



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Réception des soumissions - TPSGC / Bid Receiving
- PWGSC
1550, Avenue d'Estimauville
1550, D'Estimauville Avenue
Québec
Québec
G1J 0C7

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

Title - Sujet Smart Mouth Guards	
Solicitation No. - N° de l'invitation W7701-207216/A	Date 2019-12-13
Client Reference No. - N° de référence du client W7701-207216	
GETS Reference No. - N° de référence de SEAG PW-\$QCN-034-17828	
File No. - N° de dossier QCN-9-42178 (034)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-01-27	Time Zone Fuseau horaire Heure Normale du l'Est HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tremblay, Maria!	Buyer Id - Id de l'acheteur qcn034
Telephone No. - N° de téléphone (418) 690-1459 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Defence R & D Canada - Valcartier / R et D Défense Canada - Valcartier 2459 route de la Bravoure Québec (Québec) G3J 1X5	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

SMART MOUTH GUARDS FOR THE MONITORING OF THE HEAD KINEMATICS OF SNIPERS

TABLE OF CONTENTS (applicable only for the Document 2 of 2)

PART 1 - GENERAL INFORMATION.....	4
1.1 Requirement	4
1.2 Debriefings	4
1.3 Trade Agreements	4
1.4 epost Connect service	4
PART 2 - BIDDER INSTRUCTIONS.....	5
2.1 Standard Instructions, Clauses and Conditions.....	5
2.2 Submission of Bids	5
2.3 Enquiries - Bid Solicitation	6
2.4 Applicable Laws	6
PART 3 - BID PREPARATION INSTRUCTIONS	7
3.1 Submit the Bid.....	7
3.1.1 Submit the Bid Electronically	7
3.1.2 Submit the Bid in Hard Copies	7
3.2 Format Instruction for the Preparation of the Bid.....	8
3.2.1 Section I: Technical Bid	8
3.2.2 Section II: Financial Bid	8
3.2.2.1 Electronic Payment of Invoices – Bid.....	8
3.2.3 Section III: Certifications.....	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	10
4.1 Evaluation Procedures.....	10
4.1.1 Technical Evaluation	10
4.1.1.1 Mandatory Technical Criteria	10
4.1.2 Financial Evaluation	10
4.2 Basis of Selection - Mandatory Technical Criteria.....	10

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION..... 11

5.1	Certifications Required with the Bid.....	11
5.1.1	Integrity Provisions - Declaration of Convicted Offences.....	11
5.2	Certifications Precedent to Contract Award and Additional Information.....	11
5.2.1	Integrity Provisions - Required Documentation.....	11
5.2.2	Federal Contractors Program for Employment Equity - Bid Certification.....	12
5.2.3	OEM Certification.....	12

PART 6 - RESULTING CONTRACT CLAUSES 13

6.1	Requirement.....	13
6.2	Standard Clauses and Conditions.....	13
6.2.1	General Conditions.....	13
6.2.1.1	Intellectual property infringement and royalties.....	13
6.2.2	Supplemental General Conditions.....	14
6.3	Term of Contract.....	14
6.3.1	Period of the Contract.....	14
6.3.2	Delivery Period.....	14
6.3.3	Liquidated Damages.....	14
6.4	Authorities.....	15
6.4.1	Contracting Authority - PWGSC.....	15
6.4.2	Authorities - DRDC-Valcartier.....	15
6.4.2.1	Administrative Authority – DRDC-Valcartier.....	15
6.4.2.2	Technical Authority – DRDC-Valcartier.....	16
6.4.3	Contractor's Representatives.....	16
6.5	Payment.....	17
6.5.1	Basis of Payment – Firm Unit and Lot Prices.....	17
6.5.2	SACC Manual Clauses.....	17
6.6	Electronic Payment of Invoices – Contract.....	17
6.7	Invoicing Instructions.....	18
6.8	Certifications and Additional Information.....	18
6.8.1	Compliance.....	18
6.9	Applicable Laws.....	18

