



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right
of Canada, in accordance with the terms and conditions
set out herein, referred to herein or attached hereto, the
goods, services, and construction listed herein and on any
attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la
Reine du chef du Canada, aux conditions énoncées ou
incluses par référence dans la présente et aux annexes
ci-jointes, les biens, services et construction énumérés
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

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

Title - Sujet Musical Instruments	
Solicitation No. - N° de l'invitation W0113-18CS35/A	Date 2018-11-28
Client Reference No. - N° de référence du client W0113-18-CS35	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-535-7657	
File No. - N° de dossier KIN-8-50141 (535)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-08	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Carriere, Nancy	Buyer Id - Id de l'acheteur kin535
Telephone No. - N° de téléphone (613) 545-8764 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFSTG MLS Supply 247 Cambrai Road, Bldg O-111 BORDEN Ontario L0M1C0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.2 REQUIREMENT	3
1.2 DEBRIEFINGS	3
1.3 TRADE AGREEMENTS	3
PART 2 - BIDDER INSTRUCTIONS.....	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	4
2.2 NO SUBSTITUTE PRODUCTS (TABLE 1 – ANNEX B)	4
2.3 EQUIVALENT PRODUCTS (TABLE 2 – ANNEX B)	4
2.4 SUBMISSION OF BIDS.....	5
2.5 ENQUIRIES - BID SOLICITATION	5
2.5 APPLICABLE LAWS.....	5
PART 3 - BID PREPARATION INSTRUCTIONS.....	6
3.1 BID PREPARATION INSTRUCTIONS	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION – MULTIPLE ITEMS.....	8
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....	9
5.1 CERTIFICATIONS REQUIRED WITH THE BID	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	9
PART 6 - RESULTING CONTRACT CLAUSES	10
6.1 SECURITY REQUIREMENTS.....	10
6.2 REQUIREMENT	10
6.3 STANDARD CLAUSES AND CONDITIONS	10
6.4 TERM OF CONTRACT	10
6.5 AUTHORITIES	10
6.7 PAYMENT	11
6.8 INVOICING INSTRUCTIONS	12
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	12
6.10 APPLICABLE LAWS.....	12
6.11 PRIORITY OF DOCUMENTS	12
6.12 SACC MANUAL CLAUSES.....	13
6.13 INSURANCE	13
ANNEX "A"	14
REQUIREMENT.....	14
ANNEX "B"	15
BASIS OF PAYMENT	15
ANNEX "C" TO PART 3 OF THE BID SOLICITATION	18
ELECTRONIC PAYMENT INSTRUMENTS.....	18
ANNEX "D"	19

Solicitation No. - N° de l'invitation
W0113-18CS35/A
Client Ref. No. - N° de réf. du client
W0113-18-CS35

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-8-50141

Buyer ID - Id de l'acheteur
KIN535
CCC No./N° CCC - FMS No./N° VME

ADDITIONAL CERTIFICATION INFORMATION19

Solicitation No. - N° de l'invitation
W0113-18CS35/A
Client Ref. No. - N° de réf. du client
W0113-18-CS35

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-8-50141

Buyer ID - Id de l'acheteur
KIN535
CCC No./N° CCC - FMS No./N° VME

PART 1 - GENERAL INFORMATION

1.1 Requirement

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

1.2 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.3 Trade Agreements

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

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

2.1.1 SACC Manual Clauses

SACC Manual Clause [B1000T](#) (2014-06-26) – Condition of Material – Bid

2.2 No Substitute Products (Table 1 – Annex B)

Bidders must provide products that are of the same description, brand name, model and/or part number as detailed in the item description of the bid solicitation. Bidders are advised that substitute products will not be considered.

2.3 Equivalent Products (Table 2 – Annex B)

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, model and/or part number of the substitute product;
- b. states that the substitute product is fully interchangeable with the item specified;
- c. provides complete specifications and descriptive literature for each substitute product;
- d. provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation;

and

e. clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.

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 demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

2.4 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.

2.5 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.6 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (two (2) hard copies)

Section II: Financial Bid (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted.

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.

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Solicitation No. - N° de l'invitation
W0113-18CS35/A
Client Ref. No. - N° de réf. du client
W0113-18-CS35

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-8-50141

Buyer ID - Id de l'acheteur
KIN535
CCC No./N° CCC - FMS No./N° VME

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Annex B Table 1

(a) The Bidder must supply and deliver fully functional musical instruments and accessories that are durable and relatively low-maintenance, but of appropriate quality to provide meaningful musical skill development. The musical instruments and accessories must also visually and audibly match current holdings. Therefore, the exact make and model, where specified under Annex "B", is required and substitutions will not be accepted.

