



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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**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 Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Sound Isolation Cubicles	
<b>Solicitation No. - N° de l'invitation</b> W0113-18CS24/A	<b>Date</b> 2018-10-31
<b>Client Reference No. - N° de référence du client</b> W0113-18CS24	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-219-7634	
<b>File No. - N° de dossier</b> TOR-8-41090 (219)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-12-12</b>	<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Nguyen, Michelle	<b>Buyer Id - Id de l'acheteur</b> tor219
<b>Telephone No. - N° de téléphone</b> (905) 615-2078 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> Military Personnel Generation Training Group Canadian Forces Logistics Training 501 Cambrai Road (Building E-51) BORDEN Ontario L0M1C0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur</b>	
<b>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)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into six parts plus attachments 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;
- 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 Technical Criteria, the Electronic Payment Instruments, and Additional Certifications.

### **1.2 Summary**

- 1.2.1** The Department of National Defence's (DND) Music Division (M Div) of Canadian Forces Logistics Training Center (CFLTC) Canadian Forces Base (CFB) Borden requires the supply, delivery and on-site installation of three sound isolation cubicles on the main floor for use of bagpipe instructors and candidates.

#### **1.2.2 Trade Agreements**

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

#### **1.2.3 Site Visit**

There is an optional site visit associated with this requirement Consult Part 2 – Bidder Instructions.

#### **1.2.4 EPost**

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.

### **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.

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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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### 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:

Courier/Post: Bid Receiving Unit – PWGSC Ontario Region  
33 City Center Drive, Suite 480C  
Mississauga ON L5B 2N5

epost: [TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)  
**(Bids 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)**

Bid Fax: 905-615-2095

### 2.3 Enquiries - Bid Solicitation

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

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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 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at:

Canadian Forces Base (CFB) Borden,  
**Location:** 501 Cambrai Road - Building E-51, Room 130, Borden, ON  
**Date:** Wednesday November 14, 2018.  
**Time:** The site visit will begin at 10:00 EDT.

Bidders are requested to communicate with the Contracting Authority no later than 16:00 EST on Tuesday November 13, 2018 to confirm attendance and provide the name(s) of the person(s) who will attend. 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.

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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 (4 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.

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## **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**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

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

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

If Annex "D" 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.

### **3.1.3 Exchange Rate Fluctuation**

*SACC Manual* Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

## **Section III: Certifications**

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



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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 bidders must comply with all mandatory technical criteria identified in Annex "C" – Mandatory Technical Criteria.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

Bidders must submit their financial bid in accordance with Annex "B" - Basis of Payment. Applicable Taxes are extra and must be shown separately.

- a) Total Price is calculated by multiplying the Firm Unit Price (A) by the Quantity (B).

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

### **4.2 Basis of Selection**

#### **4.2.1 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 Integrity 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 specified 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/canada/esdc/labour) 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.

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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.

### 1 Requirement

The Contractor must provide the supply, delivery and on-site installation of three sound isolation cubicles, in accordance with the Requirement at Annex "A".

### 2 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.

#### 2.1 General Conditions

[2030](#) (2018-06-21), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

### 3 Security Requirements

3.1 There is no security requirement applicable to the Contract.

### 4 Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from date of Contract to May 31, 2019 inclusive

#### 4.2 Delivery Date

All the deliverables must be received and installed on or before March 29, 2019.

#### 4.3 Delivery Points

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

### 5 Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Michelle Nguyen  
Title: Intern Officer  
Organization: Public Works and Government Services Canada, Acquisitions – Ontario Region  
Address: 33 City Centre Drive, Suite 480C  
Mississauga, ON. L5B 2N5  
Telephone: 905-615-2078  
E-mail address: [Michelle.Nguyen@pwgsc-tpsgc.gc.ca](mailto:Michelle.Nguyen@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

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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.

## 5.2 Project Authority *(To be inserted at contract award)*

The Project Authority for the Contract is:

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.

