



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux  
Canada

Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest

7<sup>e</sup> étage, suite 7300

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

## 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**

Travaux publics et Services gouvernementaux Canada

Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest

7<sup>e</sup> étage, suite 7300

Montréal

Québec

H5A 1L6

<b>Title - Sujet</b> Metal locker with numeric lock	
<b>Solicitation No. - N° de l'invitation</b> EF245-193387/A	<b>Date</b> 2019-06-10
<b>Client Reference No. - N° de référence du client</b> EF245-193387	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-490-15362	
<b>File No. - N° de dossier</b> MTA-9-42007 (490)	<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 2019-07-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Sirois, Richard	<b>Buyer Id - Id de l'acheteur</b> mta490
<b>Telephone No. - N° de téléphone</b> (514) 718-5993 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE PORTAIL S-E,BUR.7300 800 RUE DE LA GAUCHETIERE OUEST MONTREAL Québec H5A 1L6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> .	<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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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement applicable to this requirement.

### **1.2 Requirement**

The requirement is detailed in annex "A", Requirement

### **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 North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).

### **1.5 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

The 2003 standard instructions is amended as follows:

- Section 08, entitled Transmission by facsimile or by epost Connect, is amended as follows: subsection 2. is deleted entirely and replaced with the following:

#### 2. epost Connect

- Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
  - PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:  
[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)  
  
or, if applicable, the email address identified in the bid solicitation.
  - PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- To submit a bid using epost Connect service, the Bidder must either:
  - send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
  - send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC 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.
- If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- 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 the solicitation closing date and time.
- The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- 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:
  - receipt of a garbled, corrupted 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. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

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.

#### 2.1.1 SACC Manual Clauses

[B1000T](#) (2014-06-26), Condition of Material – Bid

#### 2.1.2 Best Delivery Date – Bid (must be completed by the bidder)

While delivery is requested as soon as possible, the best delivery that could be offered is

\_\_\_\_\_.

## 2.2 Submission of Bids

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

You must submit your offer, **by epost Connect, by mail, by facsimile or in person**, prior to the closing date and time:

**By mail or in person, at the following address:**

Public Services and Procurement Canada  
Acquisitions Directorate - Quebec Region  
800, rue de la Gauchetière Ouest, Portal South-west, Suite 7300  
Montréal, Quebec H5A 1L6

**By facsimile, at the following number: (514) 496-3822**

**Bids may also be submitted using the epost Connect service as detailed in the Standard Instructions.**

The following PWGSC Regional Bid Receiving Unit e-mail address is to be used for epost Connect services:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

**Bids will not be accepted if emailed directly to this e-mail address. This email address is to initiate an epost Connect conversation, as detailed in the 2003 Standard Instructions – section 08.**

*PWGSC does not guarantee a response if the email is sent **6 days or less** before the closing date of the period.*

## 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.

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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 Quebec.

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

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

Section I: Technical Bid (2 hard copies)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

## **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Bid**

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

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

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

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

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

## **Section III: Certifications**

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



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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

Every proposal must meet all technical criteria described in Annex A. Technical evaluation will be based on the mandatory technical criteria to be demonstrated detailed in a grid at Annex C.

Bidders must complete the Annex C and include it with their proposal. It is mandatory to provide technical/ descriptive documents and/or technical literature/notes, at the submission of your bid to allow the technical evaluation **(No internet link will be accepted)**. Failure to comply will render your bid non-responsive.

Only the information included in the technical bid will be taken into consideration in the evaluation of the mandatory technical criteria to be demonstrated.

#### **4.1.2 Financial Evaluation**

According to the total price of items 1-2-3-4 indicated at Annex B.

##### **Evaluation of Price - Canadian / Foreign Bidders**

1. Bidders must submit firm prices, customs duties and excise taxes included, and Applicable Taxes excluded.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Bidders must provide prices Delivered Duty Paid (DDP) Montreal, Quebec, Canada Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on a DDP basis.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Mandatory Technical Criteria**

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 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 (See Annex E)

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

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

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## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Requirement

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

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

[2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from the date of Contract award until the acceptance of all deliverables.

