATES turret upgrade <ul style="list-style-type: none">As per the requirement set out in Annex A.	\$
3	Transportation fees in order to return the turret to DRDC Valcartier	\$
Total contract amount:		\$

ANNEX C - MANDATORY CRITERIA

The bid must meet the mandatory criteria set out in this annex. Bidders must provide the necessary documentation to ensure compliance with this requirement.

Bids which fail to meet the mandatory criteria will be declared non-responsive. Each of the mandatory criterion should be addressed separately.

C.1 Bidders' experience

The three mandatory criteria below (C.1.1, C.1.2 and C.1.3) regarding the bidders' experience will be demonstrated in the same way, that is, with credible and verifiable information.

We believe the turret upgrade depends on the following three pillars:

1. The bidders must demonstrate that they have completed operational systems in the last 10 years or that they are proposing operable products.
2. The bidders must demonstrate that they are not resellers but manufacturers and/or integrators who master the technologies.
3. The bidders must demonstrate that they have manufactured and/or integrated systems or products in the industrial, scientific, military or domestic sector.

C.1.1 Mandatory Criterion No. 1 – Experience in developing tracking turrets

The bidders must have at least 10 years of experience in developing tracking turrets (tracking mount - pan/tilt - design).

- Turret: Here we are thinking of mounts (pan & tilt) or products using mounts.

To demonstrate with information deemed credible and verifiable that they have the required expertise, the bidders must provide the following with their bids:

- A list of projects with, for each, a description, the duration and the names of those involved; and/or
- A list of products developed and sold by the bidding company; and/or
- Letters of reference from satisfied clients regarding products related to the requirements in this bid solicitation.

C.1.2 Mandatory Criterion No. 2 – Experience in the field of robotics

The bidders must have at least 10 years of experience in the field of robotics.

- Robotics: Here we are thinking of devices that thanks to automatic control systems, perform the specific tasks for which they were designed.

To demonstrate with information deemed credible and verifiable that they have the required expertise, the bidders must provide the following with their bids:

- A list of projects with, for each, a description, the duration and the names of those involved; and/or
- A list of products developed and sold by the bidding company; and/or
- Letters of reference from satisfied clients regarding products related to the requirements in this bid solicitation.

C.1.3 Mandatory Criterion No. 3 – Experience in the field of video tracking

The bidders must have at least 10 years of experience in the field of video tracking.

- Video tracking: Here we are thinking of products that integrate and control video processing in order to track targets.

To demonstrate with information deemed credible and verifiable that they have the required expertise, the bidders must provide the following with their bids:

- A list of projects with, for each, a description, the duration and the names of those involved; and/or
- A list of products developed and sold by the bidding company; and/or
- Letters of reference from satisfied clients regarding products related to the requirements in this bid solicitation.

C.2 Mandatory Criterion No. 4 – Facilities for carrying out the work

The bidders must have the appropriate facilities for carrying out the work.

To demonstrate that they have the appropriate facilities for carrying out the work, the bidders must provide the following information with their bid:

- Address of the company and its work facilities (warehouse/factory)
- Description of the facilities, including the surface area and how they are used

ANNEX D - POINT-RATED CRITERIA

The bids that meet all the mandatory criteria will be evaluated and scored as set out in this annex. Each of the point-rated criteria should be addressed separately.

The technical merit score will be determined using the point-rated criteria set out in this annex.

The bidders should complete the last column of the tables in this annex by entering references to the proof of compliance provided; the bidders should indicate exactly where the information can be found, by specifying the title of the documents and the page and paragraph numbers.

Proof of compliance is a document like a brochure, a technical document (specifications, drawings), a test report written by an independent and nationally or internationally recognized testing organization, or a report generated by software produced by a nationally or internationally recognized third-party.

- Point-rated criteria 1 to 6 correspond with sections A.5.2.1 to A.5.2.6 of Annex A.
- The "Pirates Tracker Current Status" document can be consulted in order to address the issues better.
- For each of the criteria, the bidders will be given a maximum of 9 points if all the elements are proposed. They will be given 6 points for a satisfactory rating for one of the criteria. A satisfactory rating means that what is proposed is not what was requested, but is adequate. If what is proposed is inadequate, no points will be given.

➤ Refer to the following pages.

