



**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**

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

<b>Title - Sujet</b> Protective AV equipment cases	
<b>Solicitation No. - N° de l'invitation</b> EH713-183100/B	<b>Date</b> 2019-02-06
<b>Client Reference No. - N° de référence du client</b> 20183100	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-446-76403	
<b>File No. - N° de dossier</b> hn446.EH713-183100	<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 2019-02-22</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> Garcia Lozano, Quiterie	<b>Buyer Id - Id de l'acheteur</b> hn446
<b>Telephone No. - N° de téléphone</b> (613) 296-2431 ( )	<b>FAX No. - N° de FAX</b> (819) 953-4944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</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>

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**This bid solicitation cancels and supersedes previous bid solicitation number EH713-183100/A dated Jan 18, 2019 with a closing of Feb 5, 2019 at 2pm EST. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with the requirement.

### **1.2 Requirement**

The contractor must provide the goods and/or services in accordance with the technical requirements stated herein.

#### **1.2.1 Delivery Requirement**

Delivery is requested to be completed by March 31, 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 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>) 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.

#### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2012-07-16
B1000T	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.

PWGSC 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 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 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.

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## **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 (three (3) hard copies)  
Section II: Financial Bid (one (1) hard copy)  
Section III: Certifications (one (1) hard copy)  
Section IV: Additional Information (one (1) hard copy)

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>). 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.

### **3.1.1 Equivalent Product**

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 designates the brand name and model and/or part number and 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), or to demonstrate that the substitute product is equivalent to the item specified in the bid solicitation, at the sole cost of bidders, within twenty (20) business days of the request. If the bidder fails to provide the requested information within the specified timeframe, Canada may declare the bid non-responsive.

## **Section II: Financial Bid**

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

### **3.2.1 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.

### **3.2.2 Pricing - Multi-Item Bid Solicitation**

Bidders do not have to quote a price for every item in the bid solicitation in order to be evaluated. Bidders may withdraw one or more items after bid closing but prior to contract award by advising in writing the Contracting Authority.



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

#### **3.3.2      Contractor's Representative**

Name and telephone number of the person responsible for: (will be inserted at contract)

##### **General enquiries**

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

##### **Delivery follow-up**

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

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## 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

Each bid will be reviewed to determine whether it meets the mandatory requirements of this RFP. Any element of the RFP solicitation identified with the words "must" or "mandatory" is a mandatory requirement. Solicitation that do not comply with each and every mandatory requirement will be declared non-responsive and disqualified. The mandatory requirements are as follows:

The Bidders must meet the specifications outlined in Annex "A". Simply stating a compliancy to a criteria is insufficient. Bidders must present a clearly organized proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliancy to the requirement presented in the Annex A and related annexes. Responses will be evaluated on a simple, stringent pass/fail basis. Proposals not meeting each mandatory requirement will be considered non-responsive (non-compliant) and given no further consideration.

The Bidder is required to clearly identify in the *Reference* columns of Section 4 tables at Annex A where the information is included in the Bid.

#### 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 all items as follows:

Unit price of items with individual NSN's ; (item by item basis)

##### 4.1.2.1 Pricing Basis

The bidder must quote in the tables of Annex B firm unit prices in Canadian dollars DDP Delivered Duty Paid (395 Wellington, Ottawa, ON K1A 0N4), 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 item by item 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 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>), 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.

<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 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 goods and/or services in accordance with the technical requirements stated herein.

#### 6.2.1 SACC Manual Clauses

SACC Reference	Section	Date
<u>B1501C</u>	Electrical Equipment	2006-06-16
<u>B7500C</u>	Excess Goods	2006-06-16

### 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>) 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

All the deliverables must be received on or before \_\_\_\_\_ (Delivery as offered and as accepted will be inserted at contract award).

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:  
Quiterie Garcia Lozano – Supply Officer  
Public Works and Government Services Canada - Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division  
L'Esplanade Laurier (LEL), 140 O'Connor Street, East Tower, 4th floor, Ottawa, ON K1A 0S5

Telephone: (613) 296-2431  
E-mail address: Quiterie.GarciaLozano@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: (will be inserted at contract)

Name:

Title:

Telephone: (xxx) xxx-xxxx Facsimile: (xxx) xxx-xxxx

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: (will be inserted at contract)

Name:

Title:

Telephone: (xxx) xxx-xxxx Facsimile: (xxx) xxx-xxxx

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: (will be inserted at contract)

##### General enquiries

Name: \_\_\_\_\_

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

Facsimile: \_\_\_\_\_

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

##### Delivery follow-up

Name: \_\_\_\_\_

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

Facsimile: \_\_\_\_\_

Facsimile: \_\_\_\_\_

## **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 firm unit prices, as specified in the contract for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

### **6.6.2 Multiple Payments**

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

### **6.6.3 Insurance**

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

## **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 consignee.
  - (b) one (1) copy must be forwarded by email to the following address for certification and payment. (will be inserted at award)
  - (c) One (1) copy must be forwarded to the Contracting Authority identified under the Section 5. 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 \_\_\_\_\_ (insert the name of the province or territory as specified by the Bidder in its bid, if applicable).