#### 6.4.2 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_ (will be indicated when the contract awarded).

#### 6.4.3 Delivery Points

Delivery of the requirement will be made to:

Immigration, Refugees and Citizenship Canada (IRCC)  
715, Peel street, 3<sup>rd</sup> Floor  
Montreal, Quebec, Canada  
H3C 4H6

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Richard Sirois  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Quebec Region

Solicitation No. - N° de l'invitation  
EF245-193387/A  
Client Ref. No. - N° de réf. du client  
EF245-19-3387

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-9-42007

Buyer ID - Id de l'acheteur  
MTA490  
CCC No./N° CCC - FMS No./N° VME

Telephone: 514-718-5993  
E-mail address: [richard.sirois@tpsgc-pwgsc.gc.ca](mailto:richard.sirois@tpsgc-pwgsc.gc.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is:

**(Will be indicated when the contract is awarded)**

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

### 6.5.3 Contractor's Representative (Must be completed by the bidder)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## 6.6 Payment

### 6.6.1 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in annex "B" basis of payment for a cost of \$\_\_\_\_\_ (*will be indicated when the contract is awarded*). Customs duties are included and Applicable Taxes are extra.

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

### 6.6.2 Single Payment

SACC Manual clauses H1000C (2008-05-12), Single Payment

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### 6.6.3 SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian contractor);

A2001C (2006-06-16), Foreign Nationals (Foreign Contractor);

C2000C (2007-11-30), Taxes – Foreign-based Contractor;

### 6.6.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International).

### 6.7 Invoicing Instructions

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

### 6.8 Certifications and Additional Information

#### 6.8.1 Compliance

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

### 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory in CANADA*).

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## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2018-06-21), General conditions: Goods (medium complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*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

A9068C (2010-01-11), Government Site Regulations;

D0018C (2007-11-30), Delivery and Unloading;

G1005C (2016-01-28), Insurance – No Specific Requirement.

## **ANNEX "A" REQUIREMENT**

### **Metal locker with numeric lock**

#### **1.0 SCOPE AND OBJECTIVES**

- 1.1 Supply and install 67 metal lockers (see attached plan).
- 1.2 The supplier must provide all necessary accessories (eg hardware, supports) to allow the installation of the locker room. The supplier must pick up and dispose of all litter and packaging materials as a result of installing the equipment.

#### **2.0 REFERENCES (PUBLICATIONS)**

- 2.1 American National Standards Institute: Business Institutional Furniture Manufacturers Association ANSI/BIFMA X 5.9 American National Standard for Office Furnishings – Storage Units – Te
- 2.2 - American Society for Testing and Materials (ASTM)  
ASTM D3359 - Standard Test Method for Measuring Adhesion by Tape Test  
ASTM D3363 - Standard Test Method for Film Hardness by Pencil Test
- 2.3 - Canadian General Standards Board (CGSB)  
1-GP-71 - Methods of Testing Paints and Pigments: No. 120.1 - Colour Stability - Fading by Light
- 2.4 - American Association of Textile Chemists and Colorists (AATCC)  
EP1 - Grey Scale for Color Change - Instructions

#### **3.0 TESTS REQUIREMENTS**

- 3.1 Test reports must be provided upon request for review and must not be older than five (5) years from the date of testing.
- 3.2 The product offered must be tested in an accredited test center.
- 3.3 All storage units must be tested and meet the acceptance levels as described in ANSI/BIFMA X5.9 - Storage.

#### **4.0 TERMINOLOGY**

For the purpose of this specification, the following definition apply.

Acceptable test facility:

An Acceptable Test Facility is defined as a laboratory that is accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.

#### **5.0 WARRANTY FOR NUMERIC LOCKS**

- 5.1 Numeric locks have to be covered by a warranty against all defects for a period of two (2) years, starting on the installation and acceptance date.

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## 6.0 GENERAL REQUIREMENTS

### Lockers

6.1 Quality of execution: The assembled components must be uniform in terms of quality, style, materials and workmanship. They must be clean ( no stains , dirt) and free from defects that may affect their appearance, workability and safety (lack of paint or paint defect, blisters on the painting, scratches, damaged metal)

There must be no edges or unfinished surfaces visible.

6.2 Welding- All welds must be strong, free of cracks and surface voids. They must be clean, smooth, uniform in appearance and free of calamine, flux, foreign matter or any other inclusion that may interfere with the application of the primer or finish.

6.3 All edges and corners must be smooth or rounded and with acceptable squared edging.

6.4 Safety: Fixed, removable or adjustable parts must be constructed in such a way that they do not become loose and moving, accidentally removed or cause injury.

