



**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> Google Jamboard	
<b>Solicitation No. - N° de l'invitation</b> 0X001-190373/A	<b>Date</b> 2019-08-14
<b>Client Reference No. - N° de référence du client</b> 0X001-190373	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-475-77590	
<b>File No. - N° de dossier</b> hn475.0X001-190373	<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 2019-08-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Figueredo, Laila	<b>Buyer Id - Id de l'acheteur</b> hn475
<b>Telephone No. - N° de téléphone</b> (613) 298-4794 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 SECURITY REQUIREMENTS .....	2
1.2 REQUIREMENT .....	2
1.3 DEBRIEFINGS .....	2
1.4 TRADE AGREEMENTS .....	2
1.5 EPOST CONNECT SERVICE .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>2</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	2
2.2 SUBMISSION OF BIDS.....	3
2.3 ENQUIRIES - BID SOLICITATION.....	3
2.4 APPLICABLE LAWS.....	3
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>3</b>
3.1 BID PREPARATION INSTRUCTIONS .....	3
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>6</b>
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION.....	6
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>6</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	7
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	7
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>9</b>
6.1 SECURITY REQUIREMENTS .....	9
6.2 REQUIREMENT .....	9
6.3 STANDARD CLAUSES AND CONDITIONS.....	9
6.4 TERM OF CONTRACT .....	10
6.5 AUTHORITIES .....	10
6.6 PAYMENT .....	11
6.7 INVOICING INSTRUCTIONS .....	12
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	12
6.9 APPLICABLE LAWS.....	12
6.10 PRIORITY OF DOCUMENTS .....	12
6.11 SACC MANUAL CLAUSES (DELIVERY) .....	12
6.12 SHIPPING INSTRUCTIONS - DELIVERY AT DESTINATION.....	12
<b>ANNEX "A" .....</b>	<b>13</b>
REQUIREMENT .....	13
<b>ANNEX "B" .....</b>	<b>14</b>
BASIS OF PAYMENT .....	14
<b>ANNEX "C" .....</b>	<b>17</b>
INTEGRITY PROVISIONS – ASSOCIATED INFORMATION FORM .....	17

## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security requirement associated with the requirement.

### 1.2 Requirement

The Canada School of Public Service has a requirement for the supply and delivery of two (2) Google Jamboards or equivalent, with associated accessories, and software licenses, to Gatineau, Quebec, in accordance with the technical requirements stated herein at Annex "A" Requirement.

#### 1.2.1 Delivery Requirement

Delivery is requested to be completed by 30 September 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).

### 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

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](#) (2019-03-04) 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
<a href="#">A9033T</a>	Financial Capability	2012-07-16

Solicitation No. - N° de l'invitation  
0X001-190373/A  
Client Ref. No. - N° de réf. du client  
0X001-190373

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn475.0X001-190373

Buyer ID - Id de l'acheteur  
hn475  
CCC No./N° CCC - FMS No./N° VME

<b>B1000T</b>	Condition of Material	2014-06-26
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## 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 in the bid solicitation.

Note: For Bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

## 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.4 Applicable Laws

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

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

# 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

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### 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 – one (1) hard copy  
Section II: Financial Bid – one (1) hard copy  
Section III: Certifications – one (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.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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

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

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

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

### Section I: Technical Bid

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

#### 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 of the substitute product;
2. Products that are equivalent:
  - (a) must have the same functionalities to the item(s) in the bid solicitation; and
  - (b) must integrate, interoperate and be compatible with the existing hardware, software and Google G-Suite.
3. 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.
4. 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 three (3) 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.

### 3.1.2 Equivalent Products - Samples

If the Bidder offers a equivalent product, Canada reserves the right to request a sample from the Bidder in order to determine its equivalency in form, fit, function, quality and performance to the item specified in the bid solicitation.

The Bidder must, upon request from the Contracting Authority, provide a sample to the Technical Authority, transportation charges prepaid, and without charge to Canada, within ten (10) calendar days from the date of request. The sample submitted by the Bidder will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. If the sample does not meet the requirements of the bid solicitation or the Bidder fails to comply with the request of the Contracting Authority, the bid will be declared non-responsive.

## Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment, Annex "B".

### 3.1.3 Electronic Payment of Invoices – Bid

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

#### Bidder to complete:

- ( ) Direct Deposit (Domestic and International);
- ( ) Electronic Data Interchange (EDI);
- ( ) Wire Transfer (International Only);
- ( ) Large Value Transfer System (LVTS) (Over \$25M)

If none are chosen, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

### 3.1.4 Exchange Rate Fluctuation

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

## Section III: Certifications

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

## **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**

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

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

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

- Technical compliance herein.

