



**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**

<b>Title - Sujet</b> Mail machines	
<b>Solicitation No. - N° de l'invitation</b> 45045-180032/A	<b>Date</b> 2019-01-22
<b>Client Reference No. - N° de référence du client</b> 000010519	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-471-76257	
<b>File No. - N° de dossier</b> hn471.45045-180032	<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 2019-03-04</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 type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brad, Giulia	<b>Buyer Id - Id de l'acheteur</b> hn471
<b>Telephone No. - N° de téléphone</b> (613) 296-3758 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> STATISTICS CANADA B1W21 170 TUNNEYS PASTURE OTTAWA Ontario K1A0T6 Canada	

**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**

Electrical & Electronics Products Division  
L'Esplanade Laurier  
East Tower, 4th floor,  
Ottawa  
Ontario  
K1A 0S5

<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with the requirement.

### **1.2 Statement of Work**

The contractor must provide the goods in accordance with the technical requirements stated in Annex A, Statement of Work.

#### **1.2.1 Delivery Requirement**

Delivery is requested to be completed by April 12th 2019.

### **1.3 Debriefings**

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

### **1.4 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 Services and Procurement 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

The 2003 standard instructions is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
  - Subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
  - subsection 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Services and Procurement Canada (PSPC) identified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
  - subsection 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
- Section 6, entitled Late bids, is deleted entirely and replaced with the following: "PSPC will return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids. For bids submitted using means other than the Canada Post Corporation's epost Connect service, the bid will be returned. For bids submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late bid will be deleted."
- Section 07, entitled Delayed bids, is amended as follows:
  - Subsection 1 is amended to add the following piece of evidence: "d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity."
- Section 8, entitled Transmission by facsimile, is deleted and replaced by the following:

"Transmission by facsimile or by epost Connect

  1. Facsimile
    - a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PSPC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PSPC regional offices is identified in the bid solicitation.

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- b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
- i. receipt of garbled or incomplete bid;
  - ii. availability or condition of the receiving facsimile equipment;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid; or
  - vii. security of bid data.
- c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.
2. ePost Connect
- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)).
- b. To submit a bid using epost Connect service, the Bidder must either:
- i. send directly its bid only to the specified PSPC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
  - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, an email that includes the bid solicitation number to the specified PSPC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the solicitation closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access the message within the conversation, and the Bidder can reply to the email notification by transmitting its bid.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after solicitation closing date and time.
- e. The email address of PSPC Bid Receiving Unit in Headquarters is: [TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca). The solicitation number must be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
- i. receipt of a garbled or incomplete bid;
  - ii. availability or condition of the epost Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or
  - viii. inability to create an electronic conversation through the epost Connect service.
- h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids."

### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
<a href="#">A9033T</a>	Financial Capability	2012-07-16
<a href="#">B1000T</a>	Condition of Material	2014-06-26

### 2.2 Submission of Bids

Bids must be submitted ONLY TO THE BID RECEIVING UNIT by the date, time and place indicated on page 1 of the bid solicitation. Do not send proposal directly to the Contracting Officer.

PSPC Bids Receiving Unit  
11 Laurier Street, Place du Portage, Phase 3, Core 0B2,  
Gatineau, Québec, K1A 0S5  
Tel.: 819-420-7201 Fax: 819-997-9776

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### 2.4 Applicable Laws

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

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

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

### **3.1 Bid Preparation Instructions**

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to 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 is simultaneously providing a hard copy of the bid using another acceptable delivery method, and if there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the soft copy will have priority over the wording of the hard copy.

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 – 3 hard copy and 1 soft copies on CD, DVD or USB key
- Section II: Financial Bid - 1 hard copy and 1 soft copies on CD, DVD or USB key
- Section III: Certifications - 1 hard copy and 1 soft copies on CD, DVD or USB key
- Section IV: Additional Information - 1 hard copy and 1 soft copies on CD, DVD or USB key.