## 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), Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” **or** “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s))

## 6.11 SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
D9002C	Incomplete Assemblies	2007-11-30

## 6.12 Marking and Labelling

- 1. All protective cases must include the labelling “Events and conference management - Gestion d'événements et conférences” written the color white.
- 2. When specified by ECM, protective cases must be labeled to indicate the equipment protected within.

## 6.13 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:  
Delivered Duty Paid (DDP) 395 Wellington, Ottawa, ON K1A 0N4 Incoterms 2000 for shipments from a commercial contractor.

## 6.14 Shipping – Scheduling

- 1. Delivery of protective cases must be completed by the delivery date indicated on the contract.
- 2. Hours of delivery are from 7:30 am to 4:30 pm, Monday through Friday. The delivery must be scheduled with ECM technical department.
- 3. Hours of delivery may be adjusted upon agreement by all parties.



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## **Annex A – Statement of Requirement**

### **Protective Equipment Cases**

#### **Section 1 - Introduction**

##### **1.1 Objective**

This requirement is for the supply of protective road cases for audiovisual equipment.

##### **1.2 Definition of Terms**

Within this statement of work, the following definitions shall apply:

1. The term "ECM" is used to indicate Event and Conference Management or authorized representatives.
2. The term "Bidder" is used to identify the supplier providing a bid submission to the Request for Proposal (RFP).
3. The term "Provider" is used to indicate the successful compliant Bidder.

##### **1.3 Scope of Work**

The provider must provide protective road cases respecting the design, measurements, materials and specifications required by ECM.

#### **Section 2 – Protective Case Performance Description**

ECM requires that the protective cases perform the following:

1. Provide optimal protection for specific audiovisual equipment.
2. Respect the requested dimensions and design specifications such as color and accessories.
3. Protective cases must be built in the requested material.
4. Interior layout and fabric must respect the requested design, material and specifications required by ECM.

##### **2.1 – Protective Road cases**

###### **Features and requirements:**

Unless specified otherwise, all protective cases must be built following the requested design, material and specifications required by ECM. They must be built to ATA 300 standard Category 1 specifications to provide optimal protection. All protective cases provided to ECM must be of black color and be labeled in white with "Events and conference management – Gestion d'événements et conférences". When specified by ECM, protective cases must be labeled to indicate the equipment protected within. The case shall be constructed of 13mm ABS coated plywood it must also have 4 x 100mm swivel casters with locks. The case shall be fitted with a 19mm caster board. The case top shall be fitted with 4 recessed wheel trays aligned with the casters to allow for stacking of cases and be of sufficient strength to allow the case with fixture to be stacked two high. The case shall be fitted with two large recessed carrying handles on each of the shortest sides. The case shall be fitted with heavy duty ball corners to protect the case corners. All metal components shall be pop riveted at no more than 200mm spacing.

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## Section 3 – List of required protective cases

