



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

See herein for bid submission

instructions/

Voir la présente pour les

instructions sur la présentation

d'une soumission

NA

Manitoba

## REQUEST FOR PROPOSAL

## DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region

Victory Building/Édifce Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

<b>Title - Sujet</b> Frequency Converter	
<b>Solicitation No. - N° de l'invitation</b> W0117-203169/A	<b>Date</b> 2021-02-01
<b>Client Reference No. - N° de référence du client</b> W0117-203169	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-103-11161	
<b>File No. - N° de dossier</b> WPG-0-43165 (103)	<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> Central Standard Time CST <b>on - le 2021-02-17</b> Heure Normale du Centre HNC	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Villanueva, Crystal	<b>Buyer Id - Id de l'acheteur</b> wpg103
<b>Telephone No. - N° de téléphone</b> (431) 374-5613 ( )	<b>FAX No. - N° de FAX</b> (418) 566-6167
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 435 SQN, HGR 16 WINNIPEG Manitoba R3J3Y5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**DEPARTMENT OF NATIONAL DEFENCE  
REQUIREMENT FOR A  
FREQUENCY CONVERTER**

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

### 1.2 Statement of Requirement

The Department of National Defence, 17 Wing, 435 Squadron, has a requirement for a 400 Hz Frequency Converter (FC), as detailed herein, including software/hardware, documentation and warranty provisions for delivery to the Department of National Defence - 17 Wing, 435 Squadron Air to Air Refuelling – POD Shop, Building 55, 715 Wihuri Road, Winnipeg, Manitoba, in accordance with the terms and conditions as detailed herein.

Prices quoted are to be firm price including FOB Destination, shipping, freight, delivery and offloading charges. **Delivery is mandatory on or before May 01, 2021** to Department of National Defence, 17 Wing, 435 Squadron Air to Air Refuelling – POD Shop, Building 55, 715 Wihuri Road, Winnipeg, Manitoba.

A complete list of the mandatory technical specifications is detailed in Annex E, Compliance Matrix

### 1.3 PSPC Procurement Opportunities for Black Enterprises Pilot program for Small Businesses owned or led by Black Canadians

The Federal Government pledged to address systemic racism, and committed to do so in a way informed by the lived experiences of racialized communities and Indigenous Peoples.

The Federal Government invested in economic empowerment through the Black Entrepreneurship Program, and is redoubling its efforts by going further on economic empowerment through increasing supplier diversity in procurement.

Public Works & Government Services Canada (PWGSC) is exploring opportunities to undertake social procurement which creates greater inclusiveness and opportunities for participation by underrepresented groups in federal government procurement. The group currently included in this requirement is small businesses owned or led by Black Canadians.

PWGSC will assess these pilot procurements to inform the expanded use of targeted approaches to increasing diversity in future procurements in order to support greater inclusion and representation, and support opportunity and economic growth for Black Canadians.

**1.3.1** The requirement is subject to a preference for goods and services provided by small businesses owned or led by Black Canadians as described in this solicitation.

**1.3.2** Further to bullet 13 of Article 504 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

### 1.4 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 business days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## 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.

#### 2.1.1 SACC Manual Clauses

### 2.2 Submission of Bids

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

Note: For bidders choosing 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](mailto: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.

#### 2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work 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 ten (10) calendar 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 ten (10) 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 Manitoba.

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

### 2.5 Bid Challenge and Recourse Mechanisms

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

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its 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 must be gathered per section and separated as follows:

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

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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 “C” Electronic Payment Instruments, to identify which ones are accepted.

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

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

##### 3.1.2 Exchange Rate Fluctuation

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

##### 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 at least one independent bid with a valid Canadian Black-owned or led small business certification. "Independent", in this context, means that each bid that includes a valid certification has been submitted by 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 evaluated and considered for award of a contract; otherwise, all bids will be considered. 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 at least one responsive bids with a valid certification, then all responsive bids will be eligible for consideration. Canada may conduct the validation of Canadian Black-owned or led small business 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

- (a) Provision of meeting the Mandatory Specifications as detailed in Annex E, Compliance Matrix.

Bidders should submit with the bid, technical documentation such as specification sheets, technical brochures and photographs or illustrations to demonstrate compliance to each mandatory criterion listed in Annex E, Compliance Matrix. If specific published technical documentation is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.

- (b) Provision of pricing as per the instructions in Annex B, Basis of Payment.

#### 4.1.2 Financial Evaluation

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

### 4.2 Basis of Selection

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

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



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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 Voluntary Small Business and Black-Owned or Led Business Self-Attestation Forms

This procurement is conditionally limited to Canadian Black-owned or led small businesses.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that Canada may consider only bids with a certification that the good(s) and/or service(s) offered are being delivered by a Canadian Black-owned or led small business.