If there is a discrepancy between the wording of the soft copy 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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fiber 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.

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

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only).

If none are chosen, 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.

### **3.2.2 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

## **Section III: Certifications**

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

## **Section IV: Additional Information**

### **3.3.1 Delivery Offered**

While delivery is requested as indicated above, the best delivery that could be offered is\_\_\_\_\_.

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

**You are reminded that this solicitation requires the compliance and/or completion of requirements attached as an Annex and forming part of this document.**

### **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**

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

##### **4.1.1.1 Mandatory Technical Criteria**

The following Mandatory requirements must be submitted with the bid for evaluation

- Technical compliance with Annex "A" Statement of Work
- Bids must be submitted for all destinations per NSN (National Stock Number).

#### **4.1.2 Financial Evaluation**

The following Mandatory factors will be taken into consideration in the evaluation of each offer:  
Compliance with Pricing Basis;

The Offer price will be determined by processing items as follows:

- a. Sum of all items total price (unit price x qty – Trade In Value/ buy-back value).

The current inserter machine is being offered for acceptance by the Contractor as a buy-back option on an as-is, where is basis. If interested in the buy-back, the Contractor must state their offer in writing for the buy-back option, under Annex C, Basis of Payment, under Unit Price.

##### **4.1.2.1 Pricing Basis**

The bidder must quote firm unit prices in Canadian dollars, DDP Delivered Duty Paid (Ottawa, Ontario), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

### **4.2 Basis of Selection**

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 aggregate basis will be recommended for award of a contract.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the 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 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.

Solicitation No. - N° de l'invitation  
45045-180032/A  
Client Ref. No. - N° de réf. du client  
45045-180032

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn471.45045-180032

Buyer ID - Id de l'acheteur  
hn471  
CCC No./N° CCC - FMS No./N° VME

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
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 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/canada/esdc/labour's) 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 goods and in accordance with the technical requirements stated herein.

#### 6.2.1 SACC Manual Clauses

SACC Reference	Section	Date
<a href="#">B1501C</a>	Electrical Equipment	2018-06-21

### 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 Services and Procurement 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

All the deliverables must be received on or before \_\_\_\_\_.

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment, as per its Pricing Schedule.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

Giulia Brad  
Public Works and Government Services Canada - Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate - HN Division  
140 O'Connor Street, Ottawa, Ontario, K1A 0S5  
East Tower, 4th floor, 4143  
E-mail address: [giulia.brad@pwgsc-tpsgc.gc.ca](mailto:giulia.brad@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 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
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.

### 6.5.3 Procurement authority

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
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.

### 6.5.4 Contractor's Representative

Name and telephone number of the person responsible for:

#### General enquiries

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### Delivery follow-up

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email : \_\_\_\_\_  
Facsimile: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

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In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex C, Basis of Payment, for a cost of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

#### **6.6.2 Limitation of Price**

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

#### **6.6.3 Multiple Payments**

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

#### **6.6.4 Insurance**

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

#### **6.6.5 Electronic Payment of Invoices – Contract**

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

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

#### **6.7 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - (b) One (1) copy must be forwarded to the Contracting Authority identified under the Section 6, Authorities.

#### **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 \_\_\_\_\_

#### **6.10 Priority of Documents**

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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, Statement of Work;
- (d) Annex B, Mandatory Technical Requirements Grid;
- (e) Annex C, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_

#### 6.11 SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
<u>D2000C</u>	Marking	2007-11-30
<u>D2001C</u>	Labelling	2007-11-30
<u>D9002C</u>	Incomplete Assemblies	2007-11-30

#### 6.12 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid (DDP) Ottawa, Ontario, Incoterms 2000 for shipments from a commercial contractor.

Destination address: Statistics Canada, 170 Tunney's Pasture Driveway, Shipping & Receiving Jean Talon Bldg. (B1W21), Parkdale Avenue loading dock, Ottawa, ON, K1A 0T6.

