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M2989-211019/A
Client Ref. No. - N° de réf. du client
M2989-211019

Amd. No. - N° de la modif.
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Buyer ID - Id de l'acheteur
van592
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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, the Evaluation Criteria, Reporting Requirement and any other annexes

1.2 Summary

1.2.1 The Royal Canadian Mounted Police (RCMP) has a requirement for Robotic Total Stations (robotic laser transits) on an as and when requested basis. The purpose of this Request for Standing Offer (RFSO) is to establish a standing offer for delivery of goods to RCMP EHQ, Surrey, BC over an initial period of approximately two years from Contract Award until March 31st, 2022 with an option to extend for two additional one-year periods.

The estimated usage is 6 units for the first year and an estimate of 10 units for every other year. Actual usage can vary.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canadian Free Trade Agreement (CFTA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) and the Bilateral Free Trade Agreements with Canada-Chile, Canada-Columbia, Canada-Honduras, Canada-Korea, Canada-Panama, Canada-Peru and Canada-Ukraine.

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This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers 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 RFSO:

PWGSC Pacific Region Bid Receiving Unit

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address:
TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Offers 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 Instruction [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

It is the Offeror'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 Request for Standing Offers closing date.

Transmission of offers by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 8 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- The Offeror must submit its offer electronically in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

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

Offers transmitted by facsimile or hardcopy will not be accepted.

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex "B" - Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "C" - 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 Fluctuation

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex "D" – Evaluation Criteria

4.1.2 Financial Evaluation

The financial evaluation table in Annex "B" will be used for the financial evaluation.

4.1.2.1 Evaluation of Price - Canadian/Foreign Offerors

SACC Manual Clause [M0222T](#) (2016-01-28), Evaluation of Price-Canadian/Foreign Bidders

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria Only

SACC Manual Clause [M0031T](#) (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer 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 Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 OEM Certification

As part of the evaluation, Canada requires OEM Certifications for the Robotic Total Stations being bid. If the Bidder is itself the OEM, it must provide the certification entitled “OEM Certification – Bidder is the OEM of Products Offered”. If the Bidder is not the OEM, it must provide the certification entitled “OEM Certification – Bidder is not the OEM of Products Bid”. If the Bidder is bidding products from multiple OEMs, a separate certification must be provided in respect of each OEM.

OEM Certification – Bidder is the OEM of Products Bid	
On behalf of the Bidder, I certify that the Bidder is itself the OEM of the products being offered in response to the Solicitation identified below.	
Solicitation Number	M2989-211019
Name of Bidder	
Signature of Bidder's Authorized Representative	
Name of Bidder's Authorized Representative	
Date Signed	
If this Certification is limited to specific products or specific services, please provide details	

Note for Joint Venture Bidder: Where one of the members of the joint venture is the OEM, then this certification is required to be signed by that member of the joint venture.

OEM Certification – Bidder is not the OEM of Products Bid	
The OEM identified below authorizes the Bidder named below to provide its products and provide warranty service in relation to those products under the Contract issued as a result of the Solicitation identified below.	
Name of OEM	
Address of OEM	
Name of OEM's Authorized Representative	
Title of OEM's Authorized Representative	
Telephone Number of OEM's Authorized Representative	
Fax Number of OEM's Authorized Representative	
Signature of OEM's Authorized Representative	
Date Signed	
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Name of Bidder	
If this Certification is limited to specific products or specific services, please provide details	

Note for Joint Venture Bidders: Certifications made by the OEM must name (as the Bidder) ALL members of the joint venture Bidder that will be involved in delivering or servicing that OEM's equipment in the performance of the Work, or the joint venture itself must be named (if the joint venture has been given a name).

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "E" – Reporting Requirement. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a *quarterly basis* to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 14 calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Standing Offer Award to March 31st, 2022.

