



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux  
Canada

Voir dans le document/  
See herein

NA

Québec

NA

**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**

<b>Title - Sujet</b> Automatic strapping machine Automatic strapping machine	
<b>Solicitation No. - N° de l'invitation</b> W1941-210021/A	<b>Date</b> 2020-12-07
<b>Client Reference No. - N° de référence du client</b> W1941-210021	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-490-15954	
<b>File No. - N° de dossier</b> MTA-0-43214 (490)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2121-01-08</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Sirois, Richard	<b>Buyer Id - Id de l'acheteur</b> mta490
<b>Telephone No. - N° de téléphone</b> (514) 718-5993 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE 6363 Notre-Dame Est MONTREAL Québec H1N3V9 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**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Delivery Required - Livraison exigée</b> Voir doc.	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ 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 Security Requirements**

There is no security requirement applicable to the Request for proposal.

### **1.2 Requirement**

The requirement is detailed under the Annex "A".

### **1.3 Debriefings**

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

### **1.4 Canadian Content**

The requirement is subject to a preference for Canadian goods.

### **1.5 epost Connect service**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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.

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25>)

#### 2.1.1 SACC Manual Clauses

B1000T (2014-06-26), Condition of Material – Bid  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/B/B1000T/3>)

#### 2.1.2 Best Delivery Date – Bid (To be completed by the bidder)

While delivery is requested by March 1, 2021, the best delivery that could be offered is \_\_\_\_\_.

### 2.2 Submission of Bids

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

#### PWGSC Québec Region Bid Receiving Unit

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

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

**Note: Bids will not be accepted if emailed directly to this email address.** This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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.

For more information on the use of Postel, please see the following link.

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

### 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 Quebec.

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

### 2.5 Bid Challenge and Recourse Mechanisms

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

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

Section I: 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 the 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 “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

##### **3.1.2 Exchange Rate Fluctuation**

[C3011T](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C3011T/5) (2013-11-06), Exchange Rate Fluctuation  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C3011T/5>)

##### **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 if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

The technical evaluation will be based on the mandatory technical criteria detailed in Annex C.

Bidders must demonstrate that the goods and/or services offered are compliant with each of these mandatory technical criteria with documents and/or technical drawings, which must be submitted with their proposal (**No internet link will be accepted**).

Bidders should complete the grid in Annex C in order to indicate where the technical criteria are demonstrated within their submitted documents and/or technical drawings and include it with their proposal. Failure to do so will render the bid non-responsive.

#### 4.1.2 Financial Evaluation

Based on the total prices of items 1-2-3-4 listed in Annex "B"

##### 4.1.2.1 Evaluation of Price - Canadian/Foreign Bidder

1. Bidders must submit firm prices, customs duties and excise taxes included, and Applicable Taxes excluded.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Bidders must provide prices Delivered Duty Paid (DDP) ([See Annex "A"](#)) Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on an DDP basis.

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File No. - N° du dossier  
MTA-0-43214

Buyer ID - Id de l'acheteur  
MTA-490  
CCC No./N° CCC - FMS No./N° VME

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## **4.2 Basis of Selection**

### **4.2.1 Basis of Selection – Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a 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 (To be completed by the bidder if required)

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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A3050T/5>)

## 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 (See Annex “E”)

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 Original equipment manufacturer (OEM) certification

Any bidder that is not the original equipment manufacturer (OEM) for every item proposed as part of its bid is required to submit a certificate signed by the OEM (not the bidder) certifying the bidder's authority to provide and maintain the OEM's items. No contracts will be awarded to a bidder that is not the original equipment manufacturer of the items proposed to Canada unless the manufacturer certification has been provided to Canada.

## **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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010A/19) (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010A/19>)

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive (Will be indicated when the contract is awarded).

#### **6.4.2 Delivery Date**

All the deliverables must be received on or before \_\_\_\_\_ (Will be indicated when the contract is awarded).

#### **6.4.3 Delivery Points**

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

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File No. - N° du dossier  
MTA-0-43214

Buyer ID - Id de l'acheteur  
MTA-490  
CCC No./N° CCC - FMS No./N° VME

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## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Richard Sirois  
Title: Supply specialist  
Public Works and Government Services Canada  
Acquisitions Branch

Telephone: (514) 718-5993  
E-mail address: richard.sirois@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 Project Authority (Will be indicated when the contract is awarded)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project 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: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

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

## 6.6 Payment

### 6.6.1 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex "B" for a cost of \$ \_\_\_\_\_ (will be indicated when the contract is awarded). Customs duties are included and Applicable Taxes are extra.

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

### 6.6.2 Multiple payments

SACC Manual Clause H1001C (2008-05-12), Multiple payments  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/H/H1001C/2>)

### 6.6.3 SACC Manual Clauses

C2000C (2007-11-30), Taxes – foreign-based Contractor  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C2000C/1>)

### 6.6.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);

## 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.

### 6.9 Applicable Laws (To be completed by the bidder)

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (Insert a name of the province or territory in Canada).

### 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;
- (e) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s))

### 6.11 SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor);  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A2000C/1>)

A2001C (2006-06-16), Foreign Nationales (Foreign Contractor);  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A2001C/1>)

A9062C (2011-05-16), Canadian Forces Site Regulations;  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9062C/4>)

B1501C (2018-06-21), Electrical equipment;  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/B/B1501C/2>)

D0018C (2007-11-30), Delivery and Unloading;  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/D/D0018C/1>)

G1005C (2016-01-28), Insurance – No Specific Requirement  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/G/G1005C/3>)

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## **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](#)".

## **ANNEX "A" REQUIREMENT**

### **1.0 Introduction**

The 25th Canadian Forces Supply Depot (25 CFSD) wishes to establish a contract for the purchase and installation of an automatic vertical strapping machine as well as training for the employees.