Failure to provide the certifications set out in Annex "D" with the bid at bid closing will result in the good(s) and/or service(s) offered being treated as good(s) and/or service(s) that are offered by a non-Canadian Black-owned or led small business.

### 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-) (<http://www.tpsgc-pwgsc.gc.ca/ci->

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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/canada-esdc-labour's-website) 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 OEM Certification**

a) Any Bidder that is not the Original Equipment Manufacturer (OEM) for every item of hardware proposed as part of its bid is required to submit the OEM's certification (Annex F) regarding the Bidder's authority to provide and maintain the OEM's hardware, which must be signed by the OEM (not the Bidder). No Contract will be awarded to a Bidder who is not the OEM of the hardware it proposes to supply to Canada, unless the OEM certification has been provided to Canada. Bidders are requested to use the OEM Certification Form (Annex D) included with the bid solicitation. Although all the contents of the OEM Certification Form are required, using the form itself to provide this information is not mandatory. For Bidders/OEMs who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.

b) If the hardware proposed by the Bidder originates with multiple OEMs, a separate OEM certification is required from each OEM.

c) For the purposes of this bid solicitation, OEM means the manufacturer of the hardware, as evidenced by the name appearing on the hardware and on all accompanying documentation.

### **5.2.4 Certificate of Conformity of the Equipment**

Prior to delivery, a copy of the Certificate of Conformity (Frequency Converter) of the material shall be emailed to the Technical Authority and the Contracting Authority for each plate to be delivered.

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Statement of Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

#### 6.4.2 Delivery Date

While delivery is **mandatory by May 1st, 2021**, the best delivery that could be offered is \_\_\_\_\_.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Crystal Villanueva  
Title: Procurement Team Lead  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 269 Main Street  
Winnipeg, MB  
  
Telephone: 431-374-5613  
E-mail address: [crystal.villanueva@tpsgc-pwgsc.gc.ca](mailto:crystal.villanueva@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

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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

The Project Authority for the Contract is: *To be determined at contract award*

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 determined at contract award*

Name: \_\_\_\_\_  
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 for a cost of \$\_\_\_\_\_. 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 SACC Manual Clauses

[C6000C](#) (2017-08-17) Limitation of Price  
[H1000C](#) (2008-05-12) Single Payment  
[A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department

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### 6.6.3 Electronic Payment of Invoices – Contract

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

- a. *To be determined*

### 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.
  - c. one (1) copy must be forwarded to the consignee.

### 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

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

### 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) Annex C, Electronic Payment Instruments;
- (f) Annex D, Canadian Small Business Certification;
- (g) Annex E, Compliance Matrix;
- (h) Annex F, OEM Certification form;
- (i) the Contractor's bid dated \_\_\_\_\_ "as amended on \_\_\_\_\_"

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#### **6.11 SACC Manual Clauses**

A9062C (2011-05-16) Canadian Forces Site Regulations  
B1501C (2018-06-21) Electrical Equipment  
B7500C (2006-16-16) Excess Goods  
G1005C (2016-01-28) Insurance – No Specific Requirement  
D5328C (2014-06-26) Inspection and Acceptance  
C5201C (2008-05-12) Prepaid Transportation Costs  
D2001C (2007-11-30) Labelling

#### **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".

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## ANNEX "A"

### STATEMENT OF REQUIREMENT

The Department of National Defence, 17 Wing, 435 Squadron, has a requirement for a 400 Hz Frequency Converter (FC), as detailed herein, including software/hardware, documentation and warranty provisions for delivery to the Department of National Defence - 17 Wing, 435 Squadron Air to Air Refuelling – POD Shop, Building 55, 715 Wihuri Road, Winnipeg, Manitoba, in accordance with the terms and conditions as detailed herein.

Prices quoted are to be firm price including FOB Destination, shipping, freight, delivery and offloading charges. **Delivery is mandatory on or before May 01, 2021** to Department of National Defence, 17 Wing, 435 Squadron Air to Air Refuelling – POD Shop, Building 55, 715 Wihuri Road, Winnipeg, Manitoba

#### Mandatory Specifications

A complete list of the mandatory technical specifications is detailed in Annex E, Compliance Matrix

*(to be inserted from Annex D – Compliance Matrix - Minimum Mandatory Performance Specifications)*

**Delivery FOB Destination is mandatory on or before May 01, 2021;**

The best delivery date offered is \_\_\_\_\_

**Refer to Annex E, Compliance Matrix, for complete instruction of all specifications that must be satisfied in order for your bid to be deemed responsive. Completion of the Compliance Matrix is mandatory.** Bidders should submit with the bid, technical documentation such as specification sheets, technical brochures and photographs or illustrations to demonstrate compliance to each mandatory criterion listed in Annex E, Compliance Matrix. If specific published technical documentation is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.