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7701-207216/A

qcn034

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-207216

QCN-9-42178

6.10	Priority of Documents.....	18
6.11	SACC Manual Clauses	19
6.12	Shipping Instructions - Delivery at Destination	19
ANNEX A - REQUIREMENT		20
A.1	Title	20
A.2	Background.....	20
A.3	Requirement	21
A.4	Acronyms	21
ANNEX B - MINIMUM PERFORMANCE CHARACTERISTICS OF EQUIPMENT		22
ANNEX C - BASIS OF PAYMENT		24
C.1	Pricing	24
ANNEX D - MANDATORY TECHNICAL CRITERIA		26
D.1	Mandatory Technical Criterion # 1 - Minimum Performance Characteristics of Equipment.....	26
ANNEX E - ELECTRONIC PAYMENT INSTRUMENTS		31
ANNEX F - ORIGINAL EQUIPMENT MANUFACTURER (OEM) CERTIFICATION FORM		32
ANNEX G - PRESENTATION OF YOUR BID.....		33
G.1	Check List	33

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7701-207216/A

qcn034

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-207216

QCN-9-42178

PART 1 - GENERAL INFORMATION

1.1 Requirement

The requirement is detailed under Article 6.1 of the resulting contract clauses.

1.2 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.

1.3 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) the Canadian Free Trade Agreement (CFTA).

1.4 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.

Solicitation No. - N° de l'invitation

W7701-207216/A

Client Ref. No. - N° de réf. du client

W7701-207216

Amd. No. - N° de la modif.

File No. - N° du dossier

QCN-9-42178

Buyer ID - Id de l'acheteur

qcn034

CCC No./N° CCC - FMS No./N° VME

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/24>

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 can submit your bid:

- (a) By using the epost Connect service provided by Canada Post Corporation (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)
The email address of PWGSC Quebec region Bid Receiving Unit is:
TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.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.

- (b) by fax transmission number: 418-648-2209; or
(c) by mail at the following address:

Bid Receiving Unit
Public Works and Government Services Canada (PWGSC)
1550 D'Estimauville Avenue
Quebec City, Quebec, Canada, G1J 0C7

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7701-207216/A

qcn034

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-207216

QCN-9-42178

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 Quebec, Canada.

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.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7701-207216/A

qcn034

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-207216

QCN-9-42178

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Submit the Bid

3.1.1 Submit the Bid Electronically

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

3.1.2 Submit the Bid in Hard Copies

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

Section I: Technical Bid (3 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard 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.

3.2 Format Instruction for the Preparation of the Bid

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

3.2.1 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.

3.2.2 Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.2.2.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete [Annex E - Electronic Payment Instruments](#), to identify which ones are accepted.

If [Annex E - 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.

Solicitation No. - N° de l'invitation

W7701-207216/A

Client Ref. No. - N° de réf. du client

W7701-207216

Amd. No. - N° de la modif.

File No. - N° du dossier

QCN-9-42178

Buyer ID - Id de l'acheteur

qcn034

CCC No./N° CCC - FMS No./N° VME

3.2.3 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

Mandatory Technical Criteria are included in Annex D.

4.1.2 Financial Evaluation

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), **DRDC-Valcartier, 2459 route de la Bravoure, Building 53, Quebec. Quebec, G3J 1X5, Canada**, Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on a DDP basis.

4.2 Basis of Selection - Mandatory Technical Criteria

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

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7701-207216/A

qcn034

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-207216

QCN-9-42178

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions - Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 OEM Certification

- (a) Any Bidder that is not the Original Equipment Manufacturer (OEM) for every item of hardware proposed as part of its bid is required to submit the OEM's certification (**Annex F**) regarding the Bidder's authority to provide and maintain the OEM's hardware, which must be signed by the OEM (not the Bidder). No Contract will be awarded to a Bidder who is not the OEM of the hardware it proposes to supply to Canada, unless the OEM certification has been provided to Canada. Bidders are requested to use the OEM Certification Form (**Annex F**) included with the bid solicitation. Although all the contents of the OEM Certification Form are required, using the form itself to provide this information is not mandatory. For Bidders/OEMs who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided.
- (b) If the hardware proposed by the Bidder originates with multiple OEMs, a separate OEM certification is required from each OEM.
- (c) For the purposes of this bid solicitation, OEM means the manufacturer of the hardware, as evidenced by the name appearing on the hardware and on all accompanying documentation.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7701-207216/A

qcn034

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-207216

QCN-9-42178

PART 6 - RESULTING CONTRACT CLAUSES

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

Notice: Numbering will be revised at contract award

6.1 Requirement

The Contractor must provide smart mouth guards, individual and centralized storage cases, in accordance with the Requirement at Annex A.