## 5.3 Contractor's Representative *(To be filled in by bidder)*

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

## 5.4 Contractor's Installation/On-Site Representative *(To be filled in by bidder)*

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

# 6 Payment

## 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 price as specified in Annex "B" for a cost of \$ \_\_\_\_\_ *(to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

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

## 6.2 Limitation of Price

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

## 6.3 Single Payment

SACC Manual clause H1000C (2008-05-12), Single Payment

## 6.4 Electronic Payment of Invoices – Contract

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

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

## 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.

## 8 Certifications and Additional Information

### 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.

## 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*).

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## 10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2030 (2018-06-21), General Conditions - Higher Complexity - Goods;
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

## 11 SACC Manual Clauses

SACC Manual clause B1501C (2018-06-21), Electrical equipment  
SACC Manual clause B7500C (2006-06-16), Excess Goods

## 12 Insurance

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

## 13 Canadian Forces Site Regulations

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations

## ANNEX "A"

### REQUIREMENT

#### SOUND ISOLATION CUBICLES

##### 1 OBJECTIVES

The Department of National Defence's (DND) Music Division (M Div) located at Building E-51, 501 Cambrai Drive, Canadian Forces Base (CFB) Borden, Ontario has a requirement for the supply, delivery and installation of three (3) sound isolation cubicles for use of Reserve Musician bagpipe training,

The Music Div, Canadian Forces Logistics Training Center (CFLTC) at Canadian Forces Base Borden, delivers training to musicians in the Canadian Armed Forces. M Div. The training plan for Reserve musicians identifies a requirement for the musicians to receive instruction on their specific instrument from a trained professional with infrastructure to support their development/progress.

##### 2 TASKS

The contractor must provide all equipment and tools necessary to perform the work.

The Contractor must do on-site installation for three (3) sound isolation cubicles on the main floor of Music Division, along the wall with the staircase. Additional site information can be found in Annex A – Appendix 1

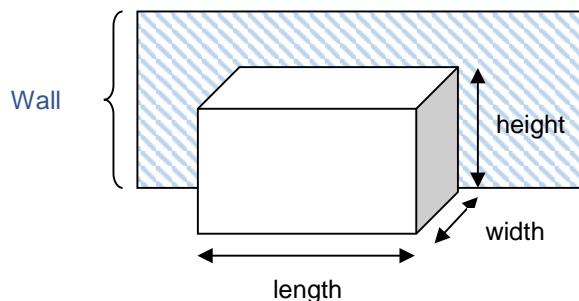
##### 2.1 General Technical Requirements

The Contractor must install three (3) pre-made, sound isolation cubicles. The cubicles must be separate, but will be placed next to one another.

Each room must be assembled from factory gasketed components that allow reconfiguration and relocation without site installed sealants or loss of acoustical performance.

##### 2.2 Dimensions

Dimensions are measured in the following format of (length x width x height) or (l x w x h)



##### 2.2.1 Exterior Dimensions

The exterior dimension of each cubicle must be between a minimum of 5'8" x 5'8" x 11'-0" and a maximum of 6'2" x 6'2" x 11'-0". No variation on the measurements of the interior height dimensions is acceptable.

### 2.2.2 Interior Dimensions

The interior dimension of each cubicle must be between a minimum of 5'-0" x 5'-0" x 10'-0" and a maximum of 5'6" x 5'6" x 10'-0". No variation on the measurements of the interior height dimensions is acceptable.

The interior of the cubicles must be able to accommodate a standing bagpiper, a chair and table.

### 2.3 Sound/Noise Isolation

The standard for sound isolation will be measured according to the Noise Isolation Classification (NIC) as found in the ASTM *Standard Test Method for Measurement of Airborne Sound Attenuation between Rooms in Buildings*. Please note reference <https://www.astm.org/Standards/E336.htm>.

The factory-fabricated rooms must have the following minimum sound isolation ratings and must be supported by independent lab test results:

- a. NIC 41 from exterior to interior of module;
- b. NIC 63 from interior of one module to interior of adjacent module and exterior.

Each room must be acoustically tuned with absorption and diffusion built into the room without separate acoustical panels being installed on to the walls or ceiling.

### 2.4 Electrical Requirements

- I. Each room must have LED lighting with a manual light switch and dimmer.
- II. All LED must have a colour temperature of at least 5000K.
- III. The cubicle must include a junction box to wire a fire alarm after installation.
- IV. All electrical wires must be incorporated into the walls of each cubicle.
- V. Each room must include a self-contained fan air ventilation system with a minimum of twenty-five (25) air changes per hour.

