



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid

Receiving - PWGSC

Voir dans le document/

See herein

NA

Québec

NA

INVITATION TO TENDER

APPEL D'OFFRES

**Tender 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.

Soumission 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 et 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

TPSGC/PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet Document Drop Boxes	
Solicitation No. - N° de l'invitation G9292-216091/A	Date 2020-10-06
Client Reference No. - N° de référence du client G9292-216091	GETS Ref. No. - N° de réf. de SEAG PW-\$QCN-040-18003
File No. - N° de dossier QCN-0-43106 (040)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-10-22	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Beaupré, Patrick	Buyer Id - Id de l'acheteur qcn040
Telephone No. - N° de téléphone (418) 572-5246 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: EMPLOI ET DEVELOPPEMENT SOCIAL CANADA Québec 100 Highway 138 Donnacona Québec G3M1B5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée Voir Doc.	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

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The requirement is detailed under Article 6.2 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 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>) 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 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

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

PWGSC Québec Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

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. <https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect>

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

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 Quebec.

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

2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically 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: Financial Bid
Section II: Certifications

Bids transmitted by facsimile or hardcopy will not be accepted.

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

Section I: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section II: 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 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) DESTINATION Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on a DDP basis.

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.

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5.2.3 Spec sheet of the proposed product

The Bidder must provide a spec sheet of the proposed product, minimally detailing materials, dimensions and an image/drawing of the product.

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 Requirement

The Contractor must provide document drop boxes in accordance with the Requirement at Annex A.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010A](#) (2020-05-28), 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 date of Contract to 18 weeks later, inclusively.

6.4.2 Delivery Date

All the deliverables must be received on or before the delivery dates specified at Annex A of the Contract.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Patrick Beaupré
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Telephone: 418-649-2817
Facsimile: 418-648-2209
E-mail address: Patrick.beaupre@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not

perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Technical Authority (will be filled upon award)

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

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

Name: _____

Title: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices, as specified in Annex B for a cost of \$ _____.
(will be filled upon 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 Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 Terms of Payment

H1001C (2008-05-12) Multiple Payments

6.6.3 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);

6.7 Invoicing Instructions

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

6.8 Certifications and Additional Information

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.

6.11 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;
- (c) the general conditions 2010A (2020-05-28), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____. (will be filled upon award)

6.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

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- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX A - REQUIREMENT

DOCUMENT DEPOSIT BOXES

1. INTRODUCTION

This statement identifies a need for document drop boxes for all Service Canada centers (SCCs) for the Quebec region in connection with Covid-19.

2. CONTEXT

In the situation of Covid-19, we want to decrease customer traffic in our SCCs. The use of document drop boxes will help reduce the spread of Covid-19, as citizens will have to leave their documentation at the entrance of the offices. Also, it would avoid queues of citizens at our offices, as well as having to go inside the offices.

3. GLOSSARY OF TERMS

Here is the meaning of the terms used in this document:

<i>Term</i>	<i>Definition</i>
SCC	Service Canada Centres
H	Height
D	Depth
W	Width
ga	Caliber (gauge)

4. DELIVERABLES

- 50 boxes for CSCs across Quebec (one box per CSC);
- 31 boxes for the Montreal regional warehouse (Bel-Air street).

5. PRODUCT REQUIREMENTS - CHARACTERISTICS

Here are the details of the product features:

<i>Box Dimensions:</i>	20in to 24in D x 12in to 14in W x 13in to 16in H;
<i>Height with legs:</i>	27in to 36in H;
<u><i>Minimum</i></u>	
<i>Opening dimensions:</i>	1 inch high and 12 inches wide;
<i>Metal thickness:</i>	18 ga;
<i>Weight:</i>	60 lbs or less;
<i>Material:</i>	steel with black anti-rust paint;
<i>Construction:</i>	The box must be welded;
<i>Locking:</i>	Lock with keys (3 keys must be supplied with the box);
<i>Safety:</i>	There must be an anti-fishing bulkhead inside to prevent anyone from trying to get their hands in it;
<i>Protection:</i>	Boxes do not need fire protection. They must be on legs and protected against water infiltration;
<i>Anchoring:</i>	Must be designed to allow it to be screwed into the ground. The supplier must provide anchors in order to bolt them as needed;

6. DELIVERY

Deadline:

- Boxes for the various CSCs: at the latest **4 weeks** after contract award.
- Boxes for the Montreal warehouse: no later than **6 weeks** after contract award.

Packaging:

Each drop box must be individually wrapped to facilitate their shipment from the warehouse to the other offices.