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6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two one year periods, from April 1st, 2022 to March 31st, 2024 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 14 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Thomas Leboeuf
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
800 Burrard Street, Room 219
Vancouver, British Columbia, V6Z 0B9
Canada

Telephone: 604-671-2613
E-mail: thomas.leboeuf@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Technical Authority

The Technical Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

6.5.3 Offeror's Representative

The Contractor's Representative for the Contract is:

Name:

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: RCMP "E" Division Procurement Office.

6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

6.9 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the supplemental general conditions 4001 (2015-04-01). Hardware Purchase, Lease and Maintenance
- e) the general conditions 2010A (2020-05-28), General conditions: Goods (medium complexity ;
- f) Annex "A", Requirement;
- g) Annex "B", Basis of Payment;
- h) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

6.10 Certifications and Additional Information

6.10.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.11 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

6.12 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

2010A (2020-05-28), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Insert the following clause when payment by credit cards is accepted by the Offeror.

Section _____ (insert section number) Interest on Overdue Accounts, of _____ (insert the number, date and title of applicable general conditions) will not apply to payments made by credit cards.

6.2.2 Supplemental General Conditions

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

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive. (**fill in end date of the period**)

6.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

6.4 Payment

6.4.1 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(s)*, as specified in Annex "B" for a cost of \$ _____ (insert the amount 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 Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.4.2 Single Payment

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

6.4.3 SACC Manual Clauses

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

6.4.4 Electronic Payment of Invoices – Call-up

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)

6.5 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.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
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.

6.6 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

6.7 SACC Manual Clauses

SACC Manual clause B7500C (2006-06-16), Excess Goods

6.8 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.
- (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

Robotic Total Stations

1.0 Scope

1.1 Objective

RCMP has a requirement for Robotic Total Stations (robotic laser transits). RCMP's intention is to establish a standing offer for delivery of goods to its headquarters in Surrey BC over a period of 2 years, with an optional two, one year options, so that goods can be ordered on an as and when requested basis.

1.2 Background

The RCMP's Collision Analysis and Reconstruction Service provides forensic support to operational units across British Columbia to assist in determining causal factors related to serious collisions. To complete this work members rely on highly accurate measurements obtained at collision scenes, where the scope of accuracy can only be accomplished with the use of various survey instruments. All collision analysts and Reconstructionists in the province are trained in the use of various survey tools which includes the use of Robotic Total Stations. Due to the vast coverage areas, most collision scenes are attended by a single Reconstructionist. This entails that any survey equipment utilized at the scenes also be capable of single person operation which can be accomplished through the use of Robotic Total Stations.

2.1 Requirements

All Robotic Total Stations must meet the following minimum requirements:

Item	Description
1	Measurement Head
1.1	Must have a minimum environmental operating air temperature range of -20°C to +50°C
1.2	Instrument must meet required industry standard of minimum angular accuracy (ISO 17123-3:2001) of 3.0"
1.3	Must have a minimum robotic rotation speed of 40°/second or better
1.4	Must be able to measure both reflectorless, as well as through the use of a prism.
1.5	Must have a distance measurement accuracy to a prism, in a standard measurement mode of 5mm + 2ppm or better
1.6	Must have a minimum prism measurement distance of 2m or less and a minimum reflectorless measuring distance of 1.50 meters or less
1.7	Must have a distance measurement speed of 1 to 3 seconds or better (Prism and Reflectorless)

