



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

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11 rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Headsets-Casques d'écoute	
Solicitation No. - N° de l'invitation G9292-216633/A	Date 2020-11-23
Client Reference No. - N° de référence du client G9292-216633	
GETS Reference No. - N° de référence de SEAG PW-\$\$PD-005-79337	
File No. - N° de dossier pd005.G9292-216633	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2020-12-09 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Fortin, Frédéric	Buyer Id - Id de l'acheteur pd005
Telephone No. - N° de téléphone (343) 550-1655 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: EMPLOYMENT AND SOCIAL DEVELOPMENT CANADA NCR-RCN - Gatineau 140 PROMENADE DU PORTAGE GATINEAU Quebec J8X4B6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Commercial Acquisitions & Fast Track Procurement
Div/Div des Acquisitions commerciales et achats en régime
accéléré
L'Esplanade Laurier,
East Tower 7th Floor
140 O'Connor, Street,
Ottawa
Ontario
K1A 0R5

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Voyager4245	G9292	I - 1	2950	Each	\$	XXXXXXXXXXXXXX	See Herein – Voir ci-inclus	
2	Blackwire3325	G9292	I - 1	2350	Each	\$	XXXXXXXXXXXXXX	See Herein – Voir ci-inclus	

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G9292-216633/A
Client Ref. No. - N° de réf. du client
G9292-216633

Amd. No. - N° de la modif.
File No. - N° du dossier
pd005.G9292-216633

Buyer ID - Id de l'acheteur
pd005
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Statement of Requirement

Employment and Social Development Canada (ESDC) has an urgent requirement due to COVID-19 to procure two different types of headsets at various locations across Canada, as defined under Annex A – Statement of Requirement.

This bid solicitation is being issued to satisfy the requirement of ESDC for an estimated 2,350 Poly Blackwire 3325 Headset (or equivalent) and for an estimated 2,950 Poly- Plantronics Voyager 4245 Office Headset (or equivalent).

It is intended to result in the award of a contract for 1 year, plus 1 irrevocable options period of 1 year allowing Canada to extend the term of the contract. Depending on operational requirements, it is estimated that Canada may purchase an approximate additional 10,000 headsets on an as and when requested basis.

1.2 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), and the Canadian Free Trade Agreement (CFTA).

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 epost Connect service

This bid solicitation requires 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.

1.5 Extension of the Statement of Requirement

Canada, at its discretion, might expand, change, add, or modify the Headsets specifications with the agreement of the Contractor.

1.6 Phased Bid Compliance Process

The Phased Bid Compliance Process (PBCP) applies to this requirement.

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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit using epost Connect by the date, time and place indicated in the bid solicitation.

Note to Bidders: to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.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.

Due to the nature of the bid solicitation, bids transmitted by other means than epost Connect to PWGSC will not be accepted.

2.2.1 Improvement of Requirement during Solicitation Period

Should Bidders consider that the specifications or Statement of Requirement contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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.

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

- To submit the bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid should be gathered per section and separated as follows:

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

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

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

3.2 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.

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.

- a. The Bidder's Technical Bid must include:
 - i. One (1) copy of Page 1 of this Request for Proposal (RFP), signed and dated by an authorized representative of the Bidder.

3.3 Section II: Financial Bid

- a. Bidders must submit their financial bid in accordance with the Pricing Tables in Annex B- Basis of Payment, without any conditions, assumptions, restrictions or otherwise. Bidders must complete and submit with their Financial Bid, Table 2- Pricing Table. Any financial proposal that purports to restrict the way in which Canada acquires goods or services under the resulting contract, with the exception of those limitations that are expressly set out in this bid solicitation, will be treated as being non-responsive and the Bidder's bid will be given no further consideration.
- b. All costs to be included:

The financial bid must include all costs for the requirement described in the bid solicitation for the entire contract period. The identification of all necessary equipment, and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- c. Bidders must provide a firm unit price of the requested items, for the entire duration of the contract. The price of the bid must be in Canadian dollars, Delivered Duty Paid (DDP) at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes extra. Prices must only be included in the financial proposal.
- d. Failure to provide all of the required prices will result in the Bidder's bid proposal being declared non-responsive.

- e. Canada has the right to disqualify a bid if the price of any deliverables does not reflect a fair and actual market price.
- f. Prices submitted with the bid will form part of any resulting contract.

3.3.1 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.