6.5 The lockers have to be lockable with a numeric lock.

#### Required Functionality:

- Operation through a numeric keyboard
- A latch enabling locker to lock automatically
- Management function, safe programming and "override" with an electronic key for management purposes.
- Double functionality for individual or multiple users as needed
- Construction of casing in hardened steel
- Capable of retracing historical activity.
- Silent motorized dead-bolt.
- Minimum programming of 4 digits and maximum of 5 digits;
- Powered by long duration non-rechargeable batteries standard type
- Audible or visual indicator, indicating the approach of the end battery life
- Possibility to open the locker by bypassing system of the battery in case of power failure (if the battery does not work anymore).

#### Functionality not accepted for locks:

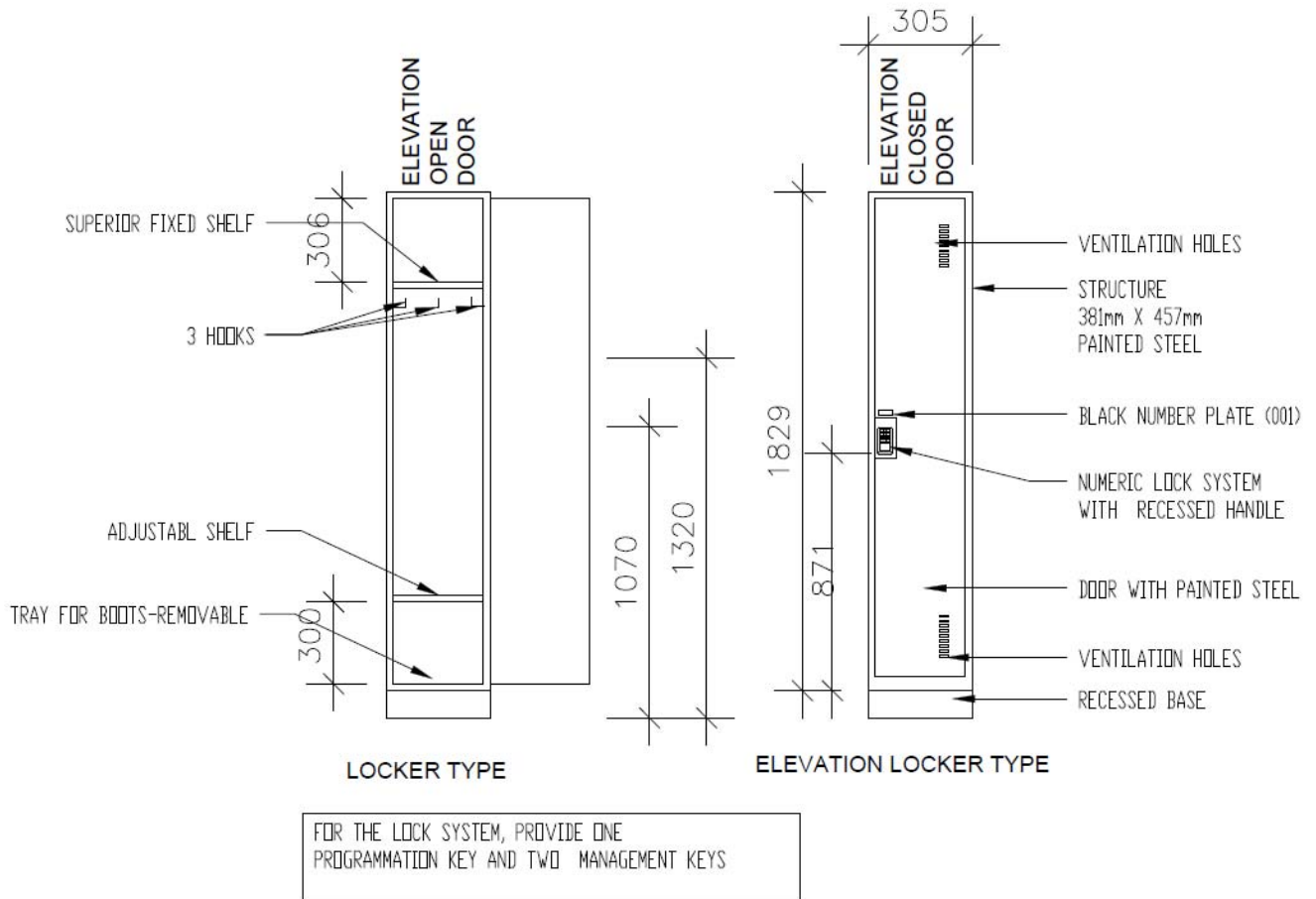
- NO MANAGEMENT WITH AN USB KEY
- NO MANAGEMENT WITH BLUETOOTH
- NO PLASTIC COMPONENTS

6.6 Management electronic key

- Provide 4 keys and an electronic management tablet.



