



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions/Travaux publics et Services  
gouvernementaux Canada

See herein for bid submission  
instructions/

Voir la présente pour les  
instructions sur la présentation  
d'une soumission

NA

Ontario

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right  
of Canada, in accordance with the terms and conditions  
set out herein, referred to herein or attached hereto, the  
goods, services, and construction listed herein and on any  
attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la  
Reine du chef du Canada, aux conditions énoncées ou  
incluses par référence dans la présente et aux annexes  
ci-jointes, les biens, services et construction énumérés  
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

|  |  |
|--|--|
| <b>Title - Sujet</b> Equipment Storage Lockers   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W0125-21WR30/A   | <b>Date</b><br>2020-11-05                    |
| <b>Client Reference No. - N° de référence du client</b><br>W0125-21-WR30   |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$KIN-855-8177   |  |
| <b>File No. - N° de dossier</b><br>KIN-0-54130 (855)   | <b>CCC No./N° CCC - FMS No./N° VME</b>       |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b> Eastern Standard Time EST<br><b>on - le 2020-11-23</b> Heure Normale du l'Est HNE  |  |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>  |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>McCartney, Sharon   | <b>Buyer Id - Id de l'acheteur</b><br>kin855 |
| <b>Telephone No. - N° de téléphone</b><br>(613) 217-2807 ( )   | <b>FAX No. - N° de FAX</b><br>( ) -          |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>Department of National Defence<br>424 (T&R) Squadron<br>84 North Star Drive - Bldg 112<br>Astra, ON K0K 3W0 |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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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 Canadian Content**

The requirement is subject to a preference for Canadian goods.

### **1.4 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

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## 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](#) (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 Ontario 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.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.oreceptiondessoumissions-orbidreceiving.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.

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 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.

## 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.

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## **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: Technical Bid  
Section II: Financial Bid  
Section III: 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: 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.

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

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**

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

##### **3.1.3 SACC Manual Clauses**

#### **Section III: Certifications**

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

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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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

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

Any bid which fails to meet the following mandatory technical criteria will be deemed non-responsive and will receive no further consideration.

- a. Bidders must provide manufacturer's printed product literature/brochures or a written explanation, specification sheets or a written explanation, and shop drawings that demonstrates how the proposed Equipment Storage Lockers meets each of the Mandatory Technical Criteria described in Annex "D" Mandatory Technical Criteria Evaluation.
- b. The bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation, or stating complies is not sufficient.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

Any bid which fails to meet the following mandatory financial criteria will be deemed non-responsive and will receive no further consideration.

- a. Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment.
- b. Bidders must provide firm unit prices for all line items listed in Annex "B" Basis of Payment.

##### **4.1.2.2 Evaluation of Price**

Bids will be evaluated based on the prices detailed in Annex "B" Basis of Payment.

The price used in the evaluation will be the Total Evaluated Price which is calculated as follows:

- a. Extended Unit Price is Quantity (A) multiplied by Firm Unit Price (B).



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b. Total Evaluated Price is the sum of all Extended Unit Prices.

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

## **4.2 Basis of Selection**

### **4.2.1 Basis of Selection**

*SACC Manual* Clause [A0069T](#) (2007-05-25), Basis of Selection

**4.2.2** This Request for Proposal will result in the award of one (1) Contract.

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## 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.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

( ) the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

##### 5.1.2.1.1 SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

### 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.

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### 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.

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Board of Directors Certification

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors as part of their bid. Bidders are requested to complete Annex "E" Additional Certification Information 1. Board of Directors.

#### 5.2.3.2 Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) as part of their bid. Bidders are requested to complete Annex "E" Additional Certification Information 2. Procurement Business Number (PBN).

Suppliers may register for a PBN online at [Supplier Registration Information](#) (SRI). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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## 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

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Requirement

The Contractor must provide the items detailed under 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 31 March, 2021 inclusive.