Annex B Table 2

(b) Bidders that are quoting on equivalents in Annex B Table 2 must demonstrate how the equivalent products meets what is being requested. Failure to provide this information will render the bid non-responsive.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- (a) Pricing must be submitted in Canadian currency in Annex B, Basis of Payment.
- (b) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Incoterms 2000 Delivered Duty Paid (DDP), Canadian customs duties and excise taxes included.
- (c) Annex B – Table 1 and Annex B Table 2: For all items #s for each Musical Instrument, the unit price will be multiplied by the quantity to arrive at the extended price. The Total Extended Price for Annex B, Table 1 and Table 2 is the sum of all Extended Prices.

4.2 Basis of Selection – Multiple Items

- 4.2.1** 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 on an item by item basis will be recommended for award of a contract.

Multiple contracts may be awarded for this requirement.

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 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

6.4.1 Period of the Contract

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

6.4.2 Delivery Date

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

6.4.3 Shipping Instructions – Delivered Duty Paid

Incoterms 2000 "DDP Delivered Duty Paid"

Department of National Defence
CFSTG MLS Supply
247 Cambrai Road
Building O-111
Borden, Ontario
L0M 1C0

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nancy Carrière
Title: Supply Specialist
Public Works and Government Services Canada

Acquisitions Branch

Address: 86 Clarence St, 2nd Floor
Kingston, Ontario, K7L 1X3

Telephone: 613-545-8764

Facsimile: 613-545-8067

E-mail address: Nancy.Carriere@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: Capt Ryan Lawrence

Telephone: (705) 424-1200, ext 7031

E-mail address: ryan.lawrence@forces.gc.ca

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

6.5.3 Contractor's Representative (to be completed by the Bidder)

Name: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price(s), as specified in Annex B for a cost of \$_____. Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

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

6.6.3 Single Payment

SACC Manual Clause H1000C (2008-05-12) Single Payment

6.6.4 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)

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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) the general conditions 2010A (2018-06-21), General Conditions – Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (insert date of bid)

Solicitation No. - N° de l'invitation
W0113-18CS35/A
Client Ref. No. - N° de réf. du client
W0113-18-CS35

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-8-50141

Buyer ID - Id de l'acheteur
KIN535
CCC No./N° CCC - FMS No./N° VME

6.11 SACC Manual Clauses

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

6.12 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance

ANNEX "A"

REQUIREMENT

1. REQUIREMENT

The Department of National Defence (DND), Canadian Forces Base Borden, on behalf of the Regional Cadet Support Unit (RCSU), has a requirement to procure a variety of musical instruments and accessories for the Cadet Music Program that develops the cadet bands.

2. BACKGROUND

The RCSU Central Region conducts and supports various music training activities throughout the summer and regular training year. The Cadet Music Program is available to cadets from all three elements and is part of optional training in the corps and squadron program, the cadet summer training centre (CSTC) program and regionally directed activities. The Cadet Music Program aims to:

- a. develop cadet bands to support cadet corps, squadron and CSTC parades and ceremonies;
- b. provide individual cadets with the opportunity to develop as cadets and as members of society using music training and education as a vehicle;
- c. promote recruiting and retention at the corps and squadron level;
- d. enhance the visibility of the Canadian Cadet Movement within local community; and
- e. develop esprit de corps, self-discipline, self-esteem and self-confidence.

The main component of the cadet music program is to provide an instrument loan program. The instrument loan program provides musical instruments and accessories to the cadet corps and squadron bands during the regular training year and to the CSTCs during the summer training period.

There are approximately 191 corps and squadron bands in the Central Region that have access to the instrument loan program. In the summer, these instruments support approximately 600 cadets attending music courses that are conducted at 3 training centres. As part of the ongoing life cycle management of current holdings and to satisfy the increasing and new demands, there exists a need to procure the requirements outlined in Article 6 below.

3. OBJECTIVE

The Contractor must supply and deliver fully functional musical instruments and accessories that are durable and relatively low-maintenance but at the same, of appropriate quality to provide meaningful music skill development. The musical instruments and accessories must also visually and audibly match current holdings. Therefore, the exact make and model, where specified under Article 6, is required and substitutions will not be accepted.

4. TASKS

The Contractor must provide the items identified in Article 6.

5. Constraints

1. Any substitutions or deviations from the requirements listed in Article 6 are to be approved by the technical authority.
2. All goods must be received on or before 29 March 2019.

ANNEX "B"

BASIS OF PAYMENT

All prices are firm unit prices in Canadian dollars, Applicable Taxes excluded, Delivered Duty Paid (DDP) Borden, Ontario, Canadian customs duties and excise taxes included. Applicable Taxes are not included in pricing and will be shown as a separate item on invoices.