1.8	Instrument must measure up to 500m to a Kodak Gray Card (white side) reflectorless
1.9	Must have a functional Prism working distance of 500m
1.10	Must support auto tracking to a range of 500m or better
1.11	Must have onboard data collection software which allows the user to collect survey data at the instrument.
1.12	Must have a telescope magnification of 30x or better
1.13	Must have a "find prism" feature if auto tracking is interrupted
1.14	Must have a red laser pointer for targeting that can be activated and terminated by the user
1.15	Must have minimum ingress protection rating of IP55 or better
1.16	Must have a minimum battery working range of 4 hours or more
1.17	Must include 2 spare batteries
1.18	Measurement head must not exceed 15 pounds (battery included)
1.19	Must have a protective case that does not exceed 60cm long x 45cm wide x 45cm tall
1.20	Must have external SD card, CF card, or USB slot for data transfer
1.21	Must include a minimum of 1GB external Memory, SD or USB
1.22	Must be able to wirelessly communicate with an external data collector via Bluetooth.
1.23	Instrument must utilize long range Bluetooth capable of at least 500m distance.
1.24	Must have functional and accurate leveling capability (e.g. leveling bubble combined with digital leveling display)
1.25	Must have a built-in laser plummet
1.26	Must have an "out-of-level" warning
1.27	Must have a backlit view screen, capable of being seen in all lighting conditions
1.28	Measurement data must immediately write and be stored on the devices memory, whether internal or external.
1.29	Must fasten/unfasten from the tripod by way of a threaded bell to the tribrach
1.30	Must include any cables designed for data transfer or software upgrades
1.31	Must come with manufacturer manual (either hard copy or digital)

1.32	Must have fully robotic prism auto-tracking without special targets/prisms.
1.33	Must support prism auto tracking technology at a minimum rate of 10° per second or better.
1.34	Must contain an LED Guide Light
No.	Specification
2	Tripod
2.1	Must be constructed of aluminum, fiberglass, or carbon fiber
2.2	Must have a threaded bell to fasten the tribrach/measurement head
2.3	Must have height-adjustable and locking legs for uneven surfaces
2.4	Must not weigh more than 17 pounds (excluding measurement head)
2.5	Must be able to fold up and be transportable by vehicle
2.6	Must be a minimum of 1m long and a maximum of 2m long (extended) and no wider than 25cm (at the foot pegs)
No.	Specification
3	Data Collector
3.1	Must have a minimum operating range of -20°C to +50°C
3.2	Must have a minimum battery working range of 8 hours per battery and all batteries must be rechargeable
3.3	Data collector must be able to attach/detach from the prism pole, and include all mounts/brackets for operational use
3.4	The screen must be backlit and viewable in all lighting conditions
3.5	Must include stylus (if applicable), all cables, mounts, and software
3.6	Must weigh less than 5 pounds (battery included)
3.7	Must have external SD card or USB slot
3.8	Must include SD card or USB Storage Drive (minimum of 1GB)
3.9	Must include an AC battery charging system
3.10	Must be a wireless data collector and have a minimum measurement head communication range of 500m with built in long range Bluetooth capabilities.
3.11	Must be a touch-screen

3.12	Must have a minimum non-volatile internal or external storage memory of 1GB and measurement data must be able to be stored within it
3.13	Must be a tablet or contain a keyboard (either digital or hard button)
3.14	Must wirelessly communicate with the measurement head via Bluetooth
3.15	Must have a low-battery warning
3.16	Must have an "out-of-level" warning if measurement head is out of level
3.17	Must have a viewing screen that is a minimum of 4" to a maximum of 8"
3.18	All data must be able to be backed up and transferred to an SD card or USB stick in the event a replacement controller is required
No.	Specification
4	Prism
4.1	Must include a 360° prism
4.2	Prism must be able to attach and detach from the prism pole by a plug-in style (not threaded)
4.3	Must include protective case
4.4	Prism must be recognized and tracked by the measurement head
No.	Specification
5	Prism Pole
5.1	Must be extendable with a minimum working height of 1.00m
5.2	Must be extendable and adjustable with a maximum working height of 3.50m
5.3	Must have a visible height measurement value in metric (cm intervals)
5.4	Must be made of aluminum, fiberglass, carbon fiber or other metal alloy. Must not be primarily constructed of plastic.
5.5	Must be able to attach a 360° and standard prism (separately) by a plug-in style (not threaded)
5.6	Must include all mounts/brackets to fasten the data collector
5.7	Must have a circular leveling bubble
No.	Specification
6	Software
6.1	Must include any software necessary for the measurement head to communicate with the data collector

