



National Defence  
National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Défense nationale  
Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

**REQUEST FOR PROPOSAL /  
DEMANDE DE PROPOSITION**

**RETURN BIDS TO /  
RETOURNER LES SOUMISSIONS À**

Director Services Contracting 4  
(D Svcs C)

Attention: Rob Best, Senior Procurement Officer

By email to:  
[DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca](mailto:DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca)

**Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à: Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

Comments – Commentaires

**THIS DOCUMENT DOES NOT CONTAIN A  
SECURITY REQUIREMENT**

**CE DOCUMENT NE CONTIENT  
AUCUNE EXIGENCE EN MATIÈRE DE  
SÉCURITÉ**

**Solicitation Closes /  
L'invitation prend  
fin:**

At / à : 2:00 PM EST

On / le : 10 March 2020

<b>Title / Titre:</b> Mail Room Equipment (Furniture)	<b>Solicitation No / No de l'invitation:</b> W6369-20-X034
<b>Date of Solicitation / Date de l'invitation:</b> 28 January 2020	
<b>Address Enquiries to – Adresser toutes questions à:</b> Rob Best by email to: <a href="mailto:Robert.Best@forces.gc.ca">Robert.Best@forces.gc.ca</a>	
<b>Telephone No. / N° de téléphone:</b>	<b>FAX No / No de fax:</b>
<b>Destination:</b> National Defence Headquarters 101 Colonel By Drive Ottawa, Ontario K1A 0K2	

**Instructions:**

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

**Instructions:**

Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente.

<b>Delivery required / Livraison exigée:</b>	<b>Delivery offered / Livraison proposée:</b>
<b>Vendor Name and Address / Raison sociale et adresse du fournisseur:</b>	
<b>Name and title of person authorized to sign on behalf of vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie):</b>	
<b>Name / Nom:</b> _____	<b>Title / Titre:</b> _____
<b>Signature:</b> _____	<b>Date:</b> _____

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirement**

There is no security requirement associated with this bid solicitation.

### **1.2 Statement of Work**

The Contractor must provide the items as detailed in the Statement of Work at Annex "A".

### **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.

## **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, with the following modifications:

- a) Section 2, Procurement Business Number is deleted in its entirety.
- b) Section 5, Submission of Bids – Subsection 2(d) is amended as follows:
  - i) Send its bid only to DND / D Svcs C as specified on page 1 of the bid solicitation.
- c) Section 6, Late Bids is deleted in its entirety.
- d) Section 7, Delayed Bids is deleted and replaced by:
  - i) It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- e) Section 08, Transmission by facsimile is deleted in its entirety.
- f) Section 20, Further Information is deleted in its entirety.

### **2.2 Submission of Bids**

Bids must be submitted only to DND / D Svcs C by the date and time indicated on page 1 of the bid solicitation.

### **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**

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid - one (1) soft copy submitted by email,

Section II: Financial Bid - one (1) soft copy submitted by email,

Section III: Certifications - one (1) soft copy submitted by email.

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 their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (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) (<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.

#### **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 Annex "B", Basis of Payment. The total amount of Applicable Taxes must be shown separately.

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" to Part 3 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.

### 3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06) Exchange Rate Fluctuations

### 3.1.3 Electronic Submissions

**Electronic Submissions:** Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Department of National Defence (DND) e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. DND will confirm receipt of documents. It is the responsibility of the Bidder to ensure that its entire submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing date and time to submit their bid and for DND to confirm receipt. Bid documents received after the closing date and time will not be accepted.

### Section III: Certifications

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

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### ATTACHMENT 1 to PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid its quoted all-inclusive rate (in Can \$).