#### 6.4.2 Delivery Date

All the deliverables must be received on or before 26 February, 2021.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sharon McCartney  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region/Petawawa Acquisition  
Address: Bldg. S-111, RM C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa, ON, K8H 2X3

Telephone: 613-217-2807  
E-mail address: [Sharon.McCartney@pwgsc-tpsgc.gc.ca](mailto:Sharon.McCartney@pwgsc-tpsgc.gc.ca)

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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 (*to be inserted at contract award*):**

The Technical Authority for the Contract 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 Contractor's Representative (*to be completed by the Bidder*):**

Name and telephone number of the person responsible for:

General Enquires:

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

Delivery Follow-up:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
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 firm unit price(s), as specified in Annex "B", Basis of Payment for a cost of \$ \_\_\_\_\_ (*to be inserted at contract award*). Custom 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 Limitation of Price**

SACC Manual clause [C6000C](#) (2017-08-17), Limitation of Price

#### **6.6.3 Single Payment**

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

#### **6.6.4 Electronic Payment of Invoices – Contract (to be updated upon contract award):**

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**

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**

##### **6.8.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

##### **6.8.2 SACC Manual Clauses**

SACC Manual clause [A3060C](#) (2008-05-12), Canadian Content Certification

## 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*Bidder is to insert the name of the province or territory*).

## 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](#) (2020-05-28), General conditions: Goods (medium complexity);
- (c) Annex "A", Requirement;
- (d) Annex "B", Basis of Payment; and
- (e) the Contractor's bid dated \_\_\_\_\_ (**to be inserted at contract award**).

## 6.11 SACC Manual Clauses

SACC Manual clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods  
SACC Manual clause [D2001C](#) (2007-11-30), Labelling  
SACC Manual clause [D9002C](#) (2007-11-30), Incomplete Assemblies  
SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement.

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

## 6.13 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"**

### **REQUIREMENT**

#### **EQUIPMENT STORAGE LOCKERS**

##### **1.0 Scope**

##### **1.1 Objective**

1.1.1 The Department of National Defence, 8 Wing Trenton, 424 Transport and Rescue Squadron has a requirement for the supply and delivery of Equipment Storage Lockers for securing Search and Rescue Technician operational gear and equipment.

##### **1.2 Background**

1.2.1 The Department of National Defence, 8 Wing Trenton, 424 Transport and Rescue Squadron conducted an internal project to optimize aging lockers and prepare for the arrival of the C-295 in the Hangar. It was discovered that the SAR Tech section's wooden lockers were becoming worn out and would not meet the operational requirements with the arrival of new aircraft.

##### **2.0 Requirements**

##### **2.1 Requirements**

2.1.1 Supply and delivery new Equipment Storage Lockers for securing operational gear and equipment.

##### **2.2 Mandatory Technical Specifications**

2.2.1 The Equipment Storage Lockers must meet the following specifications:

##### **MTC 1 - Documentation**

- a) Must provide manufacturer's printed product literature/brochures and specification sheets for the proposed Equipment Storage Lockers which include as a minimum product characteristics, physical size and weight limitations; and
- b) Must provide shop drawings that indicate material used, thickness of material, assembly methods, components, finishes, colour, exterior and interior dimensions, shelf dimensions, coat hanging rod dimensions, base dimensions, door opening, articulated roll up door position, hasp locking mechanism position, shelves positions, and coat hanging rod position.

##### **MTC 2 - Construction**

- a) Must be made of metal;
- b) Must have a solid flat top;
- c) Must have a solid back panel;
- d) Must have solid side panels;
- e) Must have a solid shared closed center interior upright;
- f) Must have a single framed door;
- g) Must have an articulated roll up door;
- h) Must have a platform base with a minimum of 2 inches to a maximum 3 inches in height (platform base can be solid or have openings for movability by pallet jack or forklift);



- i) Must include leveling guides on the platform base of the locker;
- j) Must consist of one (1) solid shelf located on the right hand side of the locker with a shared closed center upright;
- k) Must consist of three (3) solid shelves located on the left hand side of the locker with a shared closed center upright;
- l) Must consist of one (1) 24 inch wide metal coat hanging rod located on the right hand side of the locker;
- m) Must be free standing;
- n) Must be assembled with either heavy duty rivets or welded seams or screws to accommodate a maximum weight capacity of 400 pounds;
- o) All exterior and interior of locker must be finished with a powder coated paint (colour is at the manufacturer's discretion); and
- p) Maximum weight capacity is 400 pounds (100 pounds per shelf).

