



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
Halifax
Nova Scotia
B3J 1T3
Bid Fax: (902) 496-5016

**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 Tractor & Snowblower	
Solicitation No. - N° de l'invitation 5P300-180792/A	Date 2018-11-21
Client Reference No. - N° de référence du client 5P300-18-0792	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-307-10566	
File No. - N° de dossier HAL-8-81186 (307)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-03	Time Zone Fuseau horaire Atlantic Standard Time AST
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: Stevenson, Jacquelyn	Buyer Id - Id de l'acheteur hal307
Telephone No. - N° de téléphone (902) 403-3520 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 559 Chebucto Street Baddeck, Nova Scotia B0E 1B0	

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

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
Halifax
Nova Scot
B3J 1T3

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 Statement of Requirement

For the supply and delivery of one tractor and front mount snow blower to Alexander Graham Bell National Historic Site located at 559 Chebucto Street, Baddeck, Nova Scotia, B0E 1B0 on or before **March 31, 2019**. The requirement includes warranty maintenance and the successful Contractor must provide training in accordance with the requirement specified within.

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.

1.7 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (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 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:

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

2.2.1 SACC Manual Clause

SACC	Reference Section	Date
C9000T	Pricing	2010/08/16

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **5 (FIVE) 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.

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I:	Technical Bid	(ONE hard copies)
Section II:	Financial Bid	(ONE hard copies)
Section III:	Certifications	(ONE 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."

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.

Section III: Certifications

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

3.1.1 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.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

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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

Mandatory Technical Criteria as specified in Annex A

4.1.2 Financial Evaluation

SACC Manual Clause **A0220T** (2014-06-26) Evaluation of Price - Bid

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

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PART 5

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.

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 Statement of 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.

6.4 Term of Contract

6.4.2 Delivery Date

All the deliverables **MUST** be received on or before **MARCH 29, 2019**.

6.4.5 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **JACQUELYN STEVENSON**
Title: **SUPPLY OFFICER**
Public Works and Government Services Canada
Acquisitions Branch
Address: **1713 BEDFORD ROW, HALIFAX NS**
Telephone: **902.403.3520**
E-mail address: **JACQUELYN.STEVENSON@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

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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 Provided at Award)**

Name:
Title:
Organization:
Address:

Telephone:

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

Name:
Title:
Organization:
Address:

Telephone:

6.7 Payment

6.7.1 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 prices as specified in **Annex B, Basis of Payment**. 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.

6.7.2 Method of Payment – Single Payment

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

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6.7.5 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);

6.8 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:

The original and **one (1) copy** must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 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.

6.9.3 SACC Manual Clauses

A9068C	Government Site Regulations	2010/01/11
B7500C	Excess Goods	2006/06/16
G1005C	Insurance – No Specific Requirement 2	016/01/28

6.10 Applicable Laws

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

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6.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2010a 2018-06-21
- c) Annex A Statement of Requirement;
- d) Annex B Basis of Payment
- e) Annex C Mandatory Technical Criteria
- f) Annex D Electronic Payment
- g) the Contractor's bid dated _____

ANNEX "A"

STATEMENT OF REQUIREMENT

Requirement:

For the supply and delivery of one tractor and front mount snow blower to Alexander Graham Bell National Historic Site located at 559 Chebucto Street, Baddeck, Nova Scotia, B0E 1B0 on or before March 31, 2019. The requirement includes warranty maintenance and the successful Contractor must provide training in accordance with the requirement specified within.

Mandatory Technical Criteria:

Both the tractor and the blower must:

1. Be a new, most current manufacturer model year still in production.
2. Be from a manufacturer who has demonstrated acceptability by manufacturing and selling this type and class of tractor and blower for at least 2 years.
3. Conform to all applicable laws, regulations and industrial standards governing manufactures, safety, noise levels and pollution in effect in Canada at the time of manufacture.
4. Be delivery FOB Destination on site on or before March 31, 2019.

The tractor must have:

1. Minimum 24 hp, Maximum 28hp
2. Compatible Cab with defogger or heater
3. Ballast Box
4. Ballast Box Extension
5. Headlights and rear lights
6. Front and rear wipers
7. Standard Farm Tractor tires (front 7 -14, rear 12.4 – 16)
8. Liquid cooled engine
9. 4 WD
10. PTO 19.5 minimum
11. Rated rpm 2500

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12. HST 3 range transmission
13. Standard differential lock
14. Mid PTO speed 2500@2600 rpm
15. 3 Point Hitch
16. Hydraulic Control System position control Valve
17. Lift capacity 2000 lbs. minimum 1850lbs
18. Hydraulic Power Steering
19. Length 101.2" minimum
20. Width 53.7" minimum
21. Height 88.4" minimum
22. Minimum ground clearance 14.6"

Optional:

1. Rear view mirror kit

The front mount snow blower must have:

1. Minimum 60" front mount blower
2. PTO Drive Line Kit
3. Hydraulic Shute Rotation
4. Hydraulic Deflector Kit

Optional:

1. Quick Hitch

Additional Requirements:

PDI:

Pre-delivery Inspection – Standard

Shipping:

FOB Destination

Warranty:

The contractor must supply a minimum of one year/2000 hour total warranty on components, parts and installation for the costs incurred to replace defective parts and components.