The inclusion of volumetric data in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Item/Task	Description	Qty.	Price
3.1.1	Mail sorting tables and shelving	17	\$
3.1.2	Wrapping / Packing table	1	\$
Shipping and Handling of all items			\$
Installation of all items			\$
<b>Total Evaluated Price (Applicable Taxes extra)</b>			\$

B. Option period (if exercised):

Item/Task	Description	Qty.	Price
3.1.1	Mail sorting tables and shelving	8	\$
3.1.2	Wrapping / Packing table	1	\$
Shipping and Handling of all items			\$
Installation of all items			\$
<b>Total Evaluated Price (Applicable Taxes extra)</b>			\$



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## 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

	<b>Mandatory Evaluation Criteria</b>	<b>Instructions to Bidders</b>
	The Bidder must demonstrate in its proposal, that its proposed Mail Room Equipment meets all requirements listed below.	The Bidder must demonstrate compliance by providing:
<b>MC1</b>	The proposed Mail Room Equipment (Furniture) must meet all of the specifications listed in the Statement of Work (SOW), located in Annex "A", Section 3.1.	The Bidder must provide complete product literature (which may include, but is not limited to, pictures, drawings, pamphlets, and specification guides) describing their products' specifications.

#### 4.1.2 Financial Evaluation

1. The price of the bid will be evaluated as follows:
  - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
  - b. Foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
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. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
4. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

## 4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price 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 property 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.

## 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

There is no security requirement applicable to the Contract.

### 6.2 Statement of Work

The Contractor must provide the items as detailed in the Statement of Work 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 the Contract to 24 months after contract award.

#### 6.4.2 Delivery Date

All items described in Annex "A", Section 2.1, must be received within 60 days following contract award.

#### 6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option, under the same conditions stated in the Contract, to acquire up to a maximum of eight (8) items as described in Annex "A", Section 3.1.1 of the Statement of Work and up to a maximum of one (1) item as described in Annex "A", Section 3.1.2 of the Statement of Work.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administration purposes only, through a Contract amendment.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is: (to be specified in resulting contract)

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

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Title: \_\_\_\_\_  
Directorate: \_\_\_\_\_  
Address: National Defence Headquarters  
Attention: \_\_\_\_\_  
Colonel By Drive  
Ottawa, Ontario  
K1A 0K2  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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: (to be specified in resulting contract)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: National Defence Headquarters  
Attention: \_\_\_\_\_  
Colonel By Drive  
Ottawa, Ontario  
K1A 0K2  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
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.

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

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

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

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

### **6.6.2 Single Payment**

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

### **6.6.3 SACC Manual Clauses**

SACC Manual Clause C2000C (2007-11-30), Taxes - Foreign-based Contractor

SACC Manual Clause C2605C (2008-05-12), Canadian Customs Duties and Sales Tax – Foreign-based Contractor

SACC Manual Clause C2608C (2019-05-30), Canadian Customs Documentation

### **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);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## **6.7 Invoicing Instructions**

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.

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; and
- 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**

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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 Ontario.

## 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", Statement of Work;
- (d) Annex "B", Basis of Payment; and
- (e) the Contractor's bid dated \_\_\_\_\_.

## 6.11 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

## 6.12 SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11) Government Site Regulations

SACC Manual clause D0018C (2007-11-30) Delivery and Unloading

SACC Manual clause D2025C (2017-08-17) Wood packaging materials

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

## 6.13 Shipping Instructions

SACC Manual clause D0035C (2018-06-21), Shipping Instructions (Department of National Defence) – Foreign-based Contractor

[OR]

SACC Manual clause D0037C (2016-01-28), Shipping Instructions (Department of National Defence) – Canadian-based Contractor

## 6.14 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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**ANNEX "A"**  
**STATEMENT OF WORK**

**1.0 SCOPE**

**1.1 Purpose**

The purpose of this Statement of Work (SOW) is to describe the requirements and work effort required from the Contractor by The Department of National Defence (DND) for the supply and installation of the Mail Room Equipment (Furniture).