Table 1: No-substitute Items

Bidders must provide products that are of the same brand name, model and/or part number as detailed below.

Item #	Product Description	Brand Name / Model / Part No.	Quantity	Unit of Issue	Firm Unit Price DDP	Extended Price DDP
1	Bagpipe Chanter Reed Strength: Medium Cut: Regular	Shepherd	150	Each		
2	Plastic practice chanter reed	Q Pracitce Chanter Reed	50	Each		
3	Bagpipe Drone Reed Set (Set of 3: 1 Bass reed, 2 tenor drone reeds)	Pipe Dreams EzeeDrone Bagpipe Drone Reeds	15	Set		
4	Bannatyne Pipe Bag Hide zipper bag, size: Extended Small	Bannatyne MHZ	2	Each		
5	Drum Major's Mace Black with Chain, size: 54"	Premier	2	Each		
6	Tenor Drum Sticks (pair), Black, 8"	TyFry Classic	10	Pair		
7	Drum Tuning Key, Heavy Duty	Premier	10	Each		
8	Bagpipe Vavle	Moose bagpipe valve	12	Each		
9	Snare Drum Head, 14", White	Remo Cybermax KS-0514-PR	4	Each		
10	Snare Drum Head,Bottom, 14", Clear	Remo Ambassador Hazy SA-0114-00	4	Each		
11	Metronome and Tuner Combo, digital metromone	Korg TM50	4	Each		
12	Clip-on Tuner / Metronome	Korg Dolcetto (AW-3M)	4	Each		
13	Snare Drum	Premier HTS 800, Black	4	Each		
14	Tenor Sax, Standard / student model Bb tenor sax with case	Yamaha YTS-26	1	Each		
15	Alto Sax, Standard / student model Eb alto sax with case	Yamaha YAS-26	5	Each		
16	Clarinet - student model Bb clarinet with case	Yamaha YCL-255	4	Each		

Solicitation No. - N° de l'invitation
W0113-18CS35/A
Client Ref. No. - N° de réf. du client
W0113-18-CS35

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-8-50141

Buyer ID - Id de l'acheteur
KIN535
CCC No./N° CCC - FMS No./N° VME

17	Flute - Standard / student model silver flute with case	Yamaha YFL-221	5	Each		
18	BBb Tuba –standard ¾ size, with case	Yamaha YBB-105	1	Each		
19	Marching Band Snare Drum 13"x11" High tension snare drum with bottom snare, black	Yamaha MS-9213	4	Each		
20	Marching Bass Drum Mallets	Vic Firth, Corpsmaster MB4H	5	Pair		
21	Marching Keyboard (glock/bell) mallets	Vic Firth Corpsmaster, M61	5	Pair		
22	Euphonium (Trombone) Mouthpiece	Yamaha, SL48, Standard series	4	Each		
23	Flutist Friend Lyre	DEG HC255	8	Each		
24	Flip Folio with 5 Windows	DEG HC200	12	Each		
25	Flip Folio Replacement Window	DEG A16-69110	200	Each		

Table 2: Make/Model specified below or equivalent items

Bidders must provide products that are of the same description or equivalent to the brand, make or model and/or part number as detailed below. Bidder must specify in the space provided the brand, make or model and/or part number for the items quoting below.

Item #	Product Description	Brand Name/Model/Part Number	Specify Brand Name/Model/Part No.	Quantity	Unit of Issue	Firm Unit Price DDP	Extended Price DDP
1	Bagpipe Hemp, black 2oz			15	Each		
2	Snare Drum Carrier, Black	Premier/XL/CDS T-Bar snare drum carrier		4	Each		
3	Bass Drum Carrier, Black	Premier/XL/CDS T-Bar bass drum carrier		2	Each		
4	Pipe Band Bass Drum Mallets, Black			5	Pair		
5	Practice Chanter, Poloypenco, Regular size			15	Each		
6	Bagpipe Drone top stopper plugs, package of 3			20	Package		
7	Flute Case	Gator Deluxe ABS-GC-FLUTE		2	Each		
8	Clarinet Reed, Strength 3 (25 reeds per box)	Rico		4	Box		
9	Tenor Saxophone neck strap, padded			12	Each		
10	Germicide Disinfectant Concentrate, 8 oz bottle			5	Each		
11	Trombone Spray Bottle			4	Each		
12	Marching Bell Lyre (Glockenspiel), 2-octave	Musser M-2041		2	Each		
13	Trumpet Mouthpiece	11C4/7C		6	Each		
14	Euphonium (Trombone) Mouthpiece	Yamaha, SL48		4	Each		

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);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

ANNEX "D"

ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

In accordance with the Ineligibility and Suspension Policy, Section 17, 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/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors 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.