#### **4.1.2 Financial Evaluation**

The following Mandatory factor will be taken into consideration in the evaluation of each bid:

- Compliance with Pricing Basis.

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

The Bidder must submit firm unit prices in Canadian dollars, DDP Delivered Duty Paid (destination) Incoterms 2010, Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

##### **4.1.2.2 Evaluation of Price – Bid**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP Delivered Duty Paid (destination) Incoterms 2010, Canadian customs duties and excise taxes included.

The Bid price will be determined by calculating items at Annex "B" Basis of Payment as follows:

- a. Sum of all items total price (unit price x qty.)

### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a Contract.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

## 5.1 Certifications Required with the Bid

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

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

## 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### 5.2.1 Integrity Provisions – Required Documentation

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

**Bidder must complete Annex “C” Integrity Provisions – Associated Form as follows:**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of all names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

### 5.2.2 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements. (**Bidder to complete**)

- 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](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.

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **6.1 Security Requirements**

There is no security requirement applicable to the Contract.

### **6.2 Requirement**

The Contractor must supply and deliver two (2) Google Jamboards or equivalent, with associated accessories, and software licenses, to Gatineau, Quebec, in accordance with the technical requirements and quantities stated herein at Annex "A" Requirement for the Canada School of Public Service.

#### **6.2.1 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, in whole or in part, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### **6.2.2 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
<a href="#"><u>B1501C</u></a>	Electrical Equipment	2018-06-21
<a href="#"><u>B7500C</u></a>	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) (<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.

#### **6.3.2 Supplemental General Conditions**

[4001](#) (2015-04-01) Hardware Purchase, Lease and Maintenance, apply to and form part of the Contract.

[4003](#) (2010-08-16) Licensed Software, apply to and form part of the Contract.

[4004](#) (2013-04-25) Maintenance and Support Services for Licensed Software, apply to and form part of the Contract.

Solicitation No. - N° de l'invitation  
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hn475.0X001-190373

Buyer ID - Id de l'acheteur  
hn475  
CCC No./N° CCC - FMS No./N° VME

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## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive. (to be completed upon contract award)

### 6.4.2 Delivery Date

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

### 6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Annex "B", the Basis of Payment.

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

### 6.4.4 Delivery Points

Delivery of the requirement will be made to delivery point specified at Annex "A" of the Contract.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Laila Figueredo  
Supply Team Leader  
Public Works and Government Services Canada - Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division  
Building L'Esplanade Laurier, East Tower 140 O'Connor St, 4<sup>th</sup> floor  
Ottawa, ON  
K1A 0R5

Telephone: 613-298-4794

E-mail address: [laila.figuero@pwgsc-tpsgc.gc.ca](mailto:laila.figuero@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 award)

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

Solicitation No. - N° de l'invitation  
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Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
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Buyer ID - Id de l'acheteur  
hn475  
CCC No./N° CCC - FMS No./N° VME

Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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 Contractor's Representative

(Name and telephone number of the person responsible for: *(Bidder to complete)*)

#### General enquiries

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

#### Delivery follow-up

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

### 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 Annex "B", Basis of Payment, for a cost of \$ \_\_\_\_\_ *(amount to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

#### 6.6.2 Limitation of Price

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

#### 6.6.3 Multiple Payments

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

#### 6.6.4 Insurance - No Specific Requirement

SACC Manual clause G1005C (2016-01-28) Insurance - No Specific Requirement

#### 6.6.5 Electronic Payment of Invoices – Contract

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

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

## 6.7 Invoicing Instructions

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

## 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 supplemental general conditions:
  - 4001 (2015-04-01) Hardware Purchase, Lease and Maintenance;
  - 4003 (2010-08-16) Licensed Software;
  - 4004 (2013-04-25) Maintenance and Support Services for Licensed Software;
- (c) the general conditions 2010A (2018-06-21), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_. *(to be inserted upon Contract award)*

### 6.11 SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
<u>D9002C</u>	Incomplete Assemblies	2007-11-30

## 6.12 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

- (a) Delivered Duty Paid (DDP) Gatineau, Quebec, Incoterms 2010 for shipments from a commercial contractor.

## ANNEX "A"

### REQUIREMENT

#### 1. REQUIREMENT

The Canada School of Public Service has a requirement for the supply and delivery of two (2) Google Jamboards or equivalent, with associated accessories, and software licenses, to Gatineau, Quebec.

