



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**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**

Vehicles & Industrial Products Division  
140 O'Connor, Tower East  
4th Floor  
140 O'Connor, Tour Est  
4ème étage  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> CNC ROUTER WITH VACUUM DECK	
<b>Solicitation No. - N° de l'invitation</b> T8493-180023/A	<b>Date</b> 2018-11-26
<b>Client Reference No. - N° de référence du client</b> T8493-180023	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HP-940-75878	
<b>File No. - N° de dossier</b> hp940.T8493-180023	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-01-07</b>	<b>Time Zone</b> <b>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> Murray, David	<b>Buyer Id - Id de l'acheteur</b> hp940
<b>Telephone No. - N° de téléphone</b> (613) 296-9230 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Specified Herein Précisé dans les présentes	

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

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

- 1.1 Requirement
- 1.2 Debriefings
- 1.3 Trade Agreements
- 1.4 Epost Connect Service

### **PART 2 - BIDDER INSTRUCTIONS**

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Enquiries - Bid Solicitation
- 2.4 Applicable Laws
- 2.5 Improvement of Requirement During Solicitation Period

### **PART 3 - BID PREPARATION INSTRUCTIONS**

- 3.1 Bid Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

### **PART 6 - RESULTING CONTRACT CLAUSES**

- 6.1 Security Requirement
- 6.2 Requirement
- 6.3 Standard Clauses and Conditions
- 6.4 Term of Contract
- 6.5 Authorities
- 6.6 Payment
- 6.7 Invoicing Instructions
- 6.8 Certifications
- 6.9 Applicable Laws
- 6.10 Priority of Documents
- 6.11 SACC Manual Clauses

Solicitation No. - N° de l'invitation  
T8493-180023/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
HP940

Client Ref. No. - N° de réf. du client  
T8493-180023

File No. - N° du dossier  
hp940.T8493-180023

CCC No./N° CCC - FMS No/ N° VME

---

## 6.12 Shipping Instructions - DDP Destination

### List of Annexes

Annex "A" - Pricing

Annex "B" - Specifications - CNC Router with Vacuum Deck

Annex "C" to Part 3 of the Bid Solicitation - Electronic Payment Instruments

## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

Transport Canada has a requirement for a CNC Router with Vacuum Deck as detailed herein and in accordance with the technical requirements stated in Annex "B" - Specifications - CNC Router with Vacuum Deck attached hereto.

### **1.2 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided 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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

**Delete:** sixty (60) days

**Insert:** ninety (90) days

#### 2.1.1 SACC Manual Clauses

B1000T	Condition of Material - Bid	2014-06-26
--------	-----------------------------	------------

### 2.2 Submission of Bids

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

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 questions or may request that the Bidder do so, so that the

proprietary nature of the question 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.

## **2.5 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **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  
Section IV: Additional Information

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copies)

Section IV: Additional Information (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.

### **3.1.1 Equivalent Products**

- 1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:
  - a) designates the brand name and model and/or part number and NSCM/NCAGE of the substitute product;
- 2. Products offered as equivalent in form, fit, function and quality will not be considered if:
  - a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
  - b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
- 3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to provide technical information demonstrating the equivalency (e.g. drawing, specifications, engineering reports and/or test reports, a sample of the product offered), or to



demonstrate that the substitute product is equivalent to the item specified in the bid solicitation, at the sole cost of bidders, within three (3) business days of the request. If the bidder fails to provide the requested information within the specified delay, Canada may declare the bid non-responsive.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment specified in Part 6.

The Bidder must submit firm unit prices in "Annex "A" - Pricing". Prices should not be indicated in any other section of the bid.


### **3.1.2 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.

### **3.1.3 Exchange Rate Fluctuation Risk Mitigation**

1. The Bidder may request Canada to assume the risks and benefits of exchange rate fluctuations. If the Bidder claims for an exchange rate adjustment, this request must be clearly indicated in the bid at time of bidding. The Bidder must submit form [PWGSC-TPSGC 450](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/450-eng.html)  (http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/450-eng.html), Claim for Exchange Rate Adjustments with its bid, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.
2. The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.

3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).
4. At time of bidding, the Bidder must complete columns (1) to (4) on form [PWGSC-TPSGC 450](#) , for each line item where they want to invoke the exchange rate fluctuation provision. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.
5. Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

### Section III: Certifications

Bidders must submit the certifications required under Part 5.

### Section IV: Additional Information

Canada requests that bidders submit the following information:

#### 3.1.4 Delivery Date

While delivery is requested by 28 February 2019.

The best delivery that could be offered is:

Item 001: \_\_\_\_\_ **Weeks/Calendar days** from the effective date of the contract.