### **MTC 3 - Dimensions**

- a) Must have an exterior height with a range between 78 and 90 inches;
- b) Must have an interior height with a range between 77 and 83 inches (excludes articulated roll up door);
- c) Must have an exterior depth with a range between 37 and 50 inches;
- d) Must have an interior depth must be 36 inches;
- e) Must have an exterior width with a range between 49 and 50 inches; and
- f) Must have an interior width must be 48 inches.

### **MTC 4 - Door**

- a) Must be located on the front of the locker; and
- b) Must include a hasp locking mechanism (lock is not required).

### **MTC 5 - Shelves**

- a) Must have a dimensions of 24 inches wide by 36 inches depth;
- b) Must have the top shelf one (1) on the left hand side and one (1) on the right hand side of the locker located 17 to 19 inches from the top of the locker;
- c) Must have two (2) additional shelves on the left hand side spaced 17 to 19 inches apart; and
- d) Must have a maximum weight capacity of 100 pounds each.

### **MTC 6 - Coat Hanging Rod**

- a) Must be 24 inches wide;
- b) Must be metal; and
- c) Must be located a minimum of 1 inch to 2 inches below the top shelf located on the right hand side of the locker.

## **2.3 Deliverables and Acceptance Criteria**

2.3.1 The equipment provided must be new when delivered.

2.3.2 Used, reconditioned, left over or discontinued equipment will not be accepted.

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## **2.4 Constraints**

2.4.1 Delivery must be coordinated with the Technical Authority.

2.4.2 Delivery can only occur Monday to Friday (excluding any holidays) between 8:00 a.m. and 3:00 p.m. (EST Ontario).

## **2.5 Support Provided by Canada**

2.5.1 The Department of National Defence, 8 Wing Trenton, 424 Transport and Rescue Squadron will provide the contractor access to the facilities.

## **2.6 Timeframe and Delivery Dates**

2.6.1 Delivery to occur Monday to Friday (excluding any holidays) between 8:00 a.m. and 3:00 p.m. (EST Ontario), unless otherwise arranged by the Technical Authority.

## **2.7 Delivery Locations**

Department of National Defence  
8 Wing Trenton, 424 Transport and Rescue Squadron  
84 North Star Drive, Bldg. 112  
Astra, ON, K0K 3W0

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## ANNEX "B"

### BASIS OF PAYMENT

All prices are firm, all-inclusive, unit prices in Canadian dollars, FOB destination, Canadian customs duties and excise taxes included and Applicable Taxes extra.

Applicable Taxes are not included in the pricing and are to be shown separately on invoices.

| Item | Description               | Quantity<br>(A) | Unit<br>of<br>Issue | Firm Unit<br>Price<br>(B) | Extended<br>Firm Unit<br>Price |
|------|---------------------------|-----------------|---------------------|---------------------------|--------------------------------|
| 1    | Equipment Storage Lockers | 32              | Each                |                           | \$ -                           |
|      |                           |                 |                     | Total Extended<br>Price   | \$ -                           |

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## **ANNEX “C” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

***As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.***

The Bidder accepts any of the following Electronic Payment Instrument(s):

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

## ANNEX "D"

### MANDATORY TECHNICAL CRITERIA EVALUATION

The bidder must provide manufacturer's printed product literature/brochures or a written explanation, specification sheets or a written explanation, and shop drawings that demonstrates how the proposed Equipment Storage Lockers meets each of the Mandatory Technical Criteria described below.

The bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation, or stating complies is not sufficient.