Any offered equivalent product must meet the equivalency requirements as stated in Part 3, clause 3.1.1 Equivalent Product and including but not limited to: the offered equivalent product must be compatible and integrate with the Google GSuite tools (i.e. cloud computing, productivity and collaboration tools, software and products developed by Google).

#### 2. DELIVERY LOCATION

**Address:**

Canadian School of Public Service  
241 de la Cité des Jeunes Boulevard  
Gatineau, Québec  
J8Y 6L2

**Delivery Hours:**

Normal Business Hours: 8:00 am to 5:00 pm.

**Amenities:**

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

#### 3. DELIVERABLES

**Table 1: Deliverables**

Item #	Description	Qty
1	Google Jamboard - Graphite Gray (colour) or equivalent	2
2	Google Jamboard Rolling Stand or equivalent	2
3	Jamboard Eraser (package of 2) or equivalent	1
4	Google Jamboard Software License – one (1) year or equivalent	2

**Table 2: Option to Purchase**

Item #	Description	Qty
5	Google Jamboard Software License – one (1) year (Year 2) or equivalent	2
6	Google Jamboard Software License – one (1) year (Year 3) or equivalent	2
7	Google Jamboard Software License – one (1) year (Year 4) or equivalent	2

## ANNEX "B"

### BASIS OF PAYMENT

The Bidder must submit firm unit prices in Canadian dollars, DDP Delivered Duty Paid (destination) Incoterms 2010, Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

**Bidder to complete Table 1 and 2:**

**Table 1: Deliverables**

Item #	Description	Quantity	Requested Delivery Date	Offered Delivery (specify weeks or days)	Unit Price (\$)	Extended Price (\$) (quantity x unit price)
001	Google Jamboard Graphite Gray or equivalent  Bidder to specify make and model being offered:  <b>Manufacturer:</b> _____  <b>Make and Model:</b> _____	2	30 Sep 2019	_____	\$ _____	\$ _____
002	Google Jamboard Rolling Stand or equivalent  Bidder to specify make and model being offered:  <b>Manufacturer:</b> _____  <b>Make and Model:</b> _____	2	30 Sep 2019	_____	\$ _____	\$ _____

Solicitation No. - N° de l'invitation  
0X001-190373/A  
Client Ref. No. - N° de réf. du client  
0X001-190373

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn475.0X001-190373

Buyer ID - Id de l'acheteur  
hn475  
CCC No./N° CCC - FMS No./N° VME

003	Jamboard Eraser (package of 2) or equivalent  Bidder to specify make and model being offered:  <b>Manufacturer:</b> _____  <b>Make and Model:</b> _____	1	30 Sep 2019	_____	\$ _____	\$ _____
004	Google Jamboard or equivalent Software License – one (1) year or equivalent  Bidder to specify make and model being offered:  <b>Manufacturer:</b> _____  <b>Make and Model:</b> _____	2	One (1) year duration (to commence on product delivery date)	_____	\$ _____	\$ _____
<b>Total A (Items 001 + 002 + 003 + 004)</b>						<b>\$ _____</b>



**Table 2: Option to Purchase**

Item #	Description	Quantity	Date Required	Unit Price (\$)	Extended Price (\$) (quantity x unit price)
005	Google Jamboard or equivalent Software License – one (1) year or equivalent  Bidder to specify make and model being offered:  <b>Manufacturer:</b> _____  <b>Make and Model:</b> _____	2	Year 2	\$ _____	\$ _____
006	Google Jamboard or equivalent Software License – one (1) year or equivalent  Bidder to specify make and model being offered:  <b>Manufacturer:</b> _____  <b>Make and Model:</b> _____	2	Year 3	\$ _____	\$ _____
007	Google Jamboard or equivalent Software License – one (1) year or equivalent  Bidder to specify make and model being offered:  <b>Manufacturer:</b> _____  <b>Make and Model:</b> _____	2	Year 4	\$ _____	\$ _____
<b>Total B (Items 005 + 006 + 007)</b>					<b>\$ _____</b>

**TOTAL EVALUATION PRICE (excluding applicable taxes):**

**Total A + Total B = \$ \_\_\_\_\_**

Solicitation No. - N° de l'invitation  
0X001-190373/A  
Client Ref. No. - N° de réf. du client  
0X001-190373

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn475.0X001-190373

Buyer ID - Id de l'acheteur  
hn475  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "C"

### INTEGRITY PROVISIONS – ASSOCIATED INFORMATION FORM

#### TO BE COMPLETED BY BIDDER:

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors:

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*(add lines as required)*

2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual:

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3. For a Joint Venture - the names of all current members of the Joint venture:

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*(add lines as required)*

4. For an individual - the full name of the person:

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