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ANNEX D – POINT-RATED CRITERIA		Minimum number of points to obtain	Maximum number of points	To be completed by Bidders Title of the document, and the page and paragraph numbers.
Rated Criterion No				
1	Pedestal controller interface assembly (PCIA) (Section A.5.2.1)	6	9	
	(9 points): The proposed PCIA includes all the following elements: <ol style="list-style-type: none"> 1. Control of 2 axes simultaneously 2. Ethernet connectivity and RS232 3. SSI encoders 4. 16-bit analog-to-digital converter 			
	(6 points): The proposed PCIA does not contain all the elements listed above but the contractor's justification is adequate.			
	(0 point): The proposed PCIA does not contain all the elements listed above and the contractor's justification is inadequate.			
2	Encoders - (section A.5.2.2)	6	9	
	(9 points): The proposed encoders correspond to all the following elements: <ol style="list-style-type: none"> 1. Absolute encoders 2. 16 bits 3. 16,386 pulses per revolution 4. SSI protocol 			
	(6 points) : The proposed encoders do not correspond to all the elements listed above but the contractor's justification is adequate.			
	(0 point) : The proposed encoders do not correspond to all the elements listed above and the contractor's justification is inadequate.			

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ANNEX D – POINT-RATED CRITERIA		Minimum number of points to obtain	Maximum number of points	To be completed by Bidders Title of the document, and the page and paragraph numbers.
Rated Criterion No				
3	Control computer and its software (CCS) (section A.5.2.3)	6	9	
	(9 points) : The proposed CCS corresponds to all the following elements: 1. Processor: Intel i7 -6700 Quad Core Processor 3.4 GHz/8MB Cache 2. Memory: 8GB DDR4-2133/PC4-17000 3. Video card: PCI-Express GeForce GTX 1060 6GB DDR5 4. Two high-speed network cards			
	(6 points) : The proposed CCS does not correspond to all the elements listed above but the contractor's justification is adequate.			
	(0 point) : The proposed CCS does not correspond to all the elements listed above and the contractor's justification is inadequate.			
4	Servo amplifier unit (SAU) - (section A.5.2.4)	6	9	
	(9 points) : The proposed SAU corresponds to all the following elements: 1. 16-bit resolution 2. Ability to support a 20-amp direct current 3. Ability to support peak currents of 40 amps 4. ±10V DC torque			
	(6 points) : The proposed SAU does not correspond to all the elements listed above but the contractor's justification is adequate.			
	(0 point) : The proposed SAU does not correspond to all the elements listed above and the contractor's justification is inadequate.			

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ANNEX D – POINT-RATED CRITERIA		Minimum number of points to obtain	Maximum number of points	To be completed by Bidders Title of the document, and the page and paragraph numbers.
Rated Criterion No				
5	Video camera (VC) - (section A.5.2.5)	6	9	
	(9 points) : The proposed VC corresponds to all the following elements: 1. Camera using the GigE Vision protocol 2. High-resolution visible-light camera supporting a 15-360mm lens 3. Fixed focal length infrared camera			
	(6 points) : The proposed VC does not correspond to all the elements listed above but the contractor's justification is adequate.			
	(0 point) : The proposed VC does not correspond to all the elements listed above and the contractor's justification is inadequate.			
6	Joystick- (section A.5.2.6)	6	9	
	(9 points) : The proposed joystick corresponds to a USB-compatible joystick.			
	(6 points) : The proposed joystick does not correspond to a USB-compatible joystick but the contractor's justification is adequate.			
	(0 point) : The proposed joystick does not correspond to a USB-compatible joystick and the contractor's justification is inadequate.			
Total number of points:		36	54	

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ANNEX E - BASIS OF SELECTION

E.1 Basis of Selection - Highest Rated Within Budget

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points for the evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement. In the event two or more responsive bids have the same highest number of points, the responsive bid with the lowest evaluated price will be recommended for award of a contract.

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ANNEX F - ORIGINAL EQUIPMENT MANUFACTURER (OEM) CERTIFICATION FORM

Original Equipment Manufacturer (OEM) Certification Form

This confirms that the original equipment manufacturer (OEM) identified below has authorized the Bidder named below to provide and maintain its products under any contract resulting from the bid solicitation identified below.