### **2.0 Context**

The current device, which has been in operation for nearly twenty-one (21) years, has reached the end of its useful life and is unsuitable for current operations. For the past five (5) years, the device has required regular repairs at the rate of two (2) to three (3) times per month, resulting in unforeseen and expensive expenses to keep it in working order.

### **3.0 Objective**

Acquire a strapping machine that can meet the needs of 25 CFSD and to ensure better performance for the operations of the 25 CFSD.

### **4.0 Deliverable**

- 4.1 one (1) vertical strapping machine ;
- 4.2 installation of the device (within 2 weeks of delivery);
- 4.3 demonstration and training for the employees (In the week following installation)

### **5.0 Constraints**

- 5.1 Quebec laws and regulations on occupational health and safety and the environment must be respected.
- 5.2 In order to comply with occupational health and safety standards, the contractor must ensure that the worker does not carry out his work when his condition represents a risk to his health, safety or physical well-being, or that of other people who are in or near workplaces, in particular because of their impairment by alcohol, drugs, including cannabis and similar substances.
- 5.3 Employees of the selected company will be required to wear steel-toed safety shoes (or boots) and reflective clothing to increase visibility at all times while in the workplace.
- 5.4 The work must be done within normal operating hours (Monday to Friday between 6:30 am and 3:00 pm, excluding public holidays) and workers have to register at the gate when they arrive and leave. They will be subject to the same rules as any external visitor to 25 CFSD. It should be noted that taking photos is prohibited.

## **6.0 Description of equipment and tasks**

### **6.1 Tasks**

- 6.1.1 Provide an device capable of moving the material by an automated conveyor and capable of turning and centering the pallets to then install one or two polyurethane straps welded by friction without human intervention and direct the strapped pallet towards the other end of the automated conveyor;
- 6.1.2 Within 2 weeks of delivery, install and secure the device in place and make the connection to the building's electrical system. The electrical connection must be made by a qualified electrical technician and the anchors to the floor may not exceed 4 inches deep. When submitting the bid, the bidder must provide us with the power requirements of the device so that we can modify/adapt the current of our facilities according to them;
- 6.1.3 An technician with at least two years experience with the supplier must ensure the proper functioning of the device, conduct a demonstration and provide training in the week following installation, to about fifteen users;

## **7.0 Technical requirements**

### **7.1 These are the characteristics required for the pallet strapping device:**

- Mobile friction welding unit,
- Mobile lance for strapping palletized materials,
- The device must be able to strap any material whose measurements can be, including the pallet, from a minimum height of 20 inches up to a maximum of 72 "inches,
- Must be adjustable in height (with a variation of plus or minus 6 inches from the predetermined height of the device) in order to be able to connect four conveyors (production lines) downstream and upstream. The productions lines have not yet been established as changes will be made to our facilities in the next two years),
- Transport rollers of a minimum length of 120 "(maximum 240") arranged at regular intervals of 2.5 " (more or less 0.5 inches) from each other upstream and downstream of the revolving table,
- The top part of the conveyors should be 16 "high in order to be integrated into the current system.
- Pallet strapping 48 "X 48" or 24 "X 48"
- Capacity to accommodate at least two (2) pallets awaiting strapping and two (2) others at the exit simultaneously,
- Centering mechanism with integrated rollers which can be moved laterally,
- Capable of strapping in both directions of the pallet as needed,
- Control panel for manual operation,
- An arch with a width of six (6) feet (with a variation of more or less 6 inches) and a height of seven (7) feet (with a variation of more or less 6 inches),
- Pressure of 3 imperial tons (with an acceptable variation of a quarter of a ton),
- Interruption device for emergencies,
- Access for replacement of the belt spools must be less than 60 inches from the ground and free of obstruction, other than the protective parts of the spool,
- Stirrups for anchoring to the ground,

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- Must be able to support the weight of the pallets placed on it up to a weight of 1,500 lbs per pallet.

7.2.1 We would like for the device to be delivered and installed no later than March 1<sup>st</sup>, 2021.

## **8.0 Delivery address**

6363, Notre-Dame East  
Building 20  
Montreal, Quebec  
H1N 3V9

Note: The supplier must make an appointment 48 hours before delivery.

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**ANNEX "B" BASIS OF PAYMENT**

ITEM	DESCRIPTION	QTY	UNIT PRICE*
1	Strapping Machine Brand _____ Model _____	1	_____ \$
2	Delivery	1	_____ \$
3	Installation	1	_____ \$
4	Training (about 15 people) Number of hours _____	1	_____ \$
TOTAL (1+2+3+4)			_____ \$

If the currency is different from CAD \$, please indicate: \_\_\_\_\_

\*Applicable taxes extra

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## ANNEX "C" MANDATORY TECHNICAL CRITERIA

Indicate where in your **documentation or data sheets** where the following mandatory specifications are demonstrated:

The bidder must clearly demonstrate, by submitting a technical data sheet or any other document that it meets each of the mandatory technical evaluation criteria mentioned below.

Failure to do so will render the bid non-responsive.

Item	Description	Specify the location in the documentation of technical sheets where the required mandatory specifications are demonstrated.
1	The device must be able to strap any material whose measurements can be, including the pallet, from a minimum height of 20 inches up to a maximum of 72 "inches	
2	Must be adjustable in height (with a variation of plus or minus 6 inches from the predetermined height of the device)	
3	Capacity to accommodate at least two (2) pallets awaiting strapping and two (2) others at the exit simultaneously	
4	Interruption device for emergencies	
5	Access for replacement of the belt spools must be less than 60 inches from the ground and free of obstruction, other than the protective parts of the spool	

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## **ANNEX "D" ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);