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**ANNEX "B"**

**BASIS OF PAYMENT**

**When completed, the Annex B will be considered as the Bidder's Financial Bid.** Bidder should identify the currency of financial bid.

Prices quoted to be **Firm Unit Prices**, FOB Destination, including all delivery and offloading charges, in accordance with the requirements identified in Annex A – Requirement and Annex E – Compliance Matrix.

GST, if applicable, is to be shown as a separate item on any resulting invoice.

Item	Description	Qty	Unit of Issue	Unit Price
1	<b>400 Hz Frequency Converter (FC)</b> in accordance with the requirements as identified in the technical specifications.	<b>1</b>	<b>each</b>	
	<b>Subtotal</b>			
	<b>GST, if applicable</b>			
	<b>Total</b>			



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## **ANNEX “C”**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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**ANNEX "D"**

**CANADIAN SMALL BUSINESS CERTIFICATION**

To participate in this bid solicitation, each Bidder (and each member of any Joint Venture Bidder) must submit the following form:

**VOLUNTARY SMALL BUSINESS SELF-CERTIFICATION FORM**

**Data Collection**

This is a voluntary form self-attest to status as a small business (fewer than 500 paid employees).

**Privacy Notice**

The collection, retention, use and storage of personal information provided in this form is protected, used, and disclosed in accordance with the Privacy Act. All data obtained are to be used solely for determining eligibility for the solicitation and for statistical purposes.

**Instructions**

Please complete sections A-B. When complete, submit this form to the procurement contracting authority at bid submission.

**A.** I, \_\_\_\_\_, (name of individual authorized to represent the business) hereby attest that \_\_\_\_\_ (legal name of business) is a small business, employing \_\_\_\_\_ (number of full-time paid employees) employees

**B.** I agree to the following:

- The information provided in this form is true as of the date indicated below;
- The certifications provided to Canada are subject to verification at all times, and Canada may declare a bid non-responsive, declare a contractor in default, disqualify the supplier from participating in current and future government contracts, and/or terminate any contract awarded pursuant to the underrepresented status if a certification is found to be untrue, whether during the bid evaluation period or during the contract period.
- Canada has the right to ask for additional information to verify the information provided by the Supplier. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.
- In the event that a bid is declared non-responsive or a Contract in default because of an untrue statement or non-compliance with the requirements, Canada may seek another supplier to complete the contract, and any additional costs incurred by Canada to do so will, upon the request of Canada, be borne by the non-compliant supplier and/or all the members of the joint venture; and,
- I have read and understood the above terms. Upon the request of Canada, I agree to provide evidence supporting any of the compliance requirements described above.

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Signature of Authorized  
Representative

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Date

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## VOLUNTARY CANADIAN BLACK-OWNED OR LED BUSINESS CERTIFICATION

### Black-owned or Black-led Business Certification

For the purposes of this bid solicitation, to qualify as a Black-owned or Black-led Business, the Bidder must EITHER be Black-owned or Black-led – the Bidder is not required to be both (although it may be both). In the case of a Joint Venture Bidder, each member of the Joint Venture must be a Black-owned or Black-led business and provide the required information and certifications. In the context of this bid solicitation:

- a. a business is **Black-owned** if:
  - i. in the case of a sole proprietorship, the owner is an individual who self-identifies as Black;
  - ii. if the case of a corporation:
    - (A) 51% or more of the voting shares of the Bidder are owned by one or more individuals who self-identify as Black; or
    - (B) where the Bidder is a wholly-owned subsidiary of another company, 51% or more of the voting shares of that parent corporation are owned by one or more individuals who self-identify as Black;
  - iii. in the case of a partnership, the majority of the interests in the partnership (or the general partner, in the case of a limited partnership) are owned by one or more individuals who self-identify as Black.
- b. **to demonstrate that the Bidder is Black-owned**, the Bidder must submit one of the following as part of the bid:
  - i. In the case of a sole proprietorship, a confirmation that the Bidder is a sole proprietorship and the name under which it is registered;
  - ii. In the case of a corporation, a complete list of the voting shareholders of the corporation that specifies which individuals self-identify as Black (or confirmation that the Bidder is a wholly-owned subsidiary of a Black-owned corporation, with a complete list of the voting shareholders of the parent corporation that specifies which shareholders self-identify as Black); or
  - iii. In the case of a partnership, a confirmation of the partnership structure, together with a list of all the partners and their respective ownership interests that specifies which partners self-identify as Black (in the case if a limited partnership, this information is required only from the general partner).