Delivery Addresses:

Addresses of the different SCCs (one box per SCC)		
Alma APS 100, Ave Saint-Joseph Sud, Alma, Québec, G8B 7A6	Granby APS 82, rue Robinson Sud, Granby, Québec, J2G 7L4	Sainte-Agathe-des-Monts APS 118, rue Principale Est, Sainte- Agathe-des-Monts, QC, J8C 1K1
Amos APS 502, 4e Rue Est, Amos, Québec, J9T 1Y4	Joliette APS 46, rue Gauthier Sud, Joliette, Québec, J6E 4J4	Sainte-Anne-des-Monts APS 230, 1ère ave Ouest, Sainte-Anne- des-Monts, Québec, G4V 1E2
Asbestos APS 309, rue Chassé, Asbestos, Québec, J1T 2B4	La Malbaie APS 541, rue Saint-Étienne La Malbaie, Québec, G5A 1J3	Sainte-Foy APS 3229, ch. des Quatre-Bourgeois, Sainte-Foy, Québec, G1W 0C1
Baie Comeau APS 300, boulevard La Salle, Baie-Comeau, Québec, G4Z 2K2	La Pocatière APS 708, 4e Avenue, bureau 103, La Pocatière, Québec, G0R 1Z0	Sainte-Thérèse APS 100, boul. Ducharme - Bureau 130, Sainte-Thérèse, Québec, J7E 1X2
Campbell's Bay APS 2 John Street, Campbell's Bay, Québec, J0X 1K0	La Sarre APS 319, rue Principale, La Sarre, Québec, J9Z 1Z4	Saint-Eustache APS 250, boul. Arthur-Sauvé, Saint-Eustache, Québec, J7R 2H9
Causapscal APS 8, rue Saint-Jacques Nord, Causapscal, Québec, G0J 1J0	La Tuque APS 290, Rue Saint-Joseph, La Tuque, Québec, G9X 3Z8	Saint-Léonard APS 6020, rue Jean-Talon Est, Montréal, Québec, H1S 3B1
Chandler APS 75, boulevard René-Lévesque Est, Chandler, Québec, G0C 1K0	Lac Mégantic APS 5500, rue Frontenac, Lac-Mégantic, Québec, G6B 1H5	Senneterre APS 761, 10e avenue, Senneterre, Québec, J0Y 2M0
Chateauguay APS 245, boul. Saint-Jean-Baptiste, Chateauguay, Québec, J6K 3C3	Louiseville APS 507, rue Marcel, Louiseville, Québec, J5V 1N1	Shawinigan APS 444, 5e rue de la Pointe, Shawinigan, Québec, G9N 1E6
Chibougamau APS 623, 3e Rue, Chibougamau, Québec, G8P 3A2	Magog APS 1700, Rue Sherbrooke, Magog, Québec, J1X 5B4	Sorel-Tracy APS 101, rue Augusta, Sorel, Québec, J3P 1A8
Chisasibi APS 457, Rue Wolverine, Chisasibi, Québec, J0M 1E0	Maniwaki APS 100, rue Principale Sud, Maniwaki, Québec, J9E 3L4	Terrebonne APS 835, montée Masson Terrebonne, Québec, J6W 2C7
Coaticook APS 289, rue Baldwin, Coaticook, Québec, J1A 2A2	Matane APS 750, avenue du Phare Ouest, Matane, Québec, G4W 3W8	Thetford Mines APS 350, boulevard Frontenac Ouest, Thetford-Mines, Québec, G6G 6N7
Côte-des-Neiges APS 5160, Boul. Décarie, Montréal, Québec, H3X 2H9	Mistissini APS 32, Rue Amisk, Mistissini, Québec, G0W 1C0	Valleyfield APS 63, Rue Champlain, Salaberry-de- Valleyfield, Québec, J6T 1W4
Cowansville APS 224, rue du Sud, Cowansville, Québec, J2K 2X4	Mont-Laurier APS 431, rue de la Madone, Mont-Laurier, Québec, J9L 1S1	Vaudreuil-Dorion APS 2555, rue Dutrisac, Vaudreuil-Dorion, Québec, J7V 7E6

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Dolbeau APS 1400, rue Des Érables, Dolbeau- Mistassini, Québec, G8L 2W7	Montmagny APS 37, avenue Sainte-Brigitte Sud, Montmagny, Québec, G5V 2Y3	Verdun APS 4110, rue Wellington, Montréal, Québec, H4G 1V7
Donnacona APS 100, route 138, Donnacona, Québec G3M 1B5	New Richmond APS 152, boul. Perron Ouest, New Richmond, Québec, G0C 2B0	Victoriaville APS 84, boul. Labbé Sud, Victoriaville, Québec, G6S 1K4
Forestville APS 25, route 138 Est, bureau 800, Forestville, Québec, G0T 1E0	Rivière-du-Loup APS 298, boul. Armand-Thériault, Rivière-du-Loup, Québec, G5R 4C2	Ville-Marie APS 69B, rue Ste-Anne, Ville-Marie, Québec, J9V 2B6
Gatineau - Hull-Aylmer 210, Rue Champlain, Gatineau, Québec, J8X 3R5	Roberval APS 755, boul. Saint-Joseph, Roberval, Québec, G8H 2L4	

Address of Montreal Warehouse
Montreal Warehouse 740 740, rue Bel-Air, Montréal, Québec, H4C 2K3

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ANNEX B –BASIS OF PAYMENT

ITEM	DESCRIPTION	QUANTITY	FIRM UNIT PRICE	LINE COST
1	Document drop boxes, as described in Annex A (including shipping, handling and all other fees)	81	\$	\$
TOTAL (CAD) (excluding applicable taxes)				\$