The contractor must perform warranty maintenance and repairs on the tractor and blower in accordance with the requirements established by the manufacturer for the optimum performance of

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both the tractor and the blower and is applicable throughout the warranty period. The contractor must provide a warranty and repairs schedule that meets the specific requirements established by the manufacturer for the optimum performance of the tractor and the blower during the warranty period and the contractor must perform the warranty maintenance and repairs of the vehicle in accordance with the schedule. Warranty and repair services are to be carried out at Alexander Graham Bell National Historic Site at times agreed to with site maintenance staff in advance of each scheduled date of work. The contractor must be capable of providing warranty service on as "as and when" requested basis and must have ready access to parts inventory from an authorized service/repair facility. The contractor must also ensure that spare parts required to properly maintain and repair the tractor and blower are readily available for purchase for a minimum of ten years.

Documentation:

The contractor must provide vehicle manuals required for safe operation, maintenance and repair of the tractor and the blower that must include operator's manuals, parts manuals and maintenance and repair manuals, all in English. A bilingual warranty letter must be supplied to the technical authority at shipment.

Training:

The supplier must provide familiarization instruction for up to 3 users, no later than one week after the delivery of the tractor and the blower. The instruction must include all details on how to operate the tractor and the blower and how to carry out every day servicing of both the tractor and the blower. Training must be carried out at Alexander Graham Bell National Historic Site and the person delivering the training must provide proof of certification.

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ANNEX "B"

BASIS OF PAYMENT

The bidder must provide a firm lot price in Canadian dollars, the Goods and Services Tax or Harmonized Sales Tax excluded, FOB Destination, transportation included, Canadian customs duties and excise taxes included.

Delivery is Delivery Duty Paid (DDP) Incoterms 2000. The contractor is responsible for all delivery charges, administration costs and risks of transport and customs clearance, including the payment of customs duties and taxes to the destination.

A bid must comply with the requirements of the bid solicitation and meet all mandatory criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for a award of contract.

Description:

For the supply and delivery of:

One (1) TRACTOR AND FRONT MOUNT SNOW BLOWER

To: Parks Canada
Alexander Graham Bell National Historic Site
559 Chebucto Street,
Baddeck, Nova Scotia,
B0E 1B0

As specified in Annex A - Requirement, and Annex C – Mandatory Technical Criteria.

Total Firm Lot Price: \$_____ (GST/HST excluded)

Make/Model Offered: _____

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ANNEX "C"

MANDATORY TECHNICAL CRITERIA

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR BID.

Instructions / Important: Bidders must indicate whether or not they comply with the Mandatory Technical Criteria. Bidders should include two (2) copies of descriptive literature; if available, for the item(s) offered in sufficient detail to clearly indicate compliance with each of the individual requirements from the Mandatory Technical Criteria detailed herein.

Bidders should comment /cross reference the page number and highlight the specification in your technical data sheets or brochure to demonstrate and support your compliance for each of the Mandatory Technical Criteria.

The Bidder must address each Mandatory Technical Criteria listed below and must indicate whether the product/service offered "Meets" or "Does Not Meet".

By submitting Annex "C" Mandatory Technical Criteria, the bidder certifies the product they are offering meets and will be built as per the Mandatory Technical Criteria.

It will be to your advantage to furnish as much detail as possible to support your comments and your claims of compliance for each specification.

NOTE: *The Crown is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Failure to meet any of the following will render your proposal non-compliant and will be given no further consideration.*

...continued...

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MANDATORY TECHNICAL CRITERIA ...continued...

NO.	SPECIFICATIONS	COMPLIANCE		COMMENT(S)/CROSS REFERENCE
		MEETS	DOES NOT MEET	
	TRACTOR MUST HAVE			
1	Minimum 24 hp, Maximum 28hp			
2	Compatible Cab with defogger or heater			
3	Ballast Box			
4	Ballast Box Extension			
5	Headlights and rear lights			
6	Front and rear wipers			
7	Standard Farm Tractor tires (front 7 -14, rear 12.4 – 16)			
8	Liquid cooled engine			
9	4 WD			
10	PTO 19.5 minimum			
11	Rated rpm 2500			
12	HST 3 range transmission			
13	Standard differential lock			
14	Mid PTO speed 2500@2600 rpm			
15	3 Point Hitch			
16	Hydraulic Control System position control Valve			
17	Lift capacity 2000 lbs. minimum 1850lbs			
18	Hydraulic Power Steering			
19	Length 101.2" minimum			
20	Width 53.7" minimum			
21	Height 88.4" minimum			
22	Minimum ground clearance 14.6"			
23	Rear View Mirror Kit	OPTIONAL	OPTIONAL	OPTIONAL
	SNOW BLOWER MUST HAVE	MEETS	DOES NOT MEET	
24	Minimum 60" front mount blower			
25	PTO Drive Line Kit			
26	Hydraulic Shute Rotation			
27	Hydraulic Deflector Kit			
28	Quick Hitch	OPTIONAL	OPTIONAL	OPTIONAL

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ANNEX "D" 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);

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