



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Réception des soumissions - TPSGC / Bid Receiving
- PWGSC
1550, Avenue d'Estimauville
1550, D'Estimauville Avenue
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 Scie à chariot coulissant	
Solicitation No. - N° de l'invitation W6856-18JC02/A	Date 2018-08-13
Client Reference No. - N° de référence du client W6856-18JC02	
GETS Reference No. - N° de référence de SEAG PW-\$QCL-043-17455	
File No. - N° de dossier QCL-8-41043 (043)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-09-19	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: Beauchesne, Sonia	Buyer Id - Id de l'acheteur qcl043
Telephone No. - N° de téléphone (418) 649-2702 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE UNITÉ IMMOBILIÈRE DES OPÉRATIONS QC SERVICE GÉNIE, SECTION ACHAT ÉDIFICE 72, VALCARTIER CP. 1000 SUCC FORCES COURCELETTE Québec G0A4Z0 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
TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Delivery Required - Livraison exigée Voir doc	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 Requirement

The requirement 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).

1.4 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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 in the bid solicitation.

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

Bid Receiving Unit
Public Works and Government Services Canada (PWGSC)
601-1550, Avenue d'Estimauville
Québec, (Québec) G1J 0C7

facsimile : 418-648-2209

epost Connect service :
TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

*****Note that you cannot send your proposal/solicitation directly to the email address; you must use an [ePost connection](#).*****

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.

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2.4 Applicable Laws

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

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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its 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)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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.

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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.

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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 Bidder must provide technical specifications sheet of the proposed product with the bid.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 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.

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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.

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PART 6 - RESULTING CONTRACT CLAUSES

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

Notice : Numbering will be revised at Contract award.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

The Contractor must provide a sliding table panel saw in accordance with the Requirement at Annex "A".

Commenté [SB1]: Vérifier traduction

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](#) (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

[4001](#) (2015-04-01), Hardware Purchase, Lease and Maintenance, apply to and form part of the Contract.

6.3.3 Optional additional warranty periods

The Contractor grants to Canada the irrevocable option to acquire one or two additional years of warranty on the requirement described in the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.4 Term of Contract

6.4.1 Period of the Contract

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

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6.4.2 Delivery Date

All the deliverables must be received on or before four (4) weeks after Contract award.

6.4.3 Installation period

On-site installation, start-up and verification of the sliding table panel saw must be provided and performed within one (1) week of delivery.

6.4.4 Training period

Training must be completed no later than one (1) week after the sliding table panel saw has been installed, checked and ready to use.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name : Sonia Beauchesne
Title : Intern officer
Public Works and Government Services Canada
Acquisitions Branch
601-1550, avenue d'Estimauville
Québec, (Québec), G1J 0C7

Telephone : 418-649-2702
Facsimile : 418-649-2209
E-mail address: sonia.beauchesne@tpsqc-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 by PWGSC at Contract Award)

Name : _____
Title : _____
Organization : _____
Address: _____

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Telephone : _____
Facsimile : _____
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 Contractor's Representative

The Contractor's Representative for the Contract is:

Name : _____
Title : _____
Address: _____

Telephone : _____
Facsimile : _____
E-mail address : _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price 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 Terms of Payment

H1001C (2008-05-12), Multiple Payments

6.6.3 Electronic Payment of Invoices – Contract

(to be completed by PWGSC at Contract award according to Annex C)

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

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- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

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 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 4001 (2015-04-01) Hardware Purchase, Lease and Maintenance;
- (c) the general conditions 2010A (2018-06-21) General conditions: Goods (medium complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of payment;
- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* " , as clarified on _____ " **or** " , as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*)

Commenté [SB2]: Autre annexe?

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6.11 SACC Manual Clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations
[B1501C](#) (2018-06-21), Electrical equipment

6.12 Shipping Instructions – Delivery at Destination

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

Ministère de la Défense Nationale
Unité Immobilière des Opérations Québec,
Service Génie, Section achats, édifice 72, local 155 Valcartier
Courcelette, QC
G0A 4Z0

Incoterms 2000 for shipments from a commercial contractor.

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ANNEX "A"

REQUIREMENT

Title

Sliding table saw

1. Introduction

The Department of National Defence Real Properties Operations Detachment Valcartier needs one (1) sliding table saw for the woodworking shop.

2. Background

A new sliding table saw is mainly needed to cut plywood and boards in order to maintain and renovate Defence buildings.

3. Scope

The contractor must deliver the saw to Valcartier, install it in Room 155 of Building 72, turn it on and provide training.

