



**SEND BIDS BY EMAIL TO:
ENVOYER LES SOUMISSIONS PAR COURRIEL A:**

Cynthia.prudhomme@canada.ca

**REQUEST FOR QUOTE
DEMANDE DE PRIX**

Proposal to: Canada School of Public Service/École de la fonction publique du 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.

Proposition aux: Canada School of Public Service/École de la fonction publique du Canada
Nous offrons par la présente de vendre à Sa Majesté I 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 - Commentaries

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / CE BESOIN COMPREND DES DISPOSITIONS EN MATIÈRE DE SECURITE



Title-Sujet Drones	
Solicitation No. – No. de l’invitation CSPS-RFQ-18CP-1700	Date April 17 st , 2019
Solicitation Closes - L’invitation prend fin at - à 02:00 PM on - le May 7, 2019	Time Zone Fuseau horaire Eastern Daylight Time (EDT)
Address Inquiries to: - Adresser toute demande de renseignements à: Cynthia Prud’homme Procurement Officer, Corporate Services Branch, Procurement and Contracting Unit Canada School of Public Service / Government of Canada cynthia.prudhomme@canada.ca	
Telephone No. - No de téléphone 873-354-1751	Fax No. – No de Fax:
Destination of Goods and Services: Destinations des biens et services: See Herein Voir aux présentes	
Instructions : See Herein Instructions : Voir aux présentes	
Delivery Required – Livraison exigée See Herein / Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l’entrepreneur	
Telephone No. – No de téléphone Facsimile No. – No de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur	
Name – Nom _____	
Title – Titre _____	
Email address – Adresse courriel _____	
Signature _____	Date _____



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PART 1 - INFORMATION AND INSTRUCTIONS

1.1 Security Requirements

There is no security requirement applicable to this requirement.

1.2 Statement of Requirement

The requirement is detailed under the "Statement of Requirement" at Annex "A".

1.3 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.

1.4 Submission of Bids

- 1.4.1 Bids must be submitted to the Contracting Authority identified in the bid solicitation and in Part 2 - Resulting Contract Clauses, article 2.5, by **May 7, 2019 at 2:00 PM, Eastern Daylight Time (EDT)**.

1.5 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 with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

1.5.1 Certifications Required with the Bid

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



1.5.1.1 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.

1.5.2 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 specified will render the bid non-responsive.

1.5.2.1 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.

1.5.2.2 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#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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.

1.6 Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than **three (3)** business days before the bid closing date. Enquiries received after that time may not be answered.

1.7 Evaluation Procedures

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below:

1.7.1 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.



1.7.2 Financial Evaluation

Bidders must submit their financial bid in Canadian funds and in accordance with the Pricing Schedule detailed in Annex "A". The total amount of Applicable Taxes must be shown separately.

1.7.3 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price on an item by item basis, for the items as identified in Annex "A", Statement of Requirement, will be recommended for award of a contract.

1.7.4 Security Requirements

There is no security requirement applicable to this requirement.

1.8 Applicable Laws

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

Note to Bidders: 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.

1.9 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.



PART 2 – RESULTING CONTRACT CLAUSES

2.1 Security Requirements

There is no security requirement applicable to this requirement.

2.2 Statement of Requirement

The Contractor must provide the items detailed under the "Statement of Requirement" at Annex "A" and the Contractor's bid dated _____ *[insert information at contract award]*.

2.3 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.

2.3.1 General Conditions

[2029](#) (2016-04-04) General Conditions – Goods or Services (Low Dollar Value) apply to and form part of the Contract.

2.4 Term of Contract

2.4.1 Period of the Contract

The period of the Contract is from date of Contract award to June 28, 2019.

2.4.2 Delivery Date

All the deliverables must be received on or before June 28, 2019.

2.5 Authorities

2.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Cynthia Prud'homme
Title: Procurement Officer
Organization: Canada School of Public Service
Address: 241 Cité-des-Jeunes Boulevard, Asticou Centre, Gatineau, Quebec, J8Y 6L2
Telephone: 873-354-1751
E-mail address: Cynthia.prudhomme@canada.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.