### 3.1 – Protective cases for video equipment (Quantity)

- a. *Panasonic 65" monitors - Model: TH-65LFE8U (3)*  
Protective cases must be large enough so that the attached pedestal (Model: TY-ST65PE8), power cable and remote fits into the case. Must be on 4 swivel, heavy-duty casters two of which are locking type.
- b. *Panasonic 65" monitors - Model: TH-65EF1U (3)*  
Protective cases must be large enough so that the attached pedestal (Model: TY-ST65PE8), power cable and remote fits into the case. Must be on 4 swivel, heavy-duty casters two of which are locking type.
- c. *Panasonic 55" monitors – Model: TH-55LFE8U (6)*  
Protective cases must be large enough so that the attached pedestal (Model: TY-ST65PE8), power cable and remote fits into the case. Must be on 4 swivel, heavy-duty casters two of which are locking type.
- d. *NEC 40" P404 monitors (6)*  
Protective cases must be large enough so that the attached pedestal (Model: ST-401), power cable and remote fits into the case. Must be on 4 swivel, heavy-duty casters two of which are locking type.
- e. *Panasonic PT-RZ570 (2)*  
Protective cases must be large enough to fit the projector, the supplied lens and the power cable. Must be on 4 swivel, heavy-duty casters two of which are locking type.
- f. *Sony PTZ Camera Head – Model: BRC-H900 (1)*  
Protective case must be large enough to accommodate two Sony BRC-H900 cameras. It must be large enough to accommodate the power supplies and the mounting brackets (information to be provided by ECM). It must fit snug enough to prevent damage to the cameras. The lid should be completely removable (not hinged) for easy access.
- g. *Sony PTZ Camera Head – Model: BRC-H900 (Quad Cases) (3)*  
Protective cases compartments must be able to hold four Sony BRC-H900 cameras. It must also be large enough to accommodate the power supplies and the mounting brackets (information to be provided by ECM). It must fit snug enough to prevent damage to the cameras. The lid should be completely removable (not hinged) for easy access. Must be on 4 swivel, heavy-duty casters.
- h. *Sony Camera Controller – Model: RMBR300 (5)*  
Protective cases must be large enough so that the power supply and the mounting bracket (information to be provided by ECM) fits into the case.
- i. *Sony Video Monitors – Model: LMD170 (3)*

Protective cases must be able to hold one Sony LMD170 monitor. It must be large enough so that both the pedestal and the power supply fit into the case. It must also have a handle on top of the case for ease of transportation.

- j. *Sony Video Monitors – Model: LMD170 (6)*  
Protective cases must be able to hold two LMD170 monitors. It must be large enough so that both the pedestals and the power supplies fit into the case. It must also have a handle on top and on both sides of the case, have edge wheels, and a retractable handle for ease of transportation.
- k. *Sony Video Monitors – Model: LMD240 (6)*  
Protective cases must be able to hold two LMD240 monitors. It must also be large enough so that both the legs and the power supplies fits into the case. It must also have a handle on top and on both sides of the case, have edge wheels, and a retractable handle for ease of transportation.
- l. *Sony Video Monitors – Model: LMD2341 (Oval Base) (3)*  
Protective cases must be able to hold one Sony LMD2341 monitor with the oval base version. It must be large enough so that both the pedestal and the power supply fit into the case. It must also have a handle on top of the case for ease of transportation.

### 3.2 – Protective cases for audio equipment

- a. *Bosch DCN Rack (4)*  
Protective cases must be able to accommodate 16U rack mountable equipment and be wide enough for standardized 19" equipment. Must be on 4 swivel, heavy-duty casters, 2 of which are locking type, accessible at the front and the back with handles and latches on both sides.
- b. *Bosch DCN Microphones and discussion units bases (4)*  
Protective cases must be large enough to fit 26 DCN-DISDCS Discussion Units and 26 DCN-MICL microphones as follows. Bottom case layer to hold 14 discussion units. Second layer to hold 13 microphones and be easily removable. Third layer to hold 12 discussion units and be easily removable. Fourth layer to hold another 13 microphones and be easily removable. Must be on 4 swivel, heavy-duty casters.
- c. *Bosch Integrus Infrared Radiators (4)*  
Protective cases must be large enough to fit a single Bosch Integrus infrared radiator 4512/00 model with the U-bracket attached and space for a spigot and IEC power cable.
- d. *DCN-IDESK Interpreter Desk (2)*  
Protective cases must be large enough to include 2 Interpreter desks model: DCN – IDESK-D, with separate compartments for 2 microphones model: DCN-MICS and 2 headsets model: LBB 3443.
- e. *Rackmount for Teleconferencing equipment (4)*  
Protective cases must be able to accommodate 5U rack mountable equipment and be wide enough for standardized 19" equipment accessible at the front and the back with handles and latches on both sides. It must also include a 2U drawer.
- f. *Yamaha QL1 protective case (4)*  
Protective case must be able to fit the mixer and the power cable. It must also have edge wheels and a retractable handle for ease of transportation.
- g. *Yamaha RIO 1608-D (2)*  
Protective case must be able to fit the stage box (RIO 1608-D) and the power cable.
- h. *K-Array KP102K-I with KMT21-I Sub (2)*  
Road case must be able to fit two KP102K columns below and one KMT21-I Sub above with a protective divider securing the sub. Must be on 4 swivelling heavy-duty casters
- i. *Evolve 50 road case (3)*  
Road case must be able to fit two EVOLVE 50 columns below and two EVOLVE 50 subwoofers above with a protective divider between the subs. Must be on 4 swivel, heavy-duty casters.