4. Requirements

4.1 Technical Specifications

- a. The table must have a double roller and be maintenance-free.
- b. The sliding table must be between 3,000 mm and 3,200 mm long.
- c. The one-sided mitre fence must be between 2,100 mm and 2,500 mm long.
- d. The rip fence must have a cutting width of between 1,270 mm and 1,300 mm.
- e. The crosscut fence must have a fixed 90-degree angle and stop at up to 3,200 mm, minimum.
- f. The motor must be at least 5.5 kw (7.5 HP).
- g. The motor must have at least three speeds: 3,000/4,000/5,000 RPM.
- h. The saw must have a digital screen and it must display the tilt adjustment.
- i. The saw must be able to take blades that are 300 mm and 450 mm in diameter.
- j. The saw blade must have a motorized tilt and rise/fall adjustment of at least 0–45 degrees.
- k. The saw must have motorized scoring settings that can be adjusted to prevent splinters.
- l. For operation on 600 volts maximum.*

*The table saw must connect to the electrical supply of the room at Valcartier. If an electrical device (e.g., a transformer) is required to connect the saw to the available electrical supply, then the contractor is responsible for providing it.

4.2 Accessories

Beveled, carbide-tipped blade: 300 mm x 30 mm x 72 teeth.

4.3 Delivery, installation and start-up

The delivery, installation and start-up of the requirement will be carried out at the following delivery point:

Local 155, Building 72
Canadian Forces Base Valcartier

Solicitation No. - N° de l'invitation
W6856-18JC02
Client Ref. No. - N° de réf. du client
W6856-18JC02

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-8-41043

Buyer ID - Id de l'acheteur
QCL043
CCC No./N° CCC - FMS No./N° VME

Address:
Department of National Defence
Real Property Operation Detachment Quebec
Engineering Department, Building 72, Valcartier
Courcellette, QC
G0A 4Z0

4.4 Training

The training must be given in French to ten people on the premises at Valcartier. This training must be given no later than one week after the delivery date and the start-up.

5. Constraints

The room in which the saw must be installed measures 4,800 mm X 4,800 mm, and it must be possible to use the saw in that space, no matter the position of the table saw. The room has ten-foot-wide garage doors and no hallway. There is an unloading dock for the delivery.

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ANNEX "B" - BASIS OF PAYMENT

B.1 Pricing

Before submitting your prices, please refer to article **4.1.2 Financial evaluation** which states that the applicable taxes must not be included in the prices.

Item	Description	Firm lot price
1	Sliding table saw including : <ul style="list-style-type: none">• Technical specifications « a » to « l » Model offered : <hr/>	\$
2	Documentation <ul style="list-style-type: none">• User manual and maintenance manual must be provided in hard copy or electronic format in French or English.	\$
3	Shipping <ul style="list-style-type: none">• As per clause 6.13 Shipping instructions – Delivery at Destination.	\$
4	Installation, start-up and verification <ul style="list-style-type: none">• Labor, tools, travel and living expenses included.	\$
5	Training <ul style="list-style-type: none">• For 10 people in French on site• Labor, tools, travel and living expenses included• Please specify the duration of the training in number of hours : _____ hours	\$
6	One (1) Beveled, carbide-tipped blade: 300 mm x 30 mm x 72 teeth.	\$
Total contract value		\$

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B.2 Additional warranty period

As per Supplemental General Conditions **4001 (2015-04-01) Hardware Purchase, Lease and Maintenance**, the warranty period is twelve (12) months. However, the client wishes to avail himself the right to purchase one or two additional year(s) of warranty period as indicated in the clause **6.3.3 Optional additional warranty periods**.

Please fill the last column of the following table:

Description	Firm lot price
One (1) year additional warranty : - for a total of 24 months including the 12-month period of the contract.	\$
Two (2) years additional warranty : - for a total of 36 months including the 12-month period of the contract.	\$

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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);

ATTACHEMENT 1 - CHECK LIST

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

Pagination	
Page 1	Offerors should include with their offer, the first sheet of this RFSO properly completed and signed. Refer to 2006 Standard Instructions mentioned in clause 2.1 Standard Instructions, Clauses and Conditions .
Page 4	Offerors must submit their offer only to the address indicated in clause 2.2 Submission of Offers by facsimile, mail or ePost connection .
Page 8	Offerors must pay attention on how offers will be evaluated and the winning offer selected. Refer to Part 4 - Evaluation Procedures and Basis of Selection .
Page 9	Applicable only if an offence has been committed Offerors must provide with their offer the required documentation as indicated Clause 5.1.1 Integrity Provisions - Declaration of Convicted Offences .
Page 9	Offerors must provide with their offer or promptly thereafter a list of names of the administrators as indicated in clause 5.2.1 Integrity Provisions - Required Documentation . <ul style="list-style-type: none">➤ 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
Page 13	Offerors should submit with their offer, clause 6.5.3 Offeror's Representatives properly completed.
Annex B	Offerors must include with their offer, Annex B - Basis of Payment duly completed.
Annex C (p.28)	Offerors should submit with their offer, Annex C – Electronic payment instruments properly completed according to clause 3.1.1 Payment by Credit Card.