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

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

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010A/18>

6.2.1.1 Intellectual property infringement and royalties

Articles of Agreement, the "Intellectual Property Infringement and Royalties" section that is contained in general conditions 2030 (2018-06-21) are included. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2030/18#intellectual-property-infringement-and-royalties>

6.2.2 Supplemental General Conditions

The following Supplemental General Conditions apply to and form part of the Contract:

Number	Date	Title
4001	2015-04-01	Hardware Purchase, Lease and Maintenance https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4001/6
4003	2010-08-16	Licensed Software https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4003/4
4004	2013-04-25	Maintenance and Support Services for Licensed Software https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4004/5

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Contract is from date of Contract to June 30, 2020.

6.3.2 Delivery Period

All the deliverables must be received within a period of fifty (50) calendar days after the contract is awarded.

6.3.3 Liquidated Damages

1. If the Contractor fails to deliver the goods and perform the services within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of \$300.⁰⁰ for each calendar day of delay. The total amount of the liquidated damages must not exceed 10 percent of the contract price.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7701-207216/A

qcn034

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-207216

QCN-9-42178

-
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

6.4 Authorities

6.4.1 Contracting Authority - PWGSC

The Contracting Authority for the Contract is:

Name: Marial Tremblay
Title: Supply specialist
Telephone: 418-690-1459
E-mail address: Marial.Tremblay@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.

6.4.2 Authorities - DRDC-Valcartier

6.4.2.1 Administrative Authority – DRDC-Valcartier

For all information related to invoicing and/or payments you may communicate with:

(to be completed at contract award by PWGSC)

Name: _____
Title: _____
Telephone No.: _____
Facsimile No.: _____
E-mail Address: _____

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7701-207216/A

qcn034

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-207216

QCN-9-42178

6.4.2.2 Technical Authority – DRDC-Valcartier

The Technical Authority for the Contract is:

(to be completed at contract award by PWGSC)

Name: _____

Title: _____

Telephone No.: _____

Facsimile No.: _____

E-mail Address: _____

The Technical 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 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.

6.4.3 Contractor's Representatives

Name and telephone number of the person responsible for :

(a) Contract Manager:

Name: _____

Title: _____

Telephone No.: _____

Facsimile No.: _____

E-mail Address: _____

(b) Delivery Follow up:

Name: _____

Title: _____

Telephone No.: _____

Facsimile No.: _____

E-mail Address: _____

6.5 Payment

6.5.1 Basis of Payment – Firm Unit and Lot Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit and lot prices, as specified in [Annex C](#) for a cost of \$_____ (to be completed at contract award by PWGSC). 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.

6.5.2 SACC Manual Clauses

Number	Date	Title
C2000C	2007-11-30	Taxes - Foreign-based Contractor https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C2000C/1
H1001C	2008-05-12	Multiple Payments https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/H/H1001C/2

6.6 Electronic Payment of Invoices – Contract

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

(to be completed at contract award by PWGSC).

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

6.7 Invoicing Instructions

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

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 Quebec, Canada.

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:
 - (i) 4001 (2015-04-01), Hardware Purchase, Lease and Maintenance;
 - (ii) 4003 (2010-08-16), Licensed Software; and
 - (iii) 4004 (2013-04-25), Maintenance and Support Services for Licensed Software;
- (c) the general conditions 2010A (2018-06-21), General Conditions - Goods (Medium Complexity);

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7701-207216/A

qcn034

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-207216

QCN-9-42178

-
- (d) Annex A, Requirement;
 - (e) Annex B, Minimum Performance Characteristics of Equipment;
 - (f) Annex C, Basis of Payment; and
 - (g) the Contractor's bid dated _____ (to be completed at contract award by PWGSC).

6.11 SACC Manual Clauses

Number	Date	Title
A9006C	2012-07-16	Defence Contract https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9006C/5
B1501C	2018-06-21	Electrical equipment https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/B/B1501C/2
G1005C	2016-01-28	Insurance - No Specific Requirement https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/G/G1005C/3

6.12 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid (DDP):

DRDC-Valcartier
2459 route de la Bravoure
Building 53
Quebec. Quebec, G3J 1X5, Canada

Incoterms 2010 for shipments from a commercial contractor.

ANNEX A - REQUIREMENT

A.1 Title

Smart Mouth Guards for the Monitoring of the Head Kinematics of Snipers.

