

**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 QUOTATION

DEMANDE DE PRIX

Quotation 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.

**Soumission de prix 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

Title - Sujet Soundproof Music Studios	
Solicitation No. - N° de l'invitation W4938-18118G/A	Date 2018-02-07
Client Reference No. - N° de référence du client W4938-18-118G	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-035-14744
File No. - N° de dossier MTA-7-40315 (035)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-03-21	
Time Zone - Fuseau horaire Heure Avancée de l'Est HAE	
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: Meloche, Laura	Buyer Id - Id de l'acheteur mta035
Telephone No. - N° de téléphone (514)708-8426 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE USS SAINT-JEAN, CFLRS 25 GRAND BERNIER ROAD NORTH SAINT-JEAN-SUR-RICHELIEU QUÉBEC J0J 1R0	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.2 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.

1.3 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.

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.

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 five (5) 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)

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06) Exchange Rate Fluctuation

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

The bidders must comply with all mandatory technical criteria identified in Attachment 1 "Mandatory Technical Criteria" of this document.

The bidders should fill out the Attachment 1.

The list of technical documents to be provided is identified in Attachment 1.

4.1.2 Financial Evaluation

SACC Manual Clause A0222T (2014-06-26), Evaluation of Price

4.2 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 website
(<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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 is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must provide the items detailed under the Statement of Work 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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

This section will be completed at contract award.

The period of the Contract is from _____ to _____ inclusive

6.4.2 Delivery Date

This section is to be completed by the bidder.

While delivery is requested **by May 31, 2018**, the best delivery that could be offered is _____.

6.4.3 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:

Laura Meloche

Supply Officer

Public Works and Government Services Canada

Acquisitions Branch – Québec Region

Address: 800 de la Gauchetière Street West, **Suite 7300**, Montreal (Quebec), H5A 1L6

Telephone: 514-708-8426

Facsimile: 514-496-3822

E-mail address: laura.meloche@tpsgc-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 Project Authority

The Project Authority for the Contract is:

This section will be completed at contract award.

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

6.5.3 Contractor's Representative

This section is to be completed by the bidder.

The Contractor's representative for this contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

This section will be completed at contract award.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in the contract under Annex B – Basis of Payment for a cost of \$ _____. Customs duties are including and Applicable Taxes are extra.

6.6.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.6.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.6.4 SACC Manual Clauses

C2000C (2007-11-30), Taxes – Foreign-based Contractor

6.6.5 Electronic Payment of Invoices – Contract

This section will be modified at contract award based on Annex "C".

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);

6.7 Invoicing Instructions

6.7.1 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.

6.7.2 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; and
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Applicable Laws

This section is to be completed by the bidder (see PART II before completing).

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

6.9 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

6.10 SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)
A9062C (2011-05-16), Canadian Forces Site Regulations
G1005C (2016-01-28), Insurance – No Specific Requirement

ANNEX "A"

STATEMENT OF WORK

PRACTICE STUDIOS FOR THE BAND OF THE CANADIAN FORCES LEADERSHIP AND RECRUIT SCHOOL (CFLRS)

1.0 Scope

- 1.1 Purpose. The purchase, delivery and installation of 3 (three) individual music practice studios designed for the practice of the members of the CFLRS band members, in the context of their functions.
- 1.2 Terminology. For the purposes of clarification, the following term is defined:
 - 1.2.1 Music practice studio is a soundproofed cabin that permits the reduction of sound in a significant manner as to offer an optimal space for the practice of musical instruments.

2.0 Applicable Documents:

- 2.1. The following elements are applicable on this current statement of work:
 - 2.1.1 Canadian Standards Association (CSA)
 - 2.1.2 Canadian Electrical Code 2015

3.0 Requirements

- 3.1 The company must deliver and install three (3) individual practice studios, as indicated in para 4.0.

4.0 Technical Specifications

4.1 General

- 4.1.1 Shape: Rectangular with an integrated ceiling
- 4.1.2 Quantity: 3 (three)
- 4.1.3 Each of the studios must respect the following dimensions:

- Interior width: between 6 feet 2 inches and 7 feet
- Exterior width: between 6 feet 6 inches and 7 feet 4 inches
- Interior height: between 7 feet 6 inches and 8 feet 6 inches
- The three studios must be installed in a pre-existing space that has the dimensions of 21 feet 6 inches by 7 feet. The height of the ceiling is 10 feet.

- 4.1.4 The soundproofing must be STC-45 at a minimum.
- 4.1.5 The roofs and walls must be made of enameled steel and have acoustical insulation inside.
- 4.1.6 The studios must each have a swing door on hinges. The door must have a window permitting the visual inspection of the studio.
- 4.1.7 The studios must have a light source with a dimmer to regulate the intensity of the lighting.
- 4.1.8 The studios must have an electrical system which includes, at a minimum, a 120 V electrical outlet, a junction box, and a computer output without any wires.
- 4.1.9 Each studio must have a ventilation system permitting the proper ventilation of the interior space. This system can be a ventilator system or a connection to the ventilation of the building.
- 4.1.10 Each studio must have at a minimum 3 (Three) sound absorbers permitting the reduction of noise to a bearable level by the user.
- 4.1.11 The studios must be installed directly on the floor.