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### 3.3 – Protective cases for miscellaneous equipment

- a. *Manfrotto 087NWB stand protective cases (3)*  
Protective cases must be able to fit two Manfrotto 087NWB stands. Must be on 4 swivel, heavy-duty casters.
- b. *Cabling protective cases (6)*  
Protective cases must be on 4 swivel, heavy-duty casters with standard dimensions of W: 22" x H: 24" x D: 24".
- c. *Apple iPad 4 protective cases Pelican ProGear™ Elite PELi1065CC or equivalent (3)*  
*Protective case must be able to hold and protect an Apple iPad 4. Exterior material must be rigid and be able to protect the iPad from external impact. Must include a molded plush shock absorbing liner.*
- d. *Apple iPad 4 Pelican ProGear C11030 Voyager case (6)*  
*Protective case must be able to hold and protect an Apple iPad 4. Must provide dual layer lining protection and include a built-in kickstand.*
- e. *Apple Macbook Pro protective case PEL 1560 (1)*  
*Protective case must be able to hold and protect a MacBook PRO 15 inch laptop computer. Interior dimensions must be at least 19.9" x 15" x 9". It must also have edge wheels and a retractable handle for ease of transportation. Must include an automatic pressure equalization valve.*
- f. *Phone locker case (1) (Double)*  
Protective cases must be on 4 swivel, heavy-duty casters and must be able to fit 2  
H: 37"  $\frac{3}{4}$  x W: 14"  $\frac{3}{8}$  x D: 9"  $\frac{1}{2}$  locker cases in it.
- g. *Phone locker case (2)*  
Protective cases must be on 4 swivel, heavy-duty casters and must be able to fit a single  
H: 30"  $\frac{3}{8}$  x W: 27"  $\frac{1}{4}$  x D: 12"  $\frac{3}{8}$  locker case in it.
- h. *Phone locker case (4) (Double)*  
Protective cases must be on 4 swivel, heavy-duty casters and must be able to fit 2  
H: 46"  $\frac{3}{4}$  x W: 32"  $\frac{1}{4}$  x D: 11" locker cases in it.

#### Section 4 – Products Offered

Item Number	Item Description	Qty	P/N offered	Manufacturer Offered	Reference (see 4.1.1.1)
1	Protective case for Panasonic 65" monitors - Model: TH-65LFE8U – as per Annex A 3.1.a	3			
2	Protective case for Panasonic 65" monitors - Model: TH-65EF1U – as per Annex A 3.1.b	3			
3	Protective case for Panasonic 55" monitors –Model: TH-55LFE8U – as per Annex A 3.1.c	6			
4	Protective case for NEC 40" P404 monitors – as per Annex A 3.1.d	6			
5	Protective case for Panasonic PT-RZ570 – as per Annex A 3.1.e	2			
6	Protective case for Sony PTZ Camera Head – Model: BRC-H900 – as per Annex A 3.1.f	1			
7	Protective case for Sony PTZ Camera Head – Model: BRC-H900 (Quad Cases) – as per Annex A 3.1.g	3			
8	Protective case for Sony Camera Controller – Model: RMBR300 – as per Annex A 3.1.h	5			
9	Protective case for Sony Video Monitors – Model: LMD170 – as per Annex A 3.1.i	3			
10	Protective case for Sony Video Monitors – Model: LMD170 – as per Annex A 3.1.j	6			
11	Protective case for Sony Video Monitors – Model: LMD240 – as per Annex A 3.1.k	6			
12	Protective case for Sony Video Monitors – Model: LMD2341 (Oval Base) – as per Annex A 3.1.l	3			

Item Number	Item Description	Qty	P/N offered	Manufacturer Offered	Reference (see 4.1.1.1)
13	Protective case for Bosch DCN Rack – as per Annex A 3.2.a	4			
14	Protective case for Bosch DCN Microphones and discussion units bases – as per Annex A 3.2.b	4			
15	Protective case for Bosch Integrus Infrared Radiators – as per Annex A 3.2.c	4			
16	Protective case for DCN-IDESEK Interpreter Desk – as per Annex A 3.2.d	2			
17	Protective case for Rackmount for Teleconferencing equipment – as per Annex A 3.2.e	4			
18	Protective case for Yamaha QL1 protective case – as per Annex A 3.2.f	4			
19	Protective case for Yamaha RIO 1608-D – as per Annex A 3.2.g	2			
20	Protective case for K-Array KP102K-I with KMT21-I Sub – as per Annex A 3.2.h	2			
21	Protective case for Evolve 50 road case – as per Annex A 3.2.i	3			