**1.2 Background**

The Canadian Forces Support Unit Ottawa (CFSU(O)) Mail Services is mandated to provide mail services to DND employees located in the various buildings throughout the National Capital Region (NCR). Mail Services recently relocated to the Carling Campus and is required to increase their sorting capabilities and update their courier packaging processes.

**1.3 List of Acronyms and Abbreviations**

Abbreviation	Description
DND	Department of National Defence
CFSU (O)	Canadian Forces Support Unit (Ottawa)
SVC	Service Centre
NCR	National Capital Region

**2.0 GENERAL REQUIREMENTS**

**2.1 Scope of Work**

2.1.1 The Contractor must supply and install the following:

2.1.1.1 Seventeen (17) mail sorting tables with shelving; and

2.1.1.2 One (1) wrapping / packing table.

**3.0 TASKS**

**3.1 Design and Installation:**

3.1.1 The Contractor must supply and install seventeen (17) mail sorting tables with shelving that meet the following specifications:

3.1.1.1 Each table must be 68 inches in length;

3.1.1.2 Each table must be 33 inches in depth;

3.1.1.3 Each table must have five (5) shelving columns that can accommodate no less than 55 mail slots;

3.1.1.4 Each table must have a 13 inch riser from the table to the mail slots to accommodate mail baskets;



- 3.1.1.5 Each table must have an open shelf underneath (no doors);
  - 3.1.1.6 Each table must be capable of height adjustment as per Workplace 2.0;
  - 3.1.1.7 Each table must have overhead plastic displayers capable of accommodating 8 1/2 x 14 inch sheets of paper;
  - 3.1.1.8 Shelving must be constructed of wire mesh; and
  - 3.1.1.9 Shelving must be adjustable.
- 3.1.2 The Contractor must supply and install one (1) wrapping / packing table that meets the following specifications:
- 3.1.2.1 The wrapping / packing table must be 68 to 72 inches in length;
  - 3.1.2.2 The wrapping / packing table must be 33 to 36 inches in depth;
  - 3.1.2.3 The wrapping / packing table must have overhead carton storage;
  - 3.1.2.4 The wrapping / packing table must have a wrapping paper holder with rotary shear cutter;
  - 3.1.2.5 The wrapping / packing table must have no less than two (2) storage compartments for assorted mailroom tools / supplies; and
  - 3.1.2.6 The wrapping / packing table must be capable of height adjustment as per Workplace 2.0.
- 3.1.3 The Contractor must remove all packaging material and leave the area clean once installation is complete.

#### **4.0 Constraints**

- 4.1 The Contractor must install the items detailed within this SOW sections 3.1.1 and 3.1.2 during normal working hours (Monday to Friday, 07:00 hrs – 16:00 hrs).
- 4.2 The Contractor must supply all tools necessary to install the items listed in sections 3.1.1 and 3.1.2 of this SOW.

#### **5.0 Location of Work**

All items must be installed at the Service Centre (SVC) located at Carling Campus, 60 Moodie Drive, Ottawa, Ontario.

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**ANNEX "B"**

**BASIS OF PAYMENT**

The Contractor will be paid in accordance with the following:

<b>Item/Task</b>	<b>Description</b>	<b>Qty.</b>	<b>Price</b>
3.1.1	Mail sorting tables and shelving	17	\$
3.1.2	Wrapping / Packing table	1	\$
Shipping and Handling of all items			\$
Installation of all items			\$
<b>Total Estimated Price (Applicable Taxes extra)</b>			\$

B. Option period (if exercised):

<b>Item/Task</b>	<b>Description</b>	<b>Qty.</b>	<b>Price</b>
3.1.1	Mail sorting tables and shelving	8	\$
3.1.2	Wrapping / Packing table	1	\$
Shipping and Handling of all items			\$
Installation of all items			\$
<b>Total Estimated Price (Applicable Taxes extra)</b>			\$

**ANNEX "C" to PART 3 OF THE BID SOLICITATION**  
**ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts the following Electronic Payment Instrument:

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