5.0 Deliverables

5.1 Installation and Assembly

- 5.1.1. The studios must be installed and delivered in Room 109 of building B129 situated in the St-Jean Garrison in Saint-Jean-Sur-Richelieu, Province of Quebec.

5.2 User Manuals

- 5.2.1. The company must provide all the pertinent and applicable manuals for each of the three studios.

5.3 Warranty

- 5.3.1. The studios must have a minimum of 5 years warranty on the parts and 1 year on the labour.

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File No. - N° du dossier
MTA-7-40315

Buyer ID - Id de l'acheteur
MTA035
CCC No./N° CCC - FMS No./N° VME

-
- 5.3.2. The warranty will take effect once the installation of all the units is complete.
- 5.3.3. The company is responsible for all the costs relating to the transport and all miscellaneous expenses incurred by its employees during the warranty period.

ANNEX "B"

BASIS OF PAYMENT

The supplier must complete the Annex B – Basis of Payment and must indicate a price for each item identified below.

The unit prices must include all charges related to handling and shipping, delivery and installation of the rooms.

The prices exclude applicable taxes.

The contract will be awarded in Canadian dollars.

DESCRIPTION	UNIT PRICE (A)	QUANTITY REQUIRED (B)	TOTAL PRICE (A) X (B)
SOUNDPROOF MUSIC STUDIO AS PER SPECIFICATIONS SET OUT IN ANNEX "A"	\$ _____	3	\$ _____
While the completion date is requested for May 31, 2018, the best completion date offered is:			_____
If your bid is NOT in Canadian dollars, please identify the currency used			_____ _____

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ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);

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ANNEX “D”

LIST OF THE MEMBERS OF THE BOARD OF DIRECTORS

Please list, in print form, the first and last names of all members of the Board of Directors of the Company

ATTACHMENT 1

MANDATORY TECHNICAL CRITERIA

The supplier must meet all the mandatory criteria identified in this Attachment 1.

CRITERIA NO.	DESCRIPTION OF CRITERIA	REFERENCE IN TECHNICAL BID
1.	Shape: Rectangular with an integrated ceiling	Page : _____ Section : _____
2.	Each of the studios must respect the following dimensions: <ul style="list-style-type: none"> Interior width: between 6 feet 2 inches and 7 feet Exterior width: between 6 feet 6 inches and 7 feet 4 inches Interior height: between 7 feet 6 inches and 8 feet 6 inches 	Page : _____ Section : _____ Page : _____ Section : _____ Page : _____ Section : _____
3.	The three studios must be installed in a pre-existing space that has the dimensions of 21 feet 6 inches by 7 feet. The height of the ceiling is 10 feet.	Page : _____ Section : _____
4.	The soundproofing must be STC-45 at a minimum.	Page : _____ Section : _____
5.	The roofs and walls must be made of enameled steel and have acoustical insulation inside.	Page : _____ Section : _____

CRITERIA NO.	DESCRIPTION OF CRITERIA	REFERENCE IN TECHNICAL BID
6.	The studios must each have a swing door on hinges. The door must have a window permitting the visual inspection of the studio.	Page : _____ Section : _____
7.	The studios must have a light source with a dimmer to regulate the intensity of the lighting.	Page : _____ Section : _____
8.	The studios must have an electrical system which includes, at a minimum, a 120 V electrical outlet, a junction box, and a computer output without any wires.	Page : _____ Section : _____
9.	Each studio must have a ventilation system permitting the proper ventilation of the interior space. This system can be a ventilator system or a connection to the ventilation of the building.	Page : _____ Section : _____
10.	Each studio must have at a minimum 3 (Three) sound absorbers permitting the reduction of noise to a bearable level by the user.	Page : _____ Section : _____
11.	The studios must be installed directly on the floor.	Page : _____ Section : _____
WARRANTY REQUIREMENTS		
12.	The studios must have a minimum of 5 years warranty on the parts and 1 year on the labour.	Page : _____ Section : _____
13.	The warranty will take effect once the installation of all the units is complete.	Page : _____ Section : _____
14.	The company is responsible for all the costs relating to the transport and all miscellaneous expenses incurred by its employees during the warranty period.	Page : _____ Section : _____

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Buyer ID - Id de l'acheteur
MTA035
CCC No./N° CCC - FMS No./N° VME

Technical documents to be provided:

1. Product data sheet;
2. Shop drawings;
3. Confirmation of specifications of the virtual acoustic system; and
4. An audit by a qualified independent firm certifying the product's compliance with noise reduction standards. A qualified firm is a recognized acoustical engineering firm. This audit must be signed by the auditor of the said qualified firm (original or copy acceptable).