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## ANNEX A

### STATEMENT OF WORK

#### 1.0 TITLE

Replacement of a High Speed Inserter machine at Statistics Canada.

#### 2.0 BACKGROUND

The distribution center of Statistics Canada, located at 150 Tunney's Pasture Way in Ottawa, is responsible for processing letters, surveys and documents, to mail to respondents and clients. The Statistics Canada Distribution Centre processes approximately 3.5 million pieces annually, up to 500,000 monthly, and as many as 40,000 finished inserted envelopes in a seven (7) hour period.

#### 3.0 OBJECTIVES

Statistics Canada requires the supply, delivery and installation of a new high speed inserter machine that meets its technical performance requirements herein, as well as the provision of both maintenance for the equipment and employee training regarding its proper use.

#### 4.0 PROJECT REQUIREMENTS

The high speed inserter machine must meet all of the specifications listed in Annex B, Mandatory technical Requirements.

##### SW.4.1 Operational Environment

The floor space available for the high speed inserter machine is 21 feet X 21 feet X 9 feet in height. The location of installation is the basement level of the main building 150 Tunney's Pasture Driveway room SC 0702. It is on the same level as the loading dock. The loading dock door is 61 inches wide X 85 inches high. The Distribution Centre is on the same level as the loading dock and therefore there will be no need for a freight elevator.

#### 5.0 TRADE-IN INFORMATION

Manufacturer and model	Installation Year	Serial Number	Cycles
Pitney Bowes Flowmaster ZX06*	2005	55547	9,163,867

\*This equipment is a six feed station inserter with a meter base and conveyor

The current inserter machine has been maintained by Pitney Bowes since it was installed, and is being offered for acceptance by the Contractor as a buy-back option on an as-is, where is basis. If interested in the buy-back option, the Contractor must state their offer in writing for the buy-back option, under Annex C, Basis of Payment, under Unit Price.

If there is no trade in value provided as part of the successful bid, Statistics Canada will dispose of the existing equipment after installation of the new equipment has been completed.

The current inserter cannot be removed until the new solution is installed and the mandatory acceptance testing is complete.

## 6.0 ACCEPTANCE

### 6.1 Mandatory Acceptance Testing

1. An Acceptance Testing period of up to 30 calendar days will be imposed, commencing from the date of delivery of the equipment to Statistics Canada, during which time the inserter machine's performance will be assessed. If the minimum performance criteria is not met during this period Canada may extend the period of usage to a maximum of 60 days, during which time said acceptance testing will continue until 60 calendar days is reached. Should the equipment still not meet the technical requirements by the end of the 60 calendar days, contract termination will follow.
2. During the Acceptance Testing period, the inserter machine must be installed, setup, configured and/or calibrated by the Contractor, as required, such that the following minimum performance criteria are met by the equipment, as determined by the Technical Authority at the end of the Acceptance testing period:
  - a. Availability level of 95% for the duration of the Acceptance period, with availability defined as being that the equipment is available to process work for 95% of operational hours. (Business days between 6am and 3 pm).
3. The equipment will be subject to verification against any or all mandatory requirements of this SOW during Acceptance Testing.
4. During Acceptance Testing the Contractor is responsible for the correction of any deficiencies found in the equipment; these corrections must be made within the acceptance testing period.