Item 002: \_\_\_\_\_ **Weeks/Calendar days** from the effective date of the contract.

## **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** Bidders must complete and submit with their bid the following:  
Annex "B" - Specifications - CNC Router with Vacuum Deck.

- 4.1.1.2** Equivalent Products

Bidders proposing substitutes and/or alternatives must provide with their bid all the information requested as detailed in Part 3, "equivalent products" to be considered for evaluation.

#### **4.1.2. Financial Evaluation**

- 4.1.2.1 Mandatory Financial Evaluation Criteria**

- a) Bidders must provide, with their bid, the financial information requested in the bid solicitation and at Annex "A" - Pricing for items 001 and 002.
- b) The price of the bid must be in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes extra.
- b) Financial bids must not contain conditional pricing.

### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

## 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](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

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

### 5.2.3.1 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

- a) The Bidder certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

or

- b) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is

Solicitation No. - N° de l'invitation  
T8493-180023/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
HP940

Client Ref. No. - N° de réf. du client  
T8493-180023

File No. - N° du dossier  
hp940.T8493-180023

CCC No./N° CCC - FMS No/ N° VME

	met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

#### **5.2.3.2 Substitute and Equivalent Products Conformance Certification**

The Bidder certifies that all Equivalent Products and Substitute Products proposed conform to the requirement detailed under the Annex "B" - Specifications - CNC Router with Vacuum Deck.

This certification does not relieve the bid from meeting the requirement detailed in Part 3, Section I, Substitute Products.

\_\_\_\_\_  
Bidder's authorized representative Signature

\_\_\_\_\_  
Date

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **6.1 Security Requirement**

There is no security requirement applicable to this contract.

### **6.2 Requirement**

The contractor must provide the CNC Router with Vacuum Deck in accordance with the Annex "B" - Specifications - CNC Router with Vacuum Deck attached hereto.

### **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**

#### **6.4.1 Delivery Date**

The Contractor must make the delivery as follows:

Item 001: must be delivered on or before\_\_\_\_\_ *(Date to be inserted by the Contracting Authority at time of contract award.)*

Item 002: must be delivered on or before\_\_\_\_\_ *(Date to be inserted by the Contracting Authority at time of contract award.)*

### **6.5. Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: David D. Murray

Title: Supply Officer

Public Works and Government Services Canada - Acquisitions Branch

LEFT Directorate, HP Division,  
140 O'Connor Street, 4th Floor East Tower (4147),  
Ottawa Ontario, K1A 0S5  
Telephone: 613-296-9230  
E-mail: [David.Murray@tpsgc-pwgsc.gc.ca](mailto:David.Murray@tpsgc-pwgsc.gc.ca);

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

### 6.5.2 Procurement Authority

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_ *(To be inserted by PWGSC at time of contract award.)*  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail: \_\_\_\_\_

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_ *(To be inserted by PWGSC at time of contract award.)*  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_



Solicitation No. - N° de l'invitation  
T8493-180023/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
HP940

Client Ref. No. - N° de réf. du client  
T8493-180023

File No. - N° du dossier  
hp940.T8493-180023

CCC No./N° CCC - FMS No/ N° VME

---

Telephone: \_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_

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

#### 6.5.4 Contractor's Representative

Name and telephone number of the person responsible for:

##### General enquiries

Name: \_\_\_\_\_ *(To be completed by the bidder.)*

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

##### Delivery follow-up

Name: \_\_\_\_\_ *(To be completed by the bidder.)*

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### 6.6 Payment

##### 6.6.1 Basis of Payment -Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the contract, the Contractor will be paid a firm unit price(s), as specified in "Annex "A" - Pricing".

All firm unit prices in Canadian dollars must be Delivery Duty Paid (DDP) at destination, Incoterms 2000, including Canadian Custom Duties and Excise taxes where applicable, 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.

The price paid will be adjusted in accordance with the exchange rate fluctuation provision (as applicable).

### **6.6.2 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)

### **6.6.3 SACC Manual Clauses**

C2000C	Taxes - Foreign-based Contractor	2007-11-30
H1001C	Multiple Payments	2008-05-12
C3015C	Exchange rate fluctuation adjustment	2017-08-17

### **6.7 Invoicing Instructions**

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.

#### **Invoices must be distributed as follows:**

- (a) The original and one (1) copy must be forwarded to the consignee for certification and payment;
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

Note 1: Invoices of Delivered Duty Paid, Incoterms 2000 contract will not be submitted prior to shipment of materiel.