3.3.2 Exchange Rate Fluctuation

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

3.4 Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b. An evaluation team composed of representatives of Canada will evaluate the bids.
- c. In addition to any other time periods established in the bid solicitation:
 1. Requests for Clarifications: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two (2) working days (or longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 2. Extension of Time: If additional time is required by the Bidder, the Contracting Authority may grant an extension on his or her sole discretion.
- d. Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2018-07-19) General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have

the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

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- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 (2018-03-13) Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional Information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.2 Technical Evaluation

The technical evaluation consists of mandatory technical criteria, which will be evaluated on a simple pass/ fail basis.

4.2.1 Mandatory Technical Criteria

- a. The Bidder must comply and meet with all mandatory technical requirements and all terms and conditions in this bid solicitation.
- b. Each bid will be reviewed with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified with the words “must” or “mandatory” is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. The evaluation team may determine that a bid does not meet a mandatory requirement at any time during that evaluation process.
- c. The mandatory technical criteria are described in Table 1- Mandatory Criteria which must be provided at bid closing.
- d. Bidders are cautioned that Table 1- Mandatory Criteria does not include all the mandatory requirements of this solicitation. This solicitation contains other mandatory requirements dealing with the submission, format and content of proposals, including the mandatory submission of certifications and mandatory requirements for the submission of the cost proposal. It is the Bidder's sole responsibility to read the entire solicitation to ensure that it complies with all mandatory requirements of this solicitation.
- e. Bidders are required to complete and submit with their technical proposal Table 1- Mandatory Criteria. The format of the table should be similar to the format shown herein.
- f. Substantiation of Compliance to Mandatory Criteria: Bidders must provide substantiation of compliance for each mandatory criteria. Bidders must provide a narrative (or reference to a narrative) in the column titled “Bidder Substantiation” providing sufficient product description, service description, documentation and/or other information as necessary to substantiate, to the sole satisfaction of the Government evaluators, of how each mandatory criteria is met. If there is insufficient space in the table, Bidders may simply reference the substantiating documentation included in other sections of the proposal. Where it is necessary to refer to other documentation, Bidders should include in the table the precise location of the reference material including the page and paragraph numbers as required. Bidders are cautioned that a simple restatement that the Bidder complies with the requirement will not be considered substantiation.
- g. The Phased Bid Compliance Process will apply to all mandatory technical criteria.

Table 1- Mandatory Criteria

Item	Mandatory Technical Criteria	Additional Evaluation Guidelines	Bidder Substantiation
1. Headsets			
1.1	<p>The Bidder must provide a photo of the following 2 types of required Headsets:</p> <p>a) Poly Blackwire 3325- Headset, or equivalent;</p> <p>b) Poly-Plantronics Voyager 4245 Office- Headset, or equivalent.</p> <p><u>For equivalent products</u>, see article 4.5 - Evaluation procedure for Equivalent Products.</p>	<p>The photos must include:</p> <p>a. The Headsets outside of the box.</p>	
1.2	<p>The Bidder must provide a specifications sheet which demonstrates that the proposed Headsets are compliant to the technical requirements defined in Annex A- Statement of Requirement, section 5. - Product Requirements.</p>	<p>To substantiate, the Bidder must provide:</p> <p>a. A list of all the specifications requested in section 5. of the Statement of Requirement;</p>	
1.3	<p>Delivery of the requested items must be made no later than 15 calendar days from Contract award.</p>	<p>The Bidders must certify below at 1.3.1 that they have the capability and stock to deliver <u>all</u> required items no later than 15 calendar days from Contract award.</p>	
1.3.1	<p>I, _____ (Bidder's name) certify that the delivery of the required items will be made no later than 15 calendar days from Contract award.</p>		
1.4	<p>The Bidder must certify that all Headsets provided during the Contract period(s) has a manufacturer's warranty.</p>		

4.3 Financial Evaluation

The Financial Evaluation will be conducted by calculating the Total Bid Price for the Initial Contract Period using the Pricing Table completed by the bidders.

Bids must be submitted in accordance with the Pricing Table described below, which will be used to complete the tables in Annex B - Basis of Payment at Contract award. The format of the table should be similar to the format shown herein.