## 7.0 MANDATORY TECHNICAL REQUIREMENTS

### Inserting

Must have minimum 2 material feeders

Material feeder capacity must be at least 500 pieces (folded 8.5 X 14 double parallel fold)

Minimum 40,000 per day finished pieces (7 hours) at 80% machine efficiency and 80% operator efficiency. (Example: a machine that could run 9000 pieces per hour as a spec could produce 9000 X 7 hours X 0.8 operator efficiency X 0.8 machine efficiency = 9000 X 7 X 0.8 X 0.8 = 40320 pieces in one shift)

Must be able to feed glossy and non-glossy material

Must be able to feed pre folded material (accordion fold (3 to 7 panels), letter fold, double parallel, half)

The solution must be able to process Standard size envelopes 9.25 X 4.25 #10

The inserter must be able to twin (pair) insert stations to permit automated rollover and continuous operation without operator intervention when one feeder empties

Must feed material (glossy and non-glossy) up to a maximum of 5mm thickness

### **Sealer**

The Inserters' envelope sealer reservoir and overflow container of each Inserter must be accessible by the operator without the use of tools for refilling or emptying

The sealer reservoir must have sufficient capacity to process and seal envelopes for at least a 7 hour shift

The sealer must be able to be turned off when required

### **Missed feed detection-errors**

The inserting solution must detect when selected insert material is not delivered to the inserter track or belt.

The inserting solution must detect, prior to insertion into the envelope, when a document's page or pages have not been fed.

The Inserters must stop when an error is detected, and a message is issued on the inserter display.

When the system stops because of an issue a message must appear on the display showing where the issue is.

Must have an accessible job counter (number of clicks per job)

The job counter must be able to be reset to zero

### **Operator interface**

The Inserters' operator interface must include:

- a) Monitor;
- b) Adjustable keyboard and mouse support or touch screen;

### **Envelope feeder**

Must be able to hold at least 500 envelopes

### **Integrity**

Must have the ability to detect double feeds and stop

Must have the barcode/data scanning for integrity

### **Safety**

The equipment must stop when a door is opened

The equipment must stop when a safety stop is pushed

### **Other**

Must be able to save multiple setups (At least 25)

Training must be provided in English and French for up to 5 people so they are able to operate the equipment (training hours Monday to Friday from 8am to 3 pm excluding statutory holidays)

Installation and testing must be done during normal working hours (Monday to Friday between 7am and 4 pm excluding statutory holidays)

Operating instructions for proposed equipment must be bilingual (English and French)

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The equipment must have a conveyor at the end of the system to accumulate the material (at least 6 ft)

The system must be expandable ( adding feeders, printer, folder, diverter as examples)

### **Maintenance**

Maintenance contracts must be available for at least 10 years for parts and labour

Must offer a 24 hour turn around for technician to come in

### **Volumes**

Must be able to process an annual volume of 4,000,000 pieces

Must be able to process a minimum of 600,000 pieces monthly

### **Reporting**

Must have the ability to generate job accounting reports that detail start time, finish time, quantity of completed work

### **On-going service**

The option years of maintenance must include all parts and labor during normal working hours (Monday to Friday 8am to 4pm excluding statutory holidays).

**ANNEX B**

**MANDATORY CRITERIA GRID**

Reference in the bid (page number, paragraph etc.)	Mandatory Functional and Performance Requirements state above	Met / Not Met	Comments
<b><u>Inserting</u></b>			
	Must have minimum 2 material feeders		
	Material feeder capacity must be at least 500 pieces (folded 8.5 X 14 double parallel fold)		
	Minimum 40,000 per day finished pieces (7 hours) at 80% machine efficiency and 80% operator efficiency. (Example: a machine that could run 9000 pieces per hour as a spec could produce 9000 X 7 hours X 0.8 operator efficiency X 0.8 machine efficiency =9000X7X.8X.8 =40320 pieces in one shift) Must be able to feed glossy and non glossy material		
	Must be able to feed glossy and non-glossy material		
	Must be able to feed pre folded material (accordion fold (3 to 7 panels), letter fold, double parallel, half)		
	The solution must be able to process Standard size envelopes 9.25 X 4.25 #10		
	The inserter must be able to twin (pair) insert stations to permit automated rollover and continuous operation without operator intervention when one feeder empties		
	Must feed material (glossy and non-glossy) up to a maximum of 5mm thickness		
<b><u>Sealer</u></b>			
	The Inserters' envelope sealer reservoir and overflow container of each Inserter must be accessible by the operator without the use of tools for refilling or emptying		