A.2 Background

Recently, members of the CAF sniper community have expressed concerns regarding the effects of being repeatedly exposed to recoil from long-range rifles. Specifically, there is a concern that the high rate head kinematic that snipers experience during firing of a 0.50 caliber rifle might have a cumulative negative effect on their health. In order to assess the potential risk of developing a brain injury from the repeated firing of long-range rifles, the head kinematics of Snipers during a typical firing event needs to be characterized.

The Weapons Effects and Protection (WEP) section of DRDC recently undertook research work to quantify the head kinematics of snipers during the firing of a 0.50 caliber rifle. Direct measurements of head kinematics were successfully taken on two operators using prototype instrumented mouth guards developed in-house. The prototype mouth guards were custom-built for the operators based on individual teeth imprints obtained from a local dentist. The mouth guards were instrumented with a high-sensitivity 6 DOF accelerometer allowing the measurement of all 3 linear accelerations and all three rotational velocities. Indirect measurements of the head kinematics were also successfully taken from high-speed stereo-videography in order to confirm and validate the readings from the accelerometer. This pilot study allowed DRDC to confirm the applicability of the mouth guard method and to identify the technical requirements for a smart mouth guard to be capable of monitoring the head kinematics of a Sniper during the firing of long-range rifles. These technical requirements include, among other things: the sensors bandwidth, the sampling rate, the recording time and the data filtering scheme.

Unfortunately, the internally developed prototype mouth guards use very expensive instrumentation that requires cabling to be routed from the operator's mouth to a data acquisition system. It is not a suitable solution for carrying data collection at a shooting range on multiple shooters. In order to support a larger study for which 25+ snipers will be monitored throughout an extended period of time, DRDC needs to procure an integrated commercial device that meets the identified performance requirements while being wireless and more affordable. Also, because the identity of subjects of the future study will be known only shortly before the start of the study, it will be impossible to procure customized mouth guards for everyone. Therefore, DRDC seeks a commercial device that can be fitted by simple thermoforming of the mouth guard on the teeth of the user (Boil&bite process or equivalent).

In the context of future study, DRDC envisions that the mouth guards distributed to a given unit will be stored at their main training facility. The data collection and recharging of the mouth guards will be handled locally at the training facility. Therefore, there is also a requirement for a device which would be used for storage, data download and recharging. Training facilities may not have network connectivity.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7701-207216/A

qcn034

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-207216

QCN-9-42178

A.3 Requirement

DRDC wishes to acquire a total of 50 units of a commercially available smart mouth guard meeting a well-defined minimum performance characteristics. In addition, DRDC wished to acquire two storage cases that can be used for storing and charging the mouth guards at the shooting range.

- ✓ The products must meet all of the minimum performance characteristics of equipment described in Annex B.

A.4 Acronyms

DRDC	Defence Research and Development Canada
DOF	Degrees of Freedom
g	gravitational acceleration
kHz	Kilo Hertz
ms	milliseconds
rad/s	Radians per seconds
TBI	Traumatic Brain Injury

ANNEX B - MINIMUM PERFORMANCE CHARACTERISTICS OF EQUIPMENT

The minimum performance characteristics of equipment listed in this annex are, first and foremost, the minimum requirements and do not constitute an exhaustive list.

Any characteristics of equipment required for operation of the equipment and not described in this annex are an integral part of the equipment and their cost is included in the contract value.

Table of Annex B - Minimum Performance Characteristics of Equipment		
1	Smart Mouth Guards:	
1.1	Method of fitting	The fitting of the mouth guard on an operator must be achieved by heating a compliant material via immersion in hot water and thermoforming the material using the operator's teeth (i.e Boil and bite procedure).
1.2	Fitting procedure duration	The procedure for forming and fitting the mouth guard on an operator should not take more than 15 minutes.
1.3	Type of measurement	<u>Linear accelerations</u> on three orthogonal axis (x-y-z), and <u>angular velocities</u> around three orthogonal axis (x-y-z).
1.4	Range of measurement	Linear acceleration within a configurable range of $\pm 2g$ up to $\pm 16g$, and angular velocities within a minimum range of ± 20 rad/s.
1.5	Accuracy of measurement	Minimum accuracy of ± 0.16 g on linear acceleration and ± 0.2 rad/s on angular velocities.
1.6	Sampling rate	Minimum of 3 kHz on all quantity.
1.7	Activation threshold	The activation threshold must be configurable as a function of the selected range of measurement.
1.8	Recording time	At least 500 ms per event.
1.9	Capacity (memory)	Must have the capacity to save a minimum of 200 events in memory.