In Pricing Table, for the Initial Contract Period (Table 2) the Bidders must:

- a. submit a firm unit price for each Headset type (line no. 1 and 2) under Column B;
- b. multiply each lines under Column A by the corresponding price submitted in Column B and inscribe the results under Column C. For lines 1 and 2, the equation is as follow:
Column A x Column B = Column C; and
- c. add the values from lines no. 1 and 2 in Column C, and inscribe the result in Column C, at line no. 3. Total Bid Price.

For the Initial Contract Period (Table 2), the Total Bid Price provided at line no. 3 under Column C representing the aggregated sum of all the extended prices provided in the Pricing Table will be the price used for the Basis of Selection.

PRICING TABLE

**TABLE 2
INITIAL CONTRACT PERIOD
1 YEAR (from Contract award)**

For Headsets that meets or exceed the mandatory criteria specified in Annex A - Requirement.

The values and numbers in this table are provided for financial evaluation purposes only and does not represent a commitment by Canada that future usage will be consistent with this data. Canada reserves the right to acquire the headsets quantities listed under this table, in whole or in parts, and at any given time during the Initial or Optional Contract Period, based on Operational Requirements.

To purchase additional quantities during the Optional Period of the Contract, the Contractor agrees that the firm unit prices (increases or decreases) will be adjusted in accordance with Statistics Canada's average Consumer Price Index (CPI) for Durable Goods. (Example October 2019 to October 2020 « +2.0% »). The adjustment will be made annually on the anniversary date of the Contract, based on the average of the CPI for Durable Goods of the most recently reported twelve-month period using the firm unit prices of the previous year.

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000413>

Line no.	Description	(A) Quantity	(B) Firm Unit Price (Basis of Payment)	(C) Extended Price (A X B) = (C)
1	Poly Blackwire 3325- Headset or equivalent	2,350	\$ /ea.	\$
2	Poly-Plantronics Voyager 4245 Office- Headset or equivalent	2,950	\$ /ea.	\$
3	Total Bid Price (Initial Period):			\$
	(Sum of Line no. 1 and 2 under Column C - for financial evaluation purpose only)			

a. **Evaluation of Price- Canadian/ Foreign Bidders**

1. The price of the bid will be evaluated as follows:

- a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - b. foreign-based Bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
 3. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that Bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
 4. For the purpose of the bid solicitation, Bidders with an address in Canada are considered Canadian-based Bidders and Bidders with an address outside of Canada are considered foreign-based Bidders.

b. **Taxes- Foreign-based Contractor**

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

4.4 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet or exceed all mandatory technical evaluation criteria to be declared responsive.

The responsive bid with the lowest evaluated Total Bid Price will be recommended for award of a contract. 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.

4.5 Evaluation procedure for Equivalent Products

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:
 - a. designates the brand name, model and/or part number of the substitute product;
 - b. states that the substitute product is fully interchangeable with the item specified;
 - c. provides complete specifications and descriptive literature for each substitute product;
 - d. provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
 - e. clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.

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File No. - N° du dossier
pd005.G9292-216633

Buyer ID - Id de l'acheteur
pd005
CCC No./N° CCC - FMS No./N° VME

2. Products offered as equivalent in form, fit, function and quality will not be considered if:
 - a. the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
 - b. the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.

3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

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Amd. No. - N° de la modif.
File No. - N° du dossier
pd005.G9292-216633

Buyer ID - Id de l'acheteur
pd005
CCC No./N° CCC - FMS No./N° VME

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Requirement

Employment and Social Development Canada (ESDC) has an urgent requirement due to COVID-19 to procure two different types of headsets at various locations across Canada, as defined under the present annex.

This bid solicitation is being issued to satisfy the requirement of ESDC for an estimated 2,350 Poly Blackwire 3325 Headset (or equivalent) and for an estimated 2,950 Poly- Plantronics Voyager 4245 Office Headset (or equivalent).

It is intended to result in the award of a contract for 1 year, plus 1 irrevocable options period of 1 year allowing Canada to extend the term of the contract. Depending on operational requirements, it is estimated that Canada may purchase an approximate additional 10,000 headsets on an as and when requested basis.

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 "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- a. The "Initial Contract Period" which begins on the date the contract is awarded and end twelve (12) months later.

The contract will terminate only once all obligations of all Parties have been performed, including warranties, or upon earlier termination as indicated in the General Terms and Conditions.

6.4.2 Delivery Date

6.4.2.1 Initial delivery

All the deliverables must be received no later than 15 calendar days from Contract award.