2.5.2 Project Authority *[insert information at contract award]*

The Project Authority for the Contract is:

- Name:
- Title:
- Organization:
- Address:
- Telephone:
- E-mail address:

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.

2.5.3 Contractor's Representative *[insert information at contract award]*

- Name:
- Title:
- Organization:
- Address:
- Telephone:
- E-mail address:

2.6. Payment

2.6.1 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 of \$_____ *[insert price at contract award]*. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2.6.2 Limitation of Price

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.



2.6.3 Method of Payment - Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada

2.7 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 Project Authority under the section entitled "Authorities" 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.

2.8 Certifications

2.8.1 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.

2.9 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, at contract award].

2.10 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) [2029](#) (2016-04-04) General Conditions – Goods or Services (Low Dollar Value);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ [insert information at contract award].



2.11 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



ANNEX “A”

STATEMENT OF REQUIREMENT AND PRICING SCHEDULE

- 1.0 The Bidder must complete this pricing schedule and include it in its financial bid.
- 2.0 The price and rate specified below, when quoted by the Bidder, includes the total estimated cost of all travel and living expenses that may need to be incurred for:
 - 1. travel between the successful bidder’s place of business and the NCR; and
 - 2. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.”

3.0 Item Details

Item 1		Section B – SUPPLIER’S QUOTE		
Description	Qty	Model Number	Firm Unit Price \$	Extended Total [Qty x Price] \$
DJI Mavic 2 Pro Drone Quadcopter with Hasselblad Camera 1” CMOS Sensor with Fly More KIT Manufacturer Accessories: Remote Controller Intelligent Flight Battery Charger Power Cable 3 x Pair of Propellers RC Cable with Lightning Connector RC Cable with Micro-USB Connector RC Cable with USB Type-C Connector Gimbal Protector Communication Cable with USB 3.0 Type-C Connector USB Adapter Large RC Cable Slider 2 x Small RC Cable Slider Pair of Spare Control Sticks Fly More Kit: 2 x Intelligent Flight Battery Mavic 2 Car Charger Battery Charging Hub Battery to Power Bank Adapter 4 x Low-Noise Propeller Mavic 2 Shoulder Bag \n	2			



<p>Additional Accessories Include: 64GB microSD Memory Card with SD Adapter Easy Carry Vest Landing Gear Stabilizer 3x Battery Bags for DJI Mavic 2 Intelligent Flight Batteries 8PC Filter Kit for DJI Mavic 2 Deluxe Backpack Lens Cap/Gimbal Cover Lens Hood/Gimbal Guard 2x Pairs Quick Release Propellers Car Charger Landing Pad Remote Control Bracket with Lanyard Pro Range Extender/Booster Remote Control Extender Mount Remote Sunshade 2x Pairs Aluminum Thumb Rocker Joysticks (Black & Red) Dust Blower Lens Cleaning Pen Microfiber Cleaning Cloth\n</p>				
Delivery Fee				
Freight (if applicable)				
Other Fee (if applicable)				
TOTAL EVALUATED PRICE (Firm unit price for item 1 +delivery fee, freight (if applicable) and Other Fee (if applicable)):				
Applicable Taxes				
Item 1 Total \$ CDN (CUSTOMS DUTIES INCLUDED)*				



4. Delivery Location & Supplier Instructions

Product Items from Table 1	Location	Desired Date (YY/MM/DD)	Desired Time: Normal Business Hours or Outside Normal Business Hours*
Item 1	Canada School of Public Service Asticou Centre 241 Cité-des-jeunes Blvd., Gatineau, QC, J8Y 6L2 Dock: Door 2400 Lift : Yes – Weight capacity 1000 lb – 69 H x 115 W Elevator:No Door : 96” H x 115” W Freight Elevator : No	On or before June 28, 2019	Normal Business Hours 8:00 am to 5:00 pm
*Normal Business Hours are 8:00 – 17:00. **If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time.			



ANNEX "B"

ELECTRONIC PAYMENT INSTRUMENTS

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

- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);