## **6.8. Certifications**

### **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 Ontario.

## **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) 2010A (2018-06-21) General Conditions - Goods (Medium Complexity);
- (c) Annex "A" - Pricing
- (d) Annex "B" - Specifications - CNC Router with Vacuum Deck
- (e) the Contractor's bid dated \_\_\_\_\_

## **6.11 SACC Manual Clauses**

A1009C	Work Site Access	2008-05-12
B7500C	Excess Goods	2006-06-16
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
D2025C	Wood Packaging Materials	2017-08-17
D5545C	ISO 9001:2008 - Quality Management Systems - Requirements (QAC C)	2010-08-16
D6010C	Palletization	2007-11-30
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance	2016-01-28

## **6.12 Shipping Instructions - DDP Destination**

Goods must be consigned and delivered to the destination specified in the contract: Incoterms 2000 "DDP Delivered Duty Paid" to Ottawa, Ontario.

Solicitation No. - N° de l'invitation  
T8493-180023/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
HP940

Client Ref. No. - N° de réf. du client  
T8493-180023

File No. - N° du dossier  
hp940.T8493-180023

CCC No./N° CCC - FMS No/ N° VME

---

## ANNEX "A" – PRICING

### Item 001: EQUIPMENT:

The Contractor must deliver the Computer Numerically Controlled (CNC) Router and ancillary items in accordance with Annex "B" - Specifications - CNC Router with Vacuum Deck.

The Computer Numerically Controlled (CNC) Router and ancillary items must be delivered to:

Ottawa, Ontario (address to be inserted by PWGSC at the time of the solicitation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of delivery: \_\_\_\_\_ (Date to be inserted by PWGSC at time of contract award.)

Firm unit price of \$ \_\_\_\_\_ per router, including all equipment and ancillary items, in accordance with Basis of Payment (as detailed at Clause 6.6.1 Basis of Payment).

Quantity: One (1)

### Item 002: START-UP AND TRAINING (ENGLISH):

The Contractor must provide the Start-up and Training as described in Annex "B" - Specifications - CNC Router with Vacuum Deck.

Start-up and Training must be delivered to:

Ottawa, Ontario (address to be inserted by PWGSC at the time of the solicitation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of delivery: \_\_\_\_\_ (Date to be inserted by PWGSC at time of contract award.)

Firm unit price of \$ \_\_\_\_\_ in accordance with Basis of Payment (as detailed at Clause 6.6.1 Basis of Payment).

Quantity: One (1)

**Annex "B" - Specifications - CNC Router with Vacuum Deck**

<p>1. Bidders must record whether they meet (compliant) or not meet (non compliant) each of the specifications.  2. Bidders are requested to provide documentation to demonstrate compliance to each mandatory criterion.  3. Bidders are requested to reference where this technical specification is indicated in their bid documentation</p>						
Item	CNC ROUTER CRITERIA	COMPLIANT	NON-COMPLIANT	REFERENCE	COMMENTS	
1	The base frame of the Machine must be a single piece fully welded tubular steel base with leveling feet.					
2	The gantry of the Machine must be constructed for minimum deflection and vibration damping.					
3	The gantry must have a clearance of 6 inches or more.					
4	The Machine must have a working area of 60 x 48 x 6 inches high.					
5	The table top will be a extruded aluminum precision ground with T slots for clamping.					
6	The vacuum table must have four zones that can be turn on or off (multi-zoned) or more.					
7	The Machine must have a 7-position auto tool changer or more.					

**Annex "B" - Specifications - CNC Router with Vacuum Deck**

<b>Item</b>	<b>CNC ROUTER CRITERIA</b>	<b>COMPLIANT</b>	<b>NON-COMPLIANT</b>	<b>REFERENCE</b>	<b>COMMENTS</b>
8	The Machine must have dual rack & pinion drives on the X axis with linear rails and bearings.				
9	The Machine must have a single rack & pinion on the Y axis with dual profile linear slides and bearings.				
10	The Machine must have a ball screw driven Z axis.				
11	That Machine must have a 5 HP Elte collet spindle that is precision balanced and quiet.				
12	The Machine must have a maintenance free 5 HP HSD high frequency collet spindle or the equivalent, uses industry standard ER 32 collets.				
13	The 5 HP elate collet spindle must have variable speeds up to 24000 RPM or faster.				
14	The Machine must have the ability to accommodate tools with shank size up to 3/4".				
15	The 5 HP high frequency collet spindle must have sealed bearings for maintenance free operation.				