In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

| Item                 | Mandatory Technical Criteria  | Comments and/or Reference<br>Page Number |
|----------------------|---|--|
| <b>Documentation</b> |   |  |
| <b>MTC 1</b>         | <b>a</b> Must provide manufacturer's printed product literature/brochures and specification sheets for the proposed Equipment Storage Lockers which include as a minimum product characteristics, physical size and weight limitations.   |  |
|                      | <b>b</b> Must provide shop drawings that indicate material used, thickness of material, assembly methods, components, finishes, colour, exterior and interior dimensions, shelf dimensions, coat hanging rod dimensions, base dimensions, door opening, articulated roll up door position, hasp locking mechanism position, shelves positions, and coat hanging rod position. |  |

| Item | Mandatory Technical Criteria | Comments and/or Reference<br>Page Number |
|------|------------------------------|--|
|------|------------------------------|--|

| Construction |   |  |  |
|--------------|---|--|--|
| MTC 2        | a | Must be made of metal.   |  |
|              | b | Must have a solid flat top.  |  |
|              | c | Must have a solid back panel.  |  |
|              | d | Must have solid side panels.   |  |
|              | e | Must have a solid shared closed center interior upright.   |  |
|              | f | Must have a single framed door.  |  |
|              | g | Must have an articulated roll up door.   |  |
|              | h | Must have a platform base with a minimum of 2 inches to a maximum 3 inches in height (platform base can be solid or have openings for movability by pallet jack or forklift);. |  |
|              | i | Must include leveling guides on the platform base of the locker.   |  |
|              | j | Must consist of one (1) solid shelf located on the right hand side of the locker with a shared closed center upright.  |  |
|              | k | Must consist of three (3) solid shelves located on the left hand side of the locker with a shared closed center upright.   |  |
|              | l | Must consist of one (1) 24 inch wide metal coat hanging rod located on the right hand side of the locker.  |  |
|              | m | Must be free standing.   |  |
|              | n | Must be assembled with either heavy duty rivets or welded seams or screws to accommodate a maximum weight capacity of 400 pounds.  |  |
|              | o | All exterior and interior of locker must be finished with a powder coated paint (colour is at the manufacturer's discretion) .   |  |
|              | p | Maximum weight capacity is 400 pounds (100 pounds per shelf).  |  |

| Item | Mandatory Technical Criteria | Comments and/or Reference<br>Page Number |
|------|------------------------------|--|
|------|------------------------------|--|

| Dimensions |   |   |
|------------|---|---|
| MTC 3      | a | Must have an exterior height with a range between 78 and 90 inches.                                     |
|            | b | Must have an interior height with a range between 77 and 83 inches (excludes articulated roll up door). |
|            | c | Must have an exterior depth with a range between 37 and 50 inches.                                      |
|            | d | Must have an interior depth must be 36 inches.  |
|            | e | Must have an exterior width with a range between 49 and 50 inches.                                      |
|            | f | Must have an interior width must be 48 inches.  |

| Door  |   |   |
|-------|---|---|
| MTC 4 | a | Must be located on the front of the locker.                   |
|       | b | Must include a hasp locking mechanism (lock is not required). |

| Shelves |   |  |
|---------|---|--|
| MTC 5   | a | Must have a dimensions of 24 inches wide by 36 inches depth.   |
|         | b | Must have the top shelf one (1) on the left hand side and one (1) on the right hand side of the locker located 17 to 19 inches from the top of the locker. |
|         | c | Must have two (2) additional shelves on the left hand side spaced 17 to 19 inches apart.   |
|         | d | Must have a maximum weight capacity of 100 pounds each.  |

| Coat Hanging Rod |   |   |
|------------------|---|---|
| MTC 6            | a | Must be 24 inches wide.   |
|                  | b | Must be metal.  |
|                  | c | Must be located a minimum of 1 inch to 2 inches below the top shelf located on the right hand side of the locker. |

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## **ANNEX “E”**

### **ADDITIONAL CERTIFICATION INFORMATION**

#### **1. Board of Directors**

In accordance with the Ineligibility and Suspension Policy, Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

#### **2. Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at Supplier Registration Information. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.