(Delivery date to be included at contract award)

6.4.2.2 Optional deliveries

Any optional deliverables must be received no later than 15 calendar days from Contract Amendment issuance.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 1 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment. Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3.1 Pricing Adjustment for the Option Year

Upon the anniversary of the Contract, The firm unit prices (increases or decreases) will be adjusted in accordance with Statistics Canada's average Consumer Price Index (CPI) for Durable Goods.

To purchase additional quantities during the Optional Period, the Contractor agrees that the firm unit prices (increases or decreases) will be adjusted in accordance with Statistics Canada's average Consumer Price Index (CPI) for Durable Goods. (*Example October 2019 to October 2020 « +2.0% »*) The adjustment will be made annually on the anniversary date of the Contract, based on the average of the CPI for Durable Goods of the most recently reported twelve-month period using the firm unit prices of the previous year.

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000413>

6.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

6.4.5 Optional Goods

The Contractor grants to Canada the irrevocable option to acquire the goods described at Annex A of the Contract under the same conditions and at the price stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.4.6 Excess Goods

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Frederic Fortin
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Consumer Goods and Information Products Division
Address: 140 O'Connor Street, Ottawa, ON K1A 0R5

Telephone: (343) 550-1655
E-mail address: frederic.fortin@tpsgc-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

The Technical Authority for the Contract is:

Name: *to be included at contract award*
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 Procurement Authority

The Procurement Authority for the contract is:

Name: *will be included at contract award*
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative

matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representative

Name: *will be included at contract award*

Title: _____

Organization: _____

Address: _____

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 a firm unit price as specified in Annex B- Basis of Payment. The Contractor will be paid in Canadian dollars, Delivered Duty Paid (DDP) at destination, Incoterms 2000, Canadian Customs Duties, Excise Taxes included where applicable and Applicable Taxes 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 Multiple Payments

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.6.3 Shipping Instructions- Delivery at Destination

The Contractor must ship the goods prepaid DDP- Delivered Duty Paid to the destination address listed in Annex A. Unless otherwise directed, delivery must be made by the most economical means. Shipping charges must be shown as a separate item on the Contractor's invoice. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.

6.6.4 SACC Manual Clauses

C2000C (2007-11-30) Taxes- Foreign-based Contractor

6.6.5 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);
- b. Wire Transfer (International Only)

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. One (1) copy in high quality PDF format must be forwarded to the following e-mail address for certification and payment:

(to be completed at contract award)
 - 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 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the Articles of Agreement;
- b. the general conditions 2010A (2020-05-28) General conditions: Goods (medium complexity)
- c. Annex A, Statement of Requirement;
- d. Annex B, Basis of Payment;
- e. the Contractor's bid dated _____ *(to be completed at contract award)*

6.11 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](#)".

6.12 SACC Manual Clauses

G1005C (2016-01-28) Insurance- No Specific Requirement

ANNEX A- STATEMENT OF REQUIREMENT

1. Objective

Employment and Social Development Canada has an urgent requirement due to COVID-19 to procure two different types of headsets. To be delivered on an 'as and when requested basis' to several locations across Canada, as defined under his annex.

Depending on operational requirements, it is estimated that Canada may purchase an additional total 10,000 headsets.

- a. All cell phone, tablets, and laptops delivered to the employees require a headset to help with privacy and functionality of the aforementioned equipment. Two types of headsets are required; one is for Standard Staff (Voyager 4245 or equivalent) and another is for the Call Centre Staff (Blackwire 3325 or equivalent).
- b. The headsets must work when staff are using their equipment. The requirement is due to functionality and privacy for the employee and the Canadian Citizens while supporting the Canada Emergency Response Benefit (CERB) during COVID. This has a direct effect on both the employee and the Canadian Citizens.

2. Requirement

- a. The Contractor must provide the following types of Headsets as per the specifications listed in section 5 of the Statement of Requirement.

Initial Requirement		
Item No.	Headsets	Quantities
1	Poly Blackwire 3325 Headset or equivalent	2,350
2	Poly- Plantronics Voyager 4245 Office Headset or equivalent	2,950

3. Requirement Date

- a. The Contractor must deliver the headsets to the designated locations listed in section 4. of the Statement of Requirement no later than 15 calendar days from Contract award.

(Delivery date to be included at contract award)

- b. The Contractor must have sufficient headsets quantities available in order to provide and deliver the goods by the required date. There must not be any back-ordering due to time constraints.