**Annex "B" - Specifications - CNC Router with Vacuum Deck**

<b>Item</b>	<b>CNC ROUTER CRITERIA</b>	<b>COMPLIANT</b>	<b>NON-COMPLIANT</b>	<b>REFERENCE</b>	<b>COMMENTS</b>
16	The 5 HP high frequency collet spindle must have a high capacity pressure foot to provide and efficient method of dust and swarf collection.				
17	The Machine must have an automatic tool calibration system to allow accurate Z zero position for single and multiple tool changes.				
18	The Machine must have a separate oscillating tangential knife that is able to cut semi ridged materials at high speed and with high accuracy.				
19	The Machine oscillating tangential knife must have the ability to deliver accurate cuts even on 6" thick material with out excessive over cut.				

**Annex "B" - Specifications - CNC Router with Vacuum Deck**

<b>Item</b>	<b>CNC ROUTER CRITERIA</b>	<b>COMPLIANT</b>	<b>NON-COMPLIANT</b>	<b>REFERENCE</b>	<b>COMMENTS</b>
20	The Machine must have a brushless servo motors on X, Y and Z axes or the equivalent.				
21	The Machine must have a tooling package for Aluminum with both cutters and collets as listed 3/16" up cut spiral "O" aluminum, 1/4" up cut spiral "O" aluminum and a 1/2" 2 flute V-groove cutters or equivalent.				
22	The Machine must have a tooling package for plastic with both cutters and collets as listed 3/16" up cut spiral "O" Plastic, 1/4" up cut spiral "O" plastic and a 1" dia. 2 flute V-groove cutter or equivalent.				
23	The Machine must come with a 4mm thick cutting mat is anti static and self repairing for use during knife cutting operations.				
24	The Machine must come with a 9 HP mink rotary claw vacuum pump that can be run continuously if required.				
25	The Machine must have a control system for a smoother and faster motion based on S-Curve trajectories or equivalent.				
26	The controller must be compatible with any known CAM package including Artcam, type 3, enrout.				



**Annex “B” - Specifications - CNC Router with Vacuum Deck**

<b>Item</b>	<b>CNC ROUTER CRITERIA</b>	<b>COMPLIANT</b>	<b>NON-COMPLIANT</b>	<b>REFERENCE</b>	<b>COMMENTS</b>
27	The controller must be able to connect through TCP/IP protocols.				
28	The Machine must come with a smart console with ease of use and able to provide a graphical preview and current status of a running job.				
29	The Machine smart console must be able to adjust program feeds and speed without pausing the program.				
30	The Machine must be able to cut a variety of materials such as: wood, composite, plastic, foam and non-ferrous metals.				
31	The Machine must come with a programming required to do both 2D machining as well as V-carving.				
32	The CNC Control must be able to machine 2D and 3D toolpaths.				
33	The machine must operate on single phase / voltage to the 240 volts.				
34	The entire CNC Router must be supplied with a Underwriters Laboratories of Canada (ULC) approval sticker, or an equivalent acceptable certificate.				

**Annex “B” - Specifications - CNC Router with Vacuum Deck**

<b>Item</b>	<b>CNC ROUTER CRITERIA</b>	<b>COMPLIANT</b>	<b>NON-COMPLIANT</b>	<b>REFERENCE</b>	<b>COMMENTS</b>
35	Any pinch points, hazards areas, operator safety concerns, and moving components must clearly be labelled in English and French.				
36	Operating instruction labels are clearly identified and printed in English and French.				
37	Machine must come equipped with two Sets ER 32 Collets.				
38	The Contractor must provide a Operator Manuals.				
39	The Contractor must provide a Parts Manuals.				
40	The Contractor must provide a Maintenance Manual.				
41	The Contractor must provide a Electrical schematics.				
42	Warranty - one year industry-standard policy.				

**Annex “B” - Specifications - CNC Router with Vacuum Deck**

<b>Item</b>	<b>CNC ROUTER CRITERIA</b>	<b>COMPLIANT</b>	<b>NON-COMPLIANT</b>	<b>REFERENCE</b>	<b>COMMENTS</b>
43	The entire CNC Router must be supplied with a Canadian Standards Association (CSA) certified sticker or an equivalent acceptable certificate.				
44	Training must be provided for up to five persons for a minimum of 16 hours or two days at eight hours per day. (English)				
45	The contractor is responsible for the installation, levelling, securing, initial start-up, and calibration of machine. Transport Canada will be responsible for providing a suitable installation site and have all electrical lines connected prior to contractor providing start-up assistance.				

Solicitation No. - N° de l'invitation  
T8493-180023/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
HP940

Client Ref. No. - N° de réf. du client  
T8493-180023

File No. - N° du dossier  
hp940.T8493-180023

CCC No./N° CCC - FMS No/ N° VME

---

## **ANNEX “C” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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);