



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

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

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics et
services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Mobile Collaborative Robot Assembly	
Solicitation No. - N° de l'invitation 31184-199531/A	Date 2018-10-25
Client Reference No. - N° de référence du client 31184-19-9531	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-555-7604	
File No. - N° de dossier KIN-8-50065 (555)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-12-05	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Webster, Sean	Buyer Id - Id de l'acheteur kin555
Telephone No. - N° de téléphone (613) 545-8843 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: NATIONAL RESEARCH COUNCIL CANADA 800 COLLIP CIRCLE LONDON Ontario N6G4X8 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The National Research Council has a requirement for the procurement of one mobile collaborative robot assembly, which includes one manipulator arm and one mobile platform, for its London, Ontario facility.

The Contractor must provide one Mobile Collaborative Robot Assembly in accordance with the Requirement at Annex "A".

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."

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 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:

Public Works and Government Services
Kingston Procurement
86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3
Fax: (613) 545-8067

TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca (Offers will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.)

2.3 Enquiries - Bid Solicitation

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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 (1 hard copies)
Section II: Financial Bid (1 hard copies)
Section III: Certifications (1 hard copies)

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.

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.

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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 Bidder must comply with the mandatory technical criteria specified below. The Bidder must provide in their proposal a completed **Demonstration of Competency - Annex E**, which supports and demonstrates compliance with each mandatory technical criteria (MTC).

Bidders which fail to meet each of the MTC will be declared non-responsive and will receive no further evaluation.

Item #	Mandatory Technical Criteria
MTC 1	The Bidder must submit a completed "Demonstration of Competency", as per the template at Annex E, to demonstrate that their company has performed a minimum of three installations of a similar scope and complexity within the last 5 years. (from the bid closing date)

4.1.2 Financial Evaluation

The Bidder must provide firm lot pricing in Canadian currency for all items in Annex B entitled "Basis of Payment".

Offers will be evaluated in Canadian currency, Incoterms 2000 "DDP Delivered Duty Paid, Goods and Services Tax (GST) and Harmonized Sales Tax (HST) excluded based on the firm lot prices detailed in Annex B - Basis of Payment.

The Evaluated Price will be the sum of all firm lot prices.

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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#>).

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 Additional Certifications Precedent to Contract Award

5.2.3.1 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 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. Alterations to the statements in the form may result in the bid being declared nonresponsive.

(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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010A](#) (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, and
[4003](#) (2010-08-16), Licensed Software, and
[4004](#) (2013-04-25), Maintenance and Support Services for Licensed Software, apply to and form part of the Contract

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 2019-06-30.

6.4.2 Delivery Date

All the deliverables must be received on or before 2019-03-29.

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:

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Name: Sean Webster
Title: Trainee Supply Officer
Public Services and Procurement Canada
Acquisitions Branch
Address: 86 Clarence St. 2nd Floor
Kingston, ON
Telephone: 613-545-8843
Facsimile: 613-545-8067
E-mail address: sean.webster@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: (To be completed at contract award)

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

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

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 (To be completed by the Bidder)

Name: _____
Title: _____
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 \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

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

6.6.3 Multiple Payments

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

6.6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

6.6.5 Electronic Payment of Invoices – Contract

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

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

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

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 _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

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;
 - 4003 (2010-08-16), Licensed Software;
 - 4004 (2013-04-25), Maintenance and Support Services for Licensed Software;
- (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*)

6.11 SACC Manual Clauses

SACC Manual clause B1501C (2018-06-21) Electrical equipment

SACC Manual Clause G1005C (2016-01-28) Insurance – No Specific Requirement

6.12 Hardware: With respect to the provisions of Supplemental General Conditions 4001:

Part III of 4001 applies to the Contract (Additional Conditions: Purchase)	[Yes]
Delivery Location and Installation Site	National Research Council Canada 800 Collip Circle London ON N6G 4X8 Canada
Contractor must deliver Hardware Documentation	[Yes]
Language of Hardware Documentation	English
Contractor must Install Hardware at time of Delivery	[Yes]
Hardware Warranty Period	12Months after acceptance of the deliverables. The guarantee applies to all the components of the device.
Class of Maintenance Service	Maintenance Service The required technical support is by telephone or by internet. In the event there is a hardware problem, or a

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	<i>serious software problem that cannot be resolved by telephone or e-mail, in-person service call from the vendor is required..</i>
Toll-free Telephone Number for Maintenance Service	_____
Website for Maintenance Service	_____

ANNEX A

REQUIREMENT

1. Title

Mobile Collaborative Robot Assembly

2. Background

NRC London is presently in the process of setting up a Micro Factory in its 5000 sq. ft. highboy facility in London, ON. The Micro Factory is a collaborative workspace for the integration, demonstration, process development, optimization and de-risking of new technologies. Robotic applications will serve as one of the key elements of the demonstration platform and will help to advance the adoption of new technologies into the Canadian industry.

3. Requirement

The National Research Council has a requirement for the procurement of one (1) mobile collaborative robot.