4. Delivery Locations, Shipping Procedures and Instructions

a. The delivery of the headsets must be made in different provinces to the following locations:

No.	Locations	Quantity Blackwire 3325 or equivalent (for Call Centre)	Quantity Voyager 4425 or equivalent (for Standard Clients)	Contact Information
1	Edmonton Canada Place RHQ/ SC; 9700 Jasper Ave. North-West Edmonton, AB T5J 4C1	250	750	(To be provided at contract award)
2	Belleville- ITC; 494 Dundas Street East Belleville, ON K8N 1G3	1,200	1,300	(To be provided at contract award)
3	Complexe Guy Favreau Montréal RHQ/ SCC; 200 Renée-Lévesque Blvd. West Montréal, QC H2Z 1X4	300	600	(To be provided at contract award)
4	Moncton Warehouse; 310 Baig Blvd., Unit 5B Moncton, NB E1E 1C8	600	300	(To be provided at contract award)
Total		5,300 Headsets		

b. The following table provides delivery instructions and information for all 4 locations:

No.	Locations	Elevator	Elevator Skid- Friendly	Loading Dock	Advance Call	Notes
1	Edmonton Canada Place RHQ/ SC; 9700 Jasper Ave. North- West Edmonton, AB T5J 4C1	Yes	Yes	Yes	Yes	Any delivery by semi-truck must be pre-arranged and approved by the building owners. The Contractor must identify requirement to departmental contacts well in advance. If not pre-approved, delivery may be refused. Notice: A Work Permit is required for this location (please see site contact for more details). The maximum length of truck must not exceed 35 feet and the maximum height must not exceed 13 feet 6 inches, otherwise it will not fit into the loading dock. Pallets must not be higher than the doors in order to get them through. The door frame opening is no higher than 7 feet.
2	Belleville- ITC;	No	No	Yes	Yes	The maximum length of truck

	494 Dundas Street E. Belleville, ON K8N 1G3					must not exceed 35 feet and the maximum height must not exceed 13 feet 6 inches, otherwise it will not fit into the loading dock. **5 Ton Trailers and below only. If larger you must call <i>(to be provided at contract award)</i> ahead of time.
3	Complexe Guy Favreau Montréal RHQ/ SCC; 200 Renée-Lévesque Blvd. West Montréal, QC H2Z 1X4	Yes	Yes	Yes	Yes	Alternative address: 1125 rue Jeanne-Mance, Floor S1, Local S-106-01-B, (store) Montréal QC H2Z 1Y1 Appointment mandatory. The maximum height of the truck must not exceed 12 feet 6 inches straight body truck.
4	Moncton Warehouse; 310 Baig Blvd., Unit 5B Moncton, NB E1E 1C8	Yes	Yes	Yes	Yes	The Contractor must give notification of delivery 24 to 48 hours in advance to ensure someone is available. No secondary contact available. *Due to space issues, this location cannot take in a 53 foot trailer, therefore straight truck delivery only.

c. The following information pertains to the shipment boxes and pallets:

Stacked boxes on pallets must not exceed the dimensions of 4L x 4W x 5H ft. All pallets must be triple-wrapped, and must never be stacked on-top of another.

5. Product Requirements

The required headsets must meet or exceed the following technical specifications:

TECHNICAL REQUIREMENTS

Part 1 – Call Centre Staff: POLY BLACKWIRE 3325 Headset Manufacturer Part # 214016-101 or Equivalent

Item No.	Technical Specifications	Bidders Response/Substantiation	Bidder's Page/ Section Reference
1	CONNECTS TO		
	As a minimum, the 3325 Headsets or equivalent must work and have the following Connections functionality: <ul style="list-style-type: none"> i. FunPC via USB/USB-C; ii. connects to mobile devices and tablets via 3.5 mm (BW3315/BW3325); and iii. devices that support USB-C. 		
2	COMPATIBLE WITH		
	As a minimum, the 3325 Headsets or equivalent must work and interoperate with the following: <ul style="list-style-type: none"> i. Windows®; and ii. Mac OS. 		
3	PC AUDIO RECEIVE FREQUENCY RESPONSE		
	As a minimum, the 3325 Headsets or equivalent must work and have the following PC Audio receive frequency responses: <ul style="list-style-type: none"> i. Dynamic EQ optimized for PC wideband voice telephony up to 6.8 kHz; and ii. for multimedia 20 Hz to 20 KHz (Hi-Fi Stereo BW3320/BW3325). 		
4	SPEAKER SENSITIVITY		
	As a minimum, the 3325 Headsets or equivalent must work and have a speaker sensitivity of 94 dBSPL + 4 dB.		
5	SPEAKER IMPEDANCE		
	As a minimum, the 3325 Headsets or equivalent must work and have a 32 OHM speaker impedance.		
6	SPEAKER SIZE		
	As a minimum, the 3325 Headsets or equivalent must work and have a speaker size of 32 mm with no more than a 3.2 mm variance.		
7	HEARING PROTECTION		