	The sealer reservoir must have sufficient capacity to process and seal envelopes for at least a 7 hour shift		
	The sealer must be able to be turned off when required		
<b><u>Missed feed detection-errors</u></b>			
	The inserting solution must detect when selected insert material is not delivered to the inserter track or belt.		
	The inserting solution must detect, prior to insertion into the envelope, when a document's page or pages have not been fed.		
	The Inserters must stop when an error is detected, and a message is issued on the inserter display.		
	When the system stops because of an issue a message must appear on the display showing where the issue is.		
	Must have an accessible job counter (number of clicks per job)		
	The job counter must be able to be reset to zero		
<b><u>Operator interface</u></b>			
	The Inserters' operator interface must include:		
	a) Monitor;		
	b) Adjustable keyboard and mouse support or touch screen;		
<b><u>Envelope feeder</u></b>			
	Must be able to hold at least 500 envelopes		
<b><u>Integrity</u></b>			
	Mush have the ability to detect double feeds and stop		
	Mush have the barcode/data scanning for integrity		
<b><u>Safety</u></b>			
	The equipment must stop when a door is opened		
	The equipment must stop when a safety stop is pushed		
<b><u>Other</u></b>			

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	Must be able to save multiple setups (At least 25)		
	Training must be provided in English and French for up to 5 people so they are able to operate the equipment (training hours Monday to Friday from 8am to 3 pm excluding statutory holidays)		
	Installation and testing must be done during normal working hours (Monday to Friday between 7am and 4 pm excluding statutory holidays)		
	Operating instructions for proposed equipment must be bilingual (English and French)		
	The equipment must have a conveyor at the end of the system to accumulate the material (at least 6 ft)		
	The system must be expandable ( adding feeders, printer, folder, diverter as examples)		
<b><u>Maintenance</u></b>			
	Maintenance contracts must be available for at least 10 years Parts and labor		
	24 hour turn around for technician to come in		
<b><u>Volumes</u></b>			
	Must be able to process an annual volume of 4,000,000 pieces		
	Must be able to process a minimum of 600,000 pieces monthly		
<b><u>Reporting</u></b>			
	Must have the ability to generate job accounting reports that detail start time, finish time, quantity of completed work		
<b><u>On-going service</u></b>			
	The option years of maintenance must include all parts and labor during normal working hours (Monday to Friday 8am to 4pm excluding statutory holidays).		

**ANNEX C**

**BASIS OF PAYMENT – Pricing Schedule**

Option	Quantity	Unit Price	Destination	Delivery date
Installation and service: April 2019 to March 31 <sup>st</sup> 2020		\$		
		\$ _____ <b>- (minus)</b> \$ _____ Trade-In (buy- back) Allowance (if applicable) = _____ <b>Purchase Price</b>		
Service Option Year One (1): April 1, 2020 to March 31 <sup>st</sup> , 2021		\$		
Service Option Year Two (2): April 1, 2021 to March 31 <sup>st</sup> , 2022		\$		
Service Option Year Three (3): April 1, 2022 to March 31 <sup>st</sup> , 2023		\$		
Service Option Year Four (4): April 1, 2023 to March 31 <sup>st</sup> 2024		\$		

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<b>Mail Machine High Speed Inserter</b>	<b>Proposed Model number:</b> _____ <b>Proposed Serial number (if applicable):</b> _____
<b>Installation &amp; testing price</b>	\$ _____
<b>Training offered price</b>	English    Yes <input type="checkbox"/> No <input type="checkbox"/> French      Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Number of people trained:</b> <b>Number of days allocated for the training:</b> <b>Destination or delivery of training location:</b> \$ _____
<b>TOTAL PRICE (without taxes)</b>	\$ _____
<b>TOTAL PRICE (including taxes/ 13 %)</b>	\$ _____