Table of Annex B - Minimum Performance Characteristics of Equipment		
1.10	Battery life	Minimum of 4 hours.
1.11	Activation switch	The mouth guard must be equipped with an in-mouth switch preventing the recording of events if the mouth guard is not worn by an operator.
1.12	Type of data	The raw data (unprocessed sensor data) and the post-processed data (Data filtered and migrated to the estimated center of gravity of the head) must be accessible through the data recovery process.
1.13	Data processing	Low-pass filter with a cut-off frequency of no less than 500 Hz for the linear acceleration, and no less than 50 Hz for the angular velocities.
1.14	Data recovery	Data recovery must be achievable via a bluetooth connection or a USB connection to a mobile device, a portable computer or a desktop computer.
1.15	Data recovery interface	Data recovery must be facilitated by a software, or app, with a graphical interface, and must be possible without access to an internet connection.
2	Accessories: Individual storage and charging casing.	
3	Centralized storage cases for charging and data download:	
3.1	Capacity	Must fit a minimum of 25 individual mouth guards in their individual casing.
3.2	Power	Casing must be powered (120 Volts) to allow recharging of the mouth guards that are stored.

W7701-207216/A

qcn034

W7701-207216

QCN-9-42178

ANNEX C - BASIS OF PAYMENT**C.1 Pricing**

- (a) Before submitting prices, please refer to clause **6.5 Payment** where it is mentioned, inter alia, that applicable taxes are not included in the prices.
- (b) In addition, refer to Annex A and B.
- (c) Please indicate the brand name and model of the products offered and complete the two last columns of the following table:

Table of Annex C – Basis of Payment					
Item	Description	Quantity	Unit	Firm Unit Price	Total
1	Smart mouth guards <ul style="list-style-type: none"> • Brand Name Offered: _____ • Model Offered: _____ 	50	each	\$	\$
2	Individual storage and charging casing <ul style="list-style-type: none"> • Brand Name Offered: _____ • Model Offered: _____ 	50	each	\$	\$

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7701-207216/A

qcn034

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-207216

QCN-9-42178

Table of Annex C – Basis of Payment					
Item	Description	Quantity	Unit	Firm Unit Price	Total
3	Centralized storage case for charging and data download <ul style="list-style-type: none">Brand Name Offered: _____Model Offered: _____	2	each	\$	\$
4	Delivery of all items <ul style="list-style-type: none">Goods delivered to the destination indicated in clause 6.12 Shipping Instructions - Delivery at Destination of this document.	1	lot	\$	\$
Contract Value:					\$

ANNEX D - MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified in this annex. Bidders must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

D.1 Mandatory Technical Criterion # 1 - Minimum Performance Characteristics of Equipment

Bidders must propose products meeting all minimum performance characteristics of equipment required in Annex B.

1. At the bid closing date, the offered products will be evaluated on the minimum performance characteristics of equipment listed in the table of this annex.
 - a) For some of the characteristics to evaluate, we ask Bidders to specify if the performance characteristics of their offered product are compliant or non-compliant.
 - b) For all other characteristics, we require that Bidders provide a proof of compliance. On these characteristics, simply stating that the offered product complies or that it meets the minimum performance characteristics of equipment is not enough.

To demonstrate that their products meet all the minimum performance characteristics of equipment, Bidders must submit bid, proofs of compliance:

- Proof of compliance is defined as a document, such as a brochure and/or technical literature and/or a user manual, and/or a drawing, and/or a blueprint, and/or a third party test report provided by a nationally and/or internationally recognized testing facility and/or a report generated by a nationally and/or internationally recognized third party software.

The proofs of compliance must provide sufficient detail and explanation to allow evaluation and demonstrate that the minimum performance characteristics of equipment are met.

2. Bidders should complete the last column of the table of this annex according to the Instructions to Bidders listed in the table. When proofs of compliance are required, Bidders should indicate where in the bid the reference material can be found, including the title of the technical documents, as well as the page numbers.

3. If the table in this annex is not completed by the Bidders, the bid evaluation team will use the technical documents attached to their bid to evaluate their products offered.

Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

Table of Annex D – Mandatory Technical Criteria					
Bidders must propose products meeting all minimum performance characteristics of equipment required in Annex B and reproduced word for word hereafter: ↓			To be completed by Bidders		
			Information about the product offered: ↓		
			Instructions to Bidders for each of the characteristics of the product offered:	Title and page of the technical documents:	
1	Smart Mouth Guards:				
1.1	Method of fitting	The fitting of the mouth guard on an operator must be achieved by heating a compliant material via immersion in hot water and thermoforming the material using the operator's teeth (i.e Boil and bite procedure).	Please specify if compliant or non-compliant; if non-compliant, specify on what?	YES ___ compliant NON ___ compliant	
1.2	Fitting procedure duration	The procedure for forming and fitting the mouth guard on an operator should not take more than 15 minutes.	Please specify if compliant or non-compliant; if non-compliant, specify on what?	YES ___ compliant NON ___ compliant	
1.3	Type of measurement	<u>Linear accelerations</u> on three orthogonal axis (x-y-z), and <u>angular velocities</u> around three orthogonal axis (x-y-z).	Provide <u>proof of compliance</u> as required in mandatory technical criterion D.1	Title: _____ Page: _____	
1.4	Range of measurement	Linear acceleration within a configurable range of ± 2g up to ± 16g, and angular velocities within a minimum range of ± 20 rad/s.	Provide <u>proof of compliance</u> as required in mandatory technical criterion D.1	Title: _____ Page: _____	

W7701-207216/A

qcn034

W7701-207216

QCN-9-42178

Table of Annex D – Mandatory Technical Criteria

			To be completed by Bidders	
			Information about the product offered: ↓	
Bidders must propose products meeting all minimum performance characteristics of equipment required in Annex B and reproduced word for word hereafter: ↓			Instructions to Bidders for each of the characteristics of the product offered:	Title and page of the technical documents:
1.5	Accuracy of measurement	Minimum accuracy of ± 0.16 g on linear acceleration and ± 0.2 rad/s on angular velocities.	Provide <u>proof of compliance</u> as required in mandatory technical criterion D.1	Title: _____ Page: _____
1.6	Sampling rate	Minimum of 3 kHz on all quantity.	Provide <u>proof of compliance</u> as required in mandatory technical criterion D.1	Title: _____ Page: _____
1.7	Activation threshold	The activation threshold must be configurable as a function of the selected range of measurement.	Provide <u>proof of compliance</u> as required in mandatory technical criterion D.1	Title: _____ Page: _____
1.8	Recording time	At least 500 ms per event.	Provide <u>proof of compliance</u> as required in mandatory technical criterion D.1	Title: _____ Page: _____
1.9	Capacity (memory)	Must have the capacity to save a minimum of 200 events in memory.	Provide <u>proof of compliance</u> as required in mandatory technical criterion D.1	Title: _____ Page: _____
1.10	Battery life	Minimum of 4 hours.	Provide <u>proof of compliance</u> as required in mandatory technical criterion D.1	Title: _____ Page: _____

Table of Annex D – Mandatory Technical Criteria

		To be completed by Bidders		
		Information about the product offered: ↓		
Bidders must propose products meeting all minimum performance characteristics of equipment required in Annex B and reproduced word for word hereafter: ↓		Instructions to Bidders for each of the characteristics of the product offered:	Title and page of the technical documents:	
1.11	Activation switch	The mouth guard must be equipped with an in-mouth switch preventing the recording of events if the mouth guard is not worn by an operator.	Please specify if compliant or non-compliant; if non-compliant, specify on what?	YES ___ compliant NON ___ compliant
1.12	Type of data	The raw data (unprocessed sensor data) and the post-processed data (Data filtered and migrated to the estimated center of gravity of the head) must be accessible through the data recovery process.	Please specify if compliant or non-compliant; if non-compliant, specify on what?	YES ___ compliant NON ___ compliant
1.13	Data processing	Low-pass filter with a cut-off frequency of no less than 500 Hz for the linear acceleration, and no less than 50 Hz for the angular velocities.	Provide <u>proof of compliance</u> as required in mandatory technical criterion D.1	Title: _____ Page: _____
1.14	Data recovery	Data recovery must be achievable via a bluetooth connection or a USB connection to a mobile device, a portable computer or a desktop computer.	Please specify if compliant or non-compliant; if non-compliant, specify on what?	YES ___ compliant NON ___ compliant