	As a minimum, the 3325 Headsets or equivalent must work and have Acoustic limiting functionality for protection against sounds above 118 dBA. G616 support limits the level to 102 dBSPL.		
8	MICROPHONE AND TECHNOLOGY		
	As a minimum, the 3325 Headsets or equivalent must work and have a flexible noise canceling microphone.		
9	MICROPHONE FREQUENCY RESPONSE		
	As a minimum, the 3325 Headsets or equivalent must work and have 100 Hz to 10 kHz optimized for PC wideband audio up to 6.8 kHz.		
10	MICROPHONE SENSITIVITY		
	As a minimum, the 3325 Headsets or equivalent must work and have a microphone sensitivity of 38 dBV/Pa ± 4 dB.		
11	WEIGHT		
	The 3325 Headsets or equivalent must work and have the following weight, plus or minus a few gms and ozs: i. Stereo: 130 g /4.59 oz including inline control, 96 g /3.39 oz headset only; and Canada will accept a +/- of no more than 10 %.		
12	CALL CONTROLS		
	As a minimum, the 3325 Headsets or equivalent must work and have the following call controls: i. BW33xx: Call answer/end button, volume, mute; and ii. BW33xx-M: Combined call answer/end and dedicated Microsoft Teams Button, volume, mute.		
13	tone Alerts		
	As a minimum, the 3325 Headsets or equivalent must work and have a Tone alerts for mute on/off and volume maximum/minimum.		
14	GENERAL SPECIFICATIONS		
	As a minimum, the 3325 Headsets or equivalent must work and have the following features and connections: i. Stereo, noise cancelling; ii. Headband were the headset fits over the head and not on the ear;		

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	iii. Wired as the staff don't need to be mobile; iv. USB A connection and/or 3.5 mm.		
15	WARRANTY		
	As a minimum, must have a 1 year warranty.		
16	APPLICATIONS SUPPORTED		
	As a minimum, the 3325 Headsets or equivalent must work and interoperate on the following applications: i. Plantronics Hub desktop version only, available for Windows/Mac. Plantronics Manager Pro suites: Asset Management and Adoption, Call Quality and Analytics, Health and Safety.		

Part 2 – Other Staff: POLY BLACKWIRE 4245 Headset Manufacturer Part #214701-01 or Equivalent

Item No.	Technical Specifications	Bidders Response/Substantiation	Bidder's Page/ Section Reference
1	TALK/STANDBY TIME		
	a) The 4245 Headsets or equivalent must work and have up to 12 hours talk time, 15 hours listen time, and 13 days standby time on a single battery. b) The headset must easily swap included battery while call is in progress for unlimited talk time.		
2	BLUETOOTH		
	As a minimum, the 4245 Headsets or equivalent must work and interoperate with Bluetooth 5.0 with BLE.		
3	AUDIO PROFILES		
	As a minimum, the 4245 Headsets or equivalent must work and have the following Audio profiles: i. A2DP; ii. AVRCP; iii. HFP; and iv. HSP.		
4	APTX CODECS		
	As a minimum, the 4245 Headsets or equivalent must work and have the following APTX CODECS: i. SBS; ii. CVSD; and iii. mSBC.		
5	RANGE		
	As a minimum, the 4245 Headsets or equivalent must work and have a minimum range of 100 m (328 ft.).		
6	VOICE ALERTS		
	As a minimum, the 4245 Headsets or equivalent must work and have enhanced voice alerts that announces remaining talk time, mute, and connection status.		
7	LANGUAGES		
	As a minimum, the 4245 Headsets or equivalent must work and support the following languages: i. US/UK English; and ii. French.		
8	MICROPHONE		
	As a minimum, the 4245 Headsets or equivalent must work and have a		