### 2.5 Cubicle Features

- I. The door on the cubicle must be a 3' wide, sound isolating door (that follows the above referenced NIC), and feature a window that is a minimum of 18" wide and 60 " high, to a maximum of 20" wide to 62" high.
- II. The cubicles must include a lock and key system.
- III. A cubicle's exterior and interior must feature a muted colour scheme/combinations. I.e. beige, brown, grey, black, white, earth tones etc.
  - Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's final colour choices.

### 2.6 DND's Responsibilities

- I. DND will provide the Contractor with access to the building.
- II. DND will provide personnel to assist with the proper electrical connection and installation.



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## 2.7 Contractors Responsibilities

- I. The Contractor will be responsible for providing and securing all materials, equipment, tools and personnel to complete this project, and will be responsible for all costs related to their travel and personnel.
- II. The installation must be completed during regular working hours of 08:00 hrs – 16:00 hrs Monday-Friday, including clean-up and be completed within a reasonable timeframe. All associated cleanup is expected, including disposal of packing materials and equipment dust and debris.
- III. The Contractor must be escorted by DND staff while on site.
- IV. The Contractor must comply with the requirements of the Occupational Health and Safety Act and all codes and authorities having jurisdiction.
- V. Contractor must identify use of a third party installation company if applicable.

## ANNEX "A" – APPENDIX 1

### SITE INFORMATION

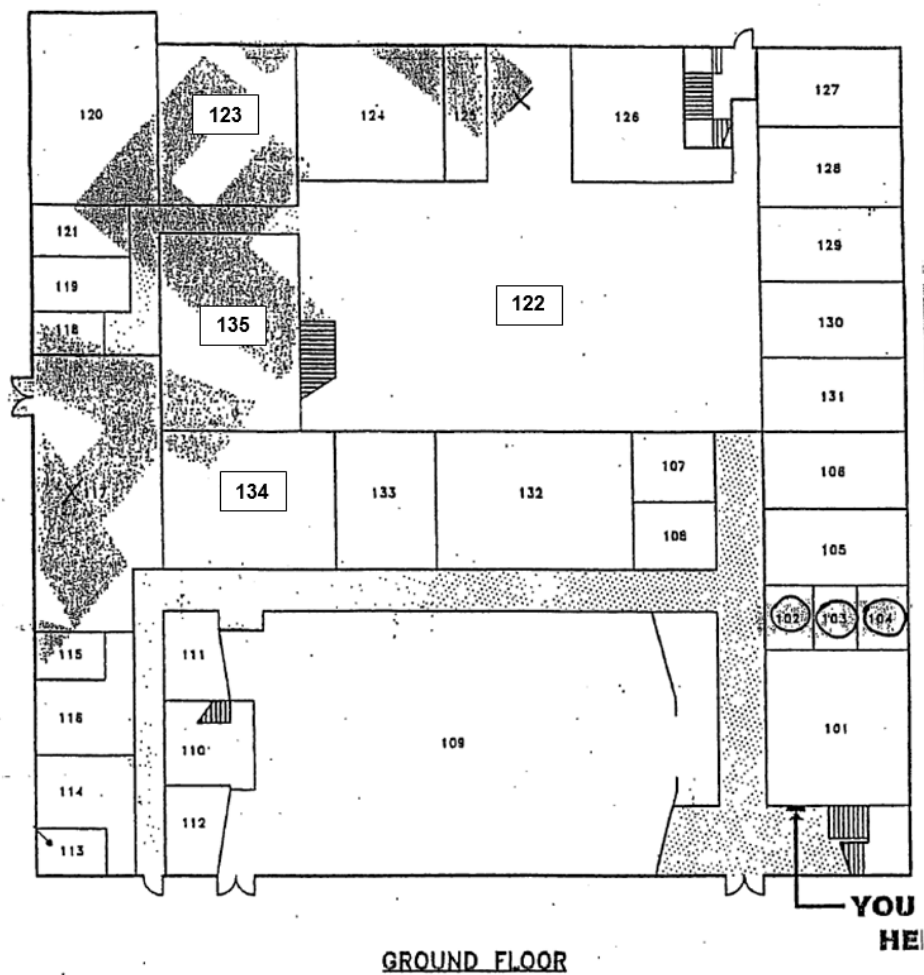
#### Foundation Information:

The sound isolation cubicles will be set upon concrete flooring.