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6.2	Must include software necessary for the measurement head or Data Collector to obtain and record measurements
6.3	Measurement data must be able to convert into a variety of formats for use in CAD software programs (e.g. MapScenes IMS, FARO 360, Visual Statement, Edge FX, etc.)
6.4	Must include software necessary for robotic total station setup and configuration
6.5	Must include software licenses (if any) for the measurement head and for the data collector
No.	Specification
7	Servicing
7.1	Services/warranty and regular maintenance work must be performed by an authorized service dealer and/or agent. The repair service must begin within 3 business days of notification.
7.2	Loaner equipment to be provided to the user when product is being serviced for a period of up to two (2) years from receipt of goods.

ANNEX "B"

BASIS OF PAYMENT

All prices are firm all-inclusive prices in Canadian Dollars, FOB Destination to RCMP headquarters in Surrey BC, custom duties are included and Applicable Taxes are extra.

All Work to be performed under this Standing Offer will be on an "as and when requested basis".

Standing Offer Period	Description	Firm Unit Price (5 units or less)	Firm Unit Price (6 to 10 units)	Firm Unit Price (more than 10 units)
Year 1 (date of issuance to March 31 st , 2021)	Robotic Total Station	\$	\$	\$
Year 2 (April 1 st , 2021 – March 31 st , 2022)	Robotic Total Station	\$	\$	\$
Option Period 1 (April 1 st , 2022 – March 31 st , 2023)	Robotic Total Station	\$	\$	\$
Option Period 2 (April 1 st , 2023 – March 31 st , 2024)	Robotic Total Station	\$	\$	\$

Financial Evaluation

The following quantities are estimates only and are used for evaluation purposes. The table will be filed using the offered rates above.

Item No	Description	Estimated quantity	Firm Unit Price	Total Price
1	Robotic Total Station (From date of issuance to March 31 st , 2021)	6	\$	\$
2	Robotic Total Station (April 1 st , 2021 – March 31 st , 2022)	10	\$	\$
3	Robotic Total Station (April 1 st , 2022 – March 31 st , 2023)	10	\$	\$
4	Robotic Total Station April 1 st , 2023 – March 31 st , 2024	10	\$	\$
Total for evaluation purposes				\$

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ANNEX "C" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by 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);
- Large Value Transfer System (LVTS) (Over \$25M)

ANNEX "D"

EVALUATION CRITERIA

Item	Description	Compliant	Supporting Documentation*
		Yes/No	(Please indicate where this information can be found in your Bid)
1	Measurement Head		
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1.3	Must have a minimum robotic rotation speed of 40°/second or better		
1.4	Must be able to measure both reflectorless, as well as through the use of a prism.		
1.5	Must have a distance measurement accuracy to a prism, in a standard measurement mode of 5mm + 2ppm or better		
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1.15	Must have minimum ingress protection rating of IP55 or better		
1.16	Must have a minimum battery working range of 4 hours or more		
1.17	Must include 2 spare batteries		

1.18	Measurement head must not exceed 15 pounds (battery included)		
1.19	Must have a protective case that does not exceed 60cm long x 45cm wide x 45cm tall		
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1.34	Must contain an LED Guide Light		
No.	Specification		
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No.	Specification		
7	Servicing		
7.1	Services/warranty and regular maintenance work must be performed by an authorized service dealer and/or agent. The repair service must begin within 3 business days of notification.		
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ANNEX "E"

REPORTING REQUIREMENT

Reporting Period: _____					
Call up No.	Date of Call-Up	Quantity	Robotic Total Stations Unit Price	Delivery Location	Total Cost of Call Up (Pre-GST)
Grand Total					\$

Contractor's Representative: _____
Print *Date*

Signature

FORM A – Bid Submission Form

BID SUBMISSION FORM	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) [see the <i>Standard Instructions 2006</i>]	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder . Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. 	
Signature of Authorized Representative of Bidder	Date