	microphone that has Dual mic array with noise canceling front mic.		
9	FREQUENCY RESPONSE		
	As a minimum, the 4245 Headsets or equivalent must work and have the following frequency responses: i. Wideband: 50 Hz–7 kHz; and ii. Multimedia 20 Hz–20 kHz.		
10	BATTERY CAPACITY		
	As a minimum, the 4245 Headsets or equivalent must work and have a Battery Capacity of 140 mAh.		
11	BATTERY TYPE		
	As a minimum, the 4245 Headsets or equivalent must work and have a battery that is rechargeable, and replaceable lithium ion polymer.		
12	CHARGE TIME		
	As a minimum, the 4245 Headsets or equivalent must work and have a full battery charge time of three hours.		
13	MULTIPOINT TECHNOLOGY		
	The 4245 Headsets or equivalent must work and have multipoint technology.		
14	WEIGHT		
	The 4245 Headsets or equivalent must work and have a weight of 21 gms, with no more than a +/- of 10%.		
15	TONE ALERTS		
	As a minimum, the 4245 Headsets or equivalent must work and have a Tone alerts for mute on/off and volume maximum/minimum.		
16	GENERAL SPECIFICATIONS		
	As a minimum, the 4245 Headsets or equivalent must work and have the following features and connections: i. Mono; ii. As a minimum, the Headband of the headset fits over the head; iii. Wireless; iv. Bluetooth; and v. USB A connection.		
17	WARRANTY		
	As a minimum, must have a 1 year warranty.		
18	APPLICATIONS SUPPORTED		
	As a minimum, the 4245 Headsets or equivalent must work and interoperate on the following applications: i. Plantronics hub desktop version is available for Windows/Mac, mobile version offered on Android and iOS,		

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	Plantronics Manager Pro suites: a. Asset Management & Adoption, Call Quality & Analytics, Health & Safety. ii. Amazon Alexa (easy access); and iii. TILE (lost headset location).		
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6. Product recall process, warranty

The Contractor must provide the standard manufacturer warranty for all headsets.

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ANNEX B- BASIS OF PAYMENT

INITIAL CONTRACT PERIOD 1 YEAR (from Contract award)

For Headsets that meets or exceed the mandatory criteria specified in Annex A - Requirement. The values and numbers provided in this table does not represent a commitment by Canada that future usage will be consistent with this data. Canada reserves the right to acquire the headsets quantities listed under this table, in whole or in parts, and at any given time during the Initial or Optional Contract Period, based on Operational Requirements.

Line no.	Description	Quantity	Firm Unit Price	Extended Price
1	Poly Blackwire 3325- Headset or equivalent	2,350	\$ _____ /ea.	\$
2	Poly-Plantronics Voyager 4245 Office- Headset or equivalent	2,950	\$ _____ /ea.	\$
3	Sub-total:			\$
4	Applicable taxes :			\$
5	Grand Total :			\$

OPTIONAL PERIOD (1 YEAR)

For Headsets that meets or exceed the mandatory criteria specified in Annex A - Requirement. The values and numbers provided in this table does not represent a commitment by Canada that future usage will be consistent with this data. Canada reserves the right to acquire the headsets quantities listed under this table, in whole or in parts, and at any given time during the Initial or Optional Contract Period, based on Operational Requirements.

To purchase additional quantities during the Optional Period, the Contractor agrees that the firm unit prices (increases or decreases) will be adjusted in accordance with Statistics Canada's average Consumer Price Index (CPI) for Durable Goods. (Example October 2019 to October 2020 « +2.0% »). The adjustment will be made annually on the anniversary date of the Contract, based on the average of the CPI for Durable Goods of the most recently reported twelve-month period using the firm unit prices of the previous year.

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000413>

Line no.	Description	Estimated Quantity	Firm Unit Price The firm unit prices (increases or decreases) will be adjusted in accordance with Statistics Canada's average Consumer Price Index (CPI) for Durable Goods.	Extended Price
1	Poly Blackwire 3325- Headset or equivalent	3,000	\$ _____ /ea.	\$
2	Poly-Plantronics Voyager 4245 Office- Headset or equivalent	7,000	\$ _____ /ea.	\$
3	Sub-total:			\$
4	Applicable taxes :			\$
5	Grand Total :			\$

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

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

- Direct Deposit (Domestic and International);
- Wire Transfer (International Only)

ANNEX D to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).