#### Location of Installation:

- 1) In reference to appendix 1.1 below, the cubicles will be installed in the open spaced ground floor area of '122'.
- 2) The three cubicles are to be placed side by side along the stair cased area beside room '135', not to extend pass the post adjacent to the hallway between rooms '135' and '123' (as seen in appendix 1.2) and as to not block the hallway to '134' (as seen on the left side in appendix 1.4).
- 3) The distance of the above stated parameters is 25' in length.

#### APPENDIX 1.1:



## APPENDIX 1.2:



## APPENDIX 1.3:



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#### APPENDIX 1.4:



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## ANNEX "B"

### BASIS OF PAYMENT

Prices are firm, all-inclusive in Canadian dollars, FOB Destination. Transportation charges, Travel and materials cost, Customs duties and Excise taxes are included and Applicable Taxes are extra.

#### 1. Requirement

Item Description	Firm Unit Price (A)	Unit of Issue	Quantity (B)	Total Price C = (A x B)
Sound Isolation Cubicle:  Product, Delivery and Installation inclusive pricing.	\$_____	Each	3	\$_____

#### 2. Delivery

On-site installation and all materials, tools and assets required for this project must be transported and delivered to:

Building E-51; 501 Cabmrai Road,  
CFB Borden ON; L0M 1C0

## ANNEX "C"

### MANDATORY TECHNICAL CRITERIA

The bidder must verify and demonstrate that they meet the following mandatory criteria listed below through the use of supporting documents.

It is requested that supporting technical documentation be supplied at bid closing, including but not limited to:

- Product data sheets;
- Specification sheets;
- Technical brochures;
- Shop drawings;
- Reference document containing proposed colour swatches and associated colour hex codes; and
- If published supporting technical document is **not** available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.

It is requested that each supporting document be cross-referenced for each performance specification to outline where in the supporting technical documentation it demonstrates compliance.

It is the Bidder's responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Mandatory Specifications.

Mandatory Criteria	Requirement	Reference to Bidder's Proposal
M1	<p>Each cubicle must be the following dimensions:</p> <ol style="list-style-type: none"><li>1) Exterior Dimensions: minimum of 5'8" x 5'8" x 11'-0" and a maximum of 6'2" x 6'2" x 11'-0"</li><li>2) Interior dimension: minimum of 5'-0" x 5'-0" x 10'-0" and a maximum of 5'6" x 5'6" x 10'-0"</li></ol> <p>Note: The proposed dimensions do not need to be scaled at a fixed proportion within the provided ranges.</p>	<p>PAGE(S) AND/OR SECTION NUMBER:</p> <p>1) _____</p> <p>2) _____</p>
M2	<p>Each cubicle must provide the following sound isolation qualities:</p> <ol style="list-style-type: none"><li>1) Noise Isolation Classification (NIC) 41 from exterior to interior of module;</li><li>2) Noise Isolation Classification (NIC) 63 from interior of one module to interior of adjacent module and exterior.</li></ol>	<p>PAGE(S) AND/OR SECTION NUMBER:</p> <p>1) _____</p> <p>2) _____</p>
M3	<p>Each room must be acoustically tuned with absorption and diffusion built into the room without separate acoustical panels being installed on to the walls or ceiling.</p>	<p>PAGE(S) AND/OR SECTION NUMBER:</p> <p>_____</p>

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M4	The cubicle must include a junction box to wire a fire alarm after installation.	PAGE(S) AND/OR SECTION NUMBER:  _____
M5	The door on the cubicle must be a 3'wide, sound isolating door, and feature a window that is a minimum of 18" wide and 60"high, to a maximum of 20" wide to 62" high.  The cubicles must include a lock and key system.	PAGE(S) AND/OR SECTION NUMBER:  _____
M6	Each room must include a self-contained fan air ventilation system with a minimum of 25 air changes per hour.	PAGE(S) AND/OR SECTION NUMBER:  _____
M7	Lighting: <ul style="list-style-type: none"><li>- Each room must have embedded LED lighting with a manual light switch and dimmer.</li><li>- All LED must have a colour temperature of at least 5000K.</li></ul>	PAGE(S) AND/OR SECTION NUMBER:  _____

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## **ANNEX "D" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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



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## ANNEX "E"

### ADDITIONAL CERTIFICATIONS

#### 1. Board of Directors

In accordance with Section 1, Integrity Provisions, of the Standard Instructions bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

#### 2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Bidders are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at Supplier Registration Information. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.