Table of Annex D – Mandatory Technical Criteria

Table of Annex D – Mandatory Technical Criteria				
Bidders must propose products meeting all minimum performance characteristics of equipment required in Annex B and reproduced word for word hereafter: ↓			To be completed by Bidders	
			Information about the product offered: ↓	
			Instructions to Bidders for each of the characteristics of the product offered:	Title and page of the technical documents:
1.15	Data recovery interface	Data recovery must be facilitated by a software, or app, with a graphical interface, and must be possible without access to an internet connection.	Please specify if compliant or non-compliant; if non-compliant, specify on what?	YES ___ compliant NON ___ compliant
2	Accessories: Individual storage and charging casing.		Please specify if compliant or non-compliant; if non-compliant, specify on what?	YES ___ compliant NON ___ compliant
3	Centralized storage cases for charging and data download:			
3.1	Capacity	Must fit a minimum of 25 individual mouth guards in their individual casing.	Please specify if compliant or non-compliant; if non-compliant, specify on what?	YES ___ compliant NON ___ compliant
3.2	Power	Casing must be powered (120 Volts) to allow recharging of the mouth guards that are stored.	Please specify if compliant or non-compliant; if non-compliant, specify on what?	YES ___ compliant NON ___ compliant

Solicitation No. - N° de l'invitation

W7701-207216/A

Client Ref. No. - N° de réf. du client

W7701-207216

Amd. No. - N° de la modif.

File No. - N° du dossier

QCN-9-42178

Buyer ID - Id de l'acheteur

qcn034

CCC No./N° CCC - FMS No./N° VME

ANNEX E - 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);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only).

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7701-207216/A

qcn034

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-207216

QCN-9-42178

ANNEX F - ORIGINAL EQUIPMENT MANUFACTURER (OEM) CERTIFICATION FORM

Original Equipment Manufacturer (OEM) Certification Form	
This confirms that the original equipment manufacturer (OEM) identified below has authorized the Bidder named below to provide and maintain its products under any contract resulting from the bid solicitation identified below.	
Name of OEM	
Signature of authorized signatory of OEM:	
Print Name of authorized signatory of OEM:	
Print Title of authorized signatory of OEM:	
Address for authorized signatory of OEM:	
Telephone no. for authorized signatory of OEM:	
Fax no. for authorized signatory of OEM:	
Date signed:	
Solicitation Number:	
Name of Bidder:	

ANNEX G - PRESENTATION OF YOUR BID

G.1 Check List

Below is a checklist of the contents of your bid. This list is not an exhaustive list; it remains the Bidder's responsibility to prepare its bid in accordance with the instructions contained in the Request For Proposal (RFP) and provide a comprehensible and sufficiently detailed bid, including all requested pricing details that will permit a complete evaluation in accordance with the criteria set out in the RFP.

Table of Annex G - Presentation of Your Bid	
Pagination of <u>Document 1 of 2</u> (document of only 1 page)	
Page 1	Bidders should include with their bid, the first sheet of this RFP properly completed and signed. Refer to 2003 Standard Instructions mentioned in clause 2.1 Standard Instructions, Clauses and Conditions .
Pagination of <u>Document 2 of 2</u> (document of 34 pages)	
Page 5	Bidders must submit their bid only to the address indicated in clause 2.2 Submission of Bids .
Page 10	Bidders must pay attention on how bids will be evaluated and the winning bid selected. Refer to Part 4 - Evaluation Procedures and Basis of Selection
Page 11	<u>Applicable only if an offence has been committed</u> Bidders must provide with their bid the required documentation as indicated Clause 5.1.1 Integrity Provisions - Declaration of Convicted Offences .
Page 11	Bidders must provide with their bid or promptly thereafter a list of names as indicated in clause 5.2.1 Integrity Provisions - Required Documentation . ➤ Please refer to section " 17. Information to be provided when bidding, contracting or entering into a real property agreement " of the following Web site: http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7701-207216/A

qcn034

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-207216

QCN-9-42178

Table of Annex G - Presentation of Your Bid	
Pages 12 and 32	Bidders must read Certification 5.2.3 OEM Certification and should include with their bid, Annex F - Original Equipment Manufacturer (OEM) Certification Form duly completed.
Page 16	Bidders should submit with their bid, clause 6.4.3 Contractor's Representatives duly completed.
Pages 24 and 25	Bidders must include with their bid, Annex C - Basis of Payment duly completed.
Pages 26 to 30	Bidders must include with their bid, the necessary documentation to support compliance with the mandatory technical criteria and should include with their bid, Annex D - Mandatory Technical Criteria duly completed.
Page 31	Bidders should submit with their bid, Annex E - Electronic Payment Instruments duly completed.