Item Number	Item Description	Qty	P/N offered	Manufacturer Offered	Reference (see 4.1.1.1)
22	Protective Cases for Manfrotto 087NWB stand protective cases – as per Annex A 3.3.a	3			
23	Cabling protective cases – as per Annex A 3.3.b	6			
24	Apple ipad 4 protective cases Pelican ProGear™ Elite PELi1075 – as per Annex A 3.3.c	3			
25	Apple ipad 4 Pelican ProGear C11030 Voyager case – as per Annex A 3.3.d	6			
26	Apple Macbook Pro Protective Case PEL1560 – as per Annex A 3.3.e	1			
27	Phone locker case (Double) – as per Annex A 3.3.f	1			
28	Phone locker case – as per Annex A 3.3.g	2			
29	Phone locker case (Double) – as per Annex A 3.3.h	4			



## Annex B – Basis of Payment

The bidder must quote firm unit prices in Canadian dollars, DDP Delivered Duty Paid (395 Wellington, Ottawa, ON K1A 0N4), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

### Protective Cases for Video Equipment

Item Number	Item Description	P/N offered	Manufacturer Offered	Delivery Offered	Quantity	Unit Price in CAD	Total
1	Protective case for Panasonic 65" monitors - Model: TH-65LFE8U – as per Annex A 3.1.a				3		
2	Protective case for Panasonic 65" monitors - Model: TH-65EF1U – as per Annex A 3.1.b				3		
3	Protective case for Panasonic 55" monitors – Model: TH-55LFE8U – as per Annex A 3.1.c				6		
4	Protective case for NEC 40" P404 monitors – as per Annex A 3.1.d				6		
5	Protective case for Panasonic PT-RZ570 – as per Annex A 3.1.e				2		
6	Protective case for Sony PTZ Camera Head – Model: BRC-H900 – as per Annex A 3.1.ef				1		
7	Protective case for Sony PTZ Camera Head – Model: BRC-H900 (Quad Cases) – as per Annex A 3.1.g				3		
8	Protective case for Sony Camera Controller – Model: RMBR300 – as per Annex A 3.1.h				5		
9	Protective case for Sony Video Monitors – Model: LMD170 – as per Annex A 3.1.i				3		
10	Protective case for Sony Video Monitors – Model: LMD170 – as per Annex A 3.1.j				6		
11	Protective case for Sony Video Monitors – Model: LMD240 – as per Annex A 3.1.k				6		
12	Protective case for Sony Video Monitors – Model: LMD2341 (Oval Base) – as per Annex A 3.1.l				3		

Protective Cases for Audio Equipment

Item Number	Item Description	P/N offered	Manufacturer Offered	Delivery Offered	Quantity	Unit Price in CAD	Total
13	Protective case for Bosch DCN Rack – as per Annex A 3.2.a				4		
14	Protective case for Bosch DCN Microphones and discussion units bases – as per Annex A 3.2.b				4		
15	Protective case for Bosch Integrus Infrared Radiators – as per Annex A 3.2.c				4		
16	Protective case for DCN-IDESK Interpreter Desk – as per Annex A 3.2.d				2		
17	Protective case for Rackmount for Teleconferencing equipment – as per Annex A 3.2.e				4		
18	Protective case for Yamaha QL1 protective case – as per Annex A 3.2.f				4		
19	Protective case for Yamaha RIO 1608-D – as per Annex A 3.2.g				2		
20	Protective case for K-Array KP102K-I with KMT21-I Sub – as per Annex A 3.2.h				2		
21	Protective case for Evolve 50 road case – as per Annex A 3.2.i				3		

**Protective Cases for Miscellaneous Equipment**

Item Number	Item Description	P/N offered	Manufacturer Offered	Delivery Offered	Quantity	Unit Price in CAD	Total
22	Protective Cases for Manfrotto 087NWB stand protective cases – as per Annex A 3.3.a				3		
23	Cabling protective cases – as per Annex A 3.3.b				6		
24	Apple ipad 4 protective cases Pelican ProGear™ Elite PEL1075 – as per Annex A 3.3.c				3		
25	Apple ipad 4 Pelican ProGear C11030 Voyager case – as per Annex A 3.3.d				6		
26	Apple MacBook Pro Protective Case PEL1560 – as per Annex A 3.3.e				1		
27	Phone locker case (Double) – as per Annex A 3.3.f				1		
28	Phone locker case – as per Annex A 3.3.g				2		
29	Phone locker case (Double) – as per Annex A 3.3.h				4		