## 7.0 DETAILED REQUIREMENTS



### Locker

For each locker unit:

- Width: [305] mm (12 inches)
- Depth: [457] mm (18 inches)
- Height: [1829] mm (72 inches)
- Quantity: 67 (see plan and sketch)

7.1 Locker unit with one door with recessed handle and numeric lock system, 3 hinges, 1 fixed shelf on top, 3 hooks for coats, adjustable height shelf on bottom with plastic tray for boots, ventilation holes.

7.2 Made with premium cold rolled steel with no surface imperfection. All locker unit are made of fully welded fabrication.

7.3 Doors are made using 20 gauge , exterior welded to 24 gauge inner panel.

7.4 Doorframe will be made with 16 gauge

7.5 Frame, back and sides are made with 24 gauge

7.6 Bottom and shelf will be manufactured with 22 gauge. The bottom must be rustproof and shelf made with a bend of 90 degree for strength and durability.

7.7 The hinges made with 14 or 18 gauge with joints securely welded to the frame and riveted to the doors

7.8 Ventilation holes in the door: 12 to 20 openings provide ventilation for all units ( openings at the top and bottom for a maximum of 7 inch high).

7.9 Lockers must have a number plate (beginning with 100) placed just on top of the opening mechanism (keypad)

7.10 Lockers must have a base

**See sketch for details (indicated above)**

## **8.0 DETAILED FINISH REQUIREMENTS**

8.1 All finishes and materials, must meet the performance requirements in Section 2.0 and 3.0, Publications and Testing requirements.

8.2 Adhesion - The adhesion rating of the painted metal finish must be at least 4B when tested in accordance with ASTM D 3359, Method B.

8.3 Colour Stability - The finishes must not show a change in colour greater than grey scale 4 contrast by reference to AATCCP EP1 after exposure for 40 h in the Fade-Ometer in accordance with CGSB standard 1-GP-71, Method 120.1 or tested as per ANSI/NEMA LD-3 - Light Resistance section 3.3.2 or 3.3.3

8.4 Scratch Resistance - The finish must meet the requirements of ASTM D3363, hardness H

8.5 Quality enamel oven baked paint.

## **9.0 DELIVERY AND INSTALLATION**

9.1 Preparation for delivery

9.1.1 The product code

9.1.2 Manufacture's trade mark

9.2 Installation plan

9.2.1 The manufacturer or supplier must provide a complete installation plan for approval by PWGSC after contract award. The plan will need to be approved before delivery and installation.

## **10.0 WORKSHOP DRAWING**

10.1.1 The manufacturer or supplier must provide a workshop drawing of the proposed product at the bid submission.

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EF245-19-3387

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File No. - N° du dossier  
MTA-9-42007

Buyer ID - Id de l'acheteur  
MTA490  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "B" BASIS OF PAYMENT**

Item	Description	Quantity	Unit Price***	Total***
1.	Locker	67		
2.	2 year warranty for numeric locks	67		
3.	Installation	1		
4.	All transport and delivery costs	1		
TOTAL				

\*\*\* Please indicate is currency is other that \$ CAD: \_\_\_\_\_

\*\*\* Applicable taxes extra

### ANNEX "C" MANDATORY TECHNICAL CRITERIA

Bidders must clearly demonstrate in their technical bid each compliance point.

Mandatory technical criteria	Please specify where can be found these criteria within your technical/ descriptive documents and/or technical notes.
<b>Lock</b>	
Operation through a numeric keyboard	
Double functionality for individual or multiple users as needed	
Minimum programming of 4 digits and maximum of 5 digits	
Possibility to open the locker by bypassing system of the battery in case of power failure (if the battery no longer operates).	
<b>Locker</b>	
Dimensions : Width (305 mm / 12 inches) Height (1829 mm / 72 inches) Depth (457 mm / 18 inches)	

**Note :**

**No internet link will be accepted. If you are referring to a document, please provide a hard copy.**

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#### **ANNEX "D" ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);

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**ANNEX “E” COMPLETE LIST OF COMPANY BOARD OF DIRECTORS**

**NOTE TO BIDDERS**

**WRITE ALL DIRECTOR’S FULL NAMES IN BLOCK LETTERS**

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**PROCUREMENT - BUSINESS NUMBER (PBN) :** \_\_\_\_\_