4. Mobile Collaborative Robot Assembly

4.1 Minimum Technical Specifications

a. Specification of Manipulator

- i. Payload : 7 - 10 kg
- ii. Reach: ≥ 700 mm
- iii. Speed: ≥ 200 mm/s
- iv. Degrees of Freedom: ≥ 6
- v. Safety: at least ISO 10218-1 and ISO 13849 or ISO 15066 or both
- vi. Repeatability: ≤ 0.1 mm
- vii. Flexibility/Interoperability with multiple end effectors
- viii. Collision/Force detection on robot arm
- ix. Torque monitoring on all axis
- x. Design must not allow for pinch points
- xi. Robot must be IP54 rated or better
- xii. Must be able to interface directly with the controller to allow for further upgrades or integration work.
- xiii. Must come with the software required to operate which must be:
 1. Capable of communicating process variables and status to DCS system
 2. Capable of applying user-frames, tool frames, and work-piece frames
 3. Capable of interrupt and background scripts
 4. Capable of simulation based programming
- xiv. Ethernet/IP Connectivity (both Master and Slave)
- xv. Digital I/O:
 1. 24 VDC inputs: ≥ 8
 2. 24 VDC outputs: ≥ 8
- xvi. Full color teach pendant with 3-position deadman switch capable of viewing/monitoring I/O, viewing/editing/running programs
 1. Cable length: ≥ 7 m

- xvii. Robot to controller connection cable length: ≥ 7 m
- xviii. Offline programming and simulation software with 1 license

b. Specifications of Platform

- i. Payload: ≥ 100 kg
- ii. Max Speed: ≥ 1 m/s
- iii. Capable of Autonomous SLAM navigation
- iv. Omnidirectional
- v. $< \pm 2.5$ mm positioning accuracy
- vi. Able to communicate wirelessly
- vii. Must include a fast charging platform
- viii. Must come with software installed which must be capable of:
 - 1. Utilizing API's to integrate into MES systems
 - 2. Adaptive Path Planning
 - 3. Communicating process variables and status to DCS system

5. Commissioning

The contractor must commission the robot on site at NRC London, and configure and test the apparatus to ensure that it is in proper working order. The contractor is responsible for providing labour and covering their own travel expenses.

6. Training

The contractor must provide two days of training in the use of the Mobile Collaborative Robot Assembly on-site at NRC London for up to four people. Training must be conducted within two months of acceptance of delivery. The contractor is responsible for providing labour and covering their own travel expenses.

7. Manuals and Documentation

The contractor must provide, at the minimum, English Electronic copies of the manuals and documentation for the Mobile Collaborative Robot Assembly including all technical reference manuals and user and maintenance guides of the original manufacturer.

8. Warranty

The contractor must provide maintenance, warranty, and support services for a period of one year from the date of acceptance of delivery. For the duration of this period the contractor must provide technical support within 24 hours of being notified of an issue.

9. Delivery Point

Delivery of the requirement will be made to delivery point(s) specified below:

Incoterms 2010 "DDP Delivered Duty Paid"

National Research Council Canada
800 Collip Circle
London ON
N6G 4X8
Canada

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ANNEX B

BASIS OF PAYMENT

Item	Description	Quantity	Firm Lot Prices
1.0	The Mobile Collaborative Robot Assembly (integrated mobile platform and manipulator) including its main components as per the minimum technical specifications located in Annex A, and including manuals and documentation, maintenance, warranty, and support services for a period of one year from the acceptance of delivery, in accordance with Annex A.	1	\$ _____
1.1	Commissioning on-site, including the set-up and testing of the Mobile Collaborative Robot Assembly to ensure it is functioning correctly. The contractor is responsible for providing labour and covering their own expenses.	1	\$ _____
1.2	Training on-site in the set-up, operation, safety procedures, and preventative maintenance of the Mobile Collaborative Robot Assembly for up to 2 days (1 day = 7.5 hours) for up to 4 personnel. The contractor is responsible for providing labour and covering their own travel expenses.	2 days	\$ _____
Total Lot Price			\$ _____

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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

ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Offerors are required to provide a list of their Board of Directors before Standing Offer issuance. Offerors are requested to provide this information in their bid.

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer issuance.

Procurement Business Number - _____

Offerors may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, Offerors may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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ANNEX E

DEMONSTRATION OF COMPETENCY

The bidder must demonstrate that they have completed three similar installations by providing the requested information. Only installations from within five years of the date of bid closing is relevant.

Installation 1

Client Company Name	
Client Contact Person	
Contact Telephone Number	
Contact Email Address	
Date of Installation	
Description of equipment installed	

Installation 2

Client Company Name	
Client Contact Person	
Contact Telephone Number	
Contact Email Address	
Date of Installation	
Description of equipment installed	

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Installation 3

Client Company Name	
Client Contact Person	
Contact Telephone Number	
Contact Email Address	
Date of Installation	
Description of equipment installed	

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ANNEX F

BIDDER FORMS

OEM Certification Form

This confirms that the original equipment manufacturer (OEM) identified below has authorization of 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 31184-199531 _____

Name of Bidder _____