Name of OEM _____

Signature of authorized signatory of OEM _____

Print Name of authorized signatory of OEM _____

Print Title of authorized signatory of OEM _____

Address for authorized signatory of OEM _____

Telephone no. for authorized signatory of OEM _____

Fax no. for authorized signatory of OEM _____

Date signed _____

Solicitation Number _____

Name of Bidder _____

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ANNEX G - SOFTWARE PUBLISHER CERTIFICATION FORM

G.1 Bidder itself is the Software Publisher

<p style="text-align: center;">Software Publisher Certification Form (to be used where the Bidder itself is the Software Publisher)</p> <p>The Bidder certifies that it is the software publisher of all the following software products and that it has all the rights necessary to license them (and any non-proprietary sub-components incorporated into the software) on a royalty-free basis to Canada pursuant to the terms set out in the resulting contract:</p> <hr/> <hr/> <hr/> <hr/> <p><i>[Bidders should add or remove lines as needed]</i></p>
--

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G.2 Bidder is not the Software Publisher

Software Publisher Authorization Form

(to be used where the Bidder is not the Software Publisher)

This confirms that the software publisher identified below has authorized the Bidder named below to license its proprietary software products under the contract resulting from the bid solicitation identified below. The software publisher acknowledges that no shrink-wrap or click-wrap or other terms and conditions will apply, and that the contract resulting from the bid solicitation (as amended from time to time by its parties) will represent the entire agreement, including with respect to the license of the software products of the software publisher listed below. The software publisher further acknowledges that, if the method of delivery (such as download) requires a user to "click through" or otherwise acknowledge the application of terms and conditions not included in the bid solicitation, those terms and conditions do not apply to Canada's use of the software products of the software publisher listed below, despite the user clicking "I accept" or signalling in any other way agreement with the additional terms and conditions.

This authorization applies to the following software products:

[Bidders should add or remove lines as needed]

Name of Software Publisher (SP)

Signature of authorized signatory of SP

Print Name of authorized signatory of SP

Print Title of authorized signatory of SP

Address for authorized signatory of SP

Telephone no. for authorized signatory of SP

Fax no. for authorized signatory of SP



Date signed

Solicitation Number

Name of Bidder

ANNEX H - PRESENTATION OF YOUR BID - CHECK LIST

Below is a checklist of the contents of your bid. This list is not an exhaustive list; it remains the Bidder's responsibility to prepare its bid in accordance with the instructions contained in the Request For Proposal (RFP) and provide a comprehensible and sufficiently detailed bid, including all requested pricing details that will permit a complete evaluation in accordance with the criteria set out in the RFP.

ANNEX H - PRESENTATION OF YOUR BID - CHECK LIST	
Pagination of <u>Document 1 of 2</u> (document of only one page)	
Page 1 of 1 	Bidders should include with their bid, the first sheet of this RFP properly completed and signed. Refer to 2003 Standard Instructions mentioned in clause 2.1 Standard Instructions, Clauses and Conditions .
Pagination of <u>Document 2 of 2</u> (document of 44 pages)	
Page 7 	Bidders must submit their bid only to the address indicated in clause 2.2 Submission of Bids .
Pages 12	Bidders must pay attention on how bids will be evaluated and the winning bid selected. Refer to Part 4 - Evaluation Procedures and Basis of Selection
Page 13	<u>Applicable only if an offence has been committed</u> Bidders must provide with their bid the required documentation as indicated Clause 5.1.1 Integrity Provisions - Declaration of Convicted Offences .
Page 13	Bidders must provide with their bid or promptly thereafter a list of names as indicated in clause 5.2.1 Integrity Provisions - Required Documentation . ➤ Please refer to section " 17. Information to be provided when bidding, contracting or entering into a real property agreement " of the following Web site: http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html

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ANNEX H - PRESENTATION OF YOUR BID - CHECK LIST	
Pages 14 and 40	Bidders must read Certification 5.2.3 OEM Certification and should include with their bid, Annex F - Original Equipment Manufacturer (OEM) Certification Form duly completed.
Pages 15, 41 and 42	Bidders must read Certification 5.2.4 Software Publisher Certification and Software Publisher Authorization and should include with their bid, Annex G – Software Publisher Certification Form duly completed.
Page 20	Bidders should submit with their bid, clause 6.5.4 Contractor's Representatives properly completed.
Page 32	Bidders must include with their bid, Annex B - Basis of Payment duly completed.
Pages 33 and 34	Bidders must include with their bid, the necessary documentation to support compliance with the mandatory criteria and should include with their bid, Annex C - Mandatory Criteria duly completed.
Pages 35 to 38	Bidders must include with their bid, the necessary documentation to support compliance with the rated criteria and should include with their bid, Annex D - Rated Criteria duly completed.