PLUS, the Bidder must submit the certifications of each of the above-noted individuals who self-identify as Black, using the form provided below.

- c. a business is **Black-led** if:
  - i. in the case of a sole proprietorship, the owner is an individual who self-identifies as Black and operates the sole proprietorship;
  - ii. in the case of a corporation, 51% or more of the leadership of the Bidder consists of one or more individuals who self-identify as Black; or
  - iii. in the case of a partnership, 51% or more of the leadership of the partnership (or the leadership of the general partner, in the case of a limited partnership) consists of one or more individuals who self-identify as Black.

The leadership of organizations will differ – while all corporations have a board of directors, corporations otherwise can have different leadership structures. In the case of a corporation, if 51%

or more of the board of directors consists of individuals who self-identify as Black, that qualifies as a Black-led corporation. Or, if the senior officers of a corporation consist of a President, a Chief Financial Officer and a Vice-President, then two of those positions must be occupied by individuals who self-identify as Black. However, in a corporation that has a President, a Chief Financial Officer and three Vice-Presidents, it will not be sufficient for two of those positions to be occupied by individuals who self-identify as Black – 51% of more of the senior management positions in a corporation must be occupied by individuals who self-identify as Black.

- d. **To demonstrate that the Bidder is Black-led**, the Bidder must submit one of the following as part of the bid:
- A complete list of the board of directors that identifies which individuals self-identify as Black; or
  - A complete list of all the senior officers or other senior leadership positions that identifies which individuals self-identify as Black.

PLUS, the Bidder must submit the certifications of each of the above-noted individuals who self-identify as Black, using the form provided below.

- e. The form of certification required from the individuals who self-identify as Black is as follows:

*Certification of Self-Identification as Black*

*My name is \_\_\_\_\_.*

*I am submitting this Certification in connection with the bid being submitted by \_\_\_\_\_ (the "Bidder") in response to bid solicitation no. \_\_\_\_\_.*

*I am currently \_\_\_\_\_ [insert an explanation of whether you are a voting shareholder, the President, etc.] of the Bidder and have been so since \_\_\_\_ (year).*

*I self-identify as a Black person.*

*I am providing this Certification understanding that it is part of a bid in which the Bidder is seeking a preference for being a Black-owned or Black-led business and I confirm that the information I have provided in this Certification is true.*

\_\_\_\_\_  
*Signature of Individual*

- f. The information provided in the bid, including the certifications, is subject to the provisions of the *Access to Information Act*, which includes certain exceptions with respect to personal information. However, there may be circumstances in which Canada is required to disclose the content of certifications, such as in the context of a challenge to the award of the contract resulting from this bid solicitation.
- g. Canada will declare a bid non-responsive, or may declare a contractor in default, if any of the information provided by the bidder is found to be untrue, whether during the bid

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evaluation period or during the contract period. Canada will have the right to ask for additional information about a bidder's corporate or organizational structure and the names of its shareholders or senior officers at any time. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

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**ANNEX "E"**  
**TECHNICAL SPECIFICATIONS MANDATORY, MINIMUM MANDATORY CRITERIA (Compliance Matrix)**  
**400 Hz Frequency Converter**

*REFER TO ATTACHED PDF TITLED "Compliance Matrix"*

ANNEX "E"

Compliance Matrix

TECHNICAL SPECIFICATIONS MANDATORY, MINIMUM MANDATORY CRITERIA

400 Hz Frequency Converter

A complete list of the minimum mandatory performance specifications are detailed below in the "Compliance Matrix". Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders **must** show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered "meets" or "doesn't meet".
2. Bidders are requested to indicate how they meet each performance specification by recording this information under the Performance Specification Offered column in the Compliance Matrix.
3. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
4. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
5. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

Spec Section	Description	Status	Bidder must indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
	To supply and install a 400 Hz Frequency Converter in accordance with the specifications detailed herein for National Defence, 17 Wing, 435 Squadron, Building 55, 715 Wihuri Road, Winnipeg, Manitoba.	STATUS: M = Mandatory I = Information	Note: It's a mandatory requirement that the bidder meets all of the mandatory, minimum mandatory specifications as identified under Annex "A". Failure to meet the mandatory requirements addressed in this Annex will result in your proposal being deemed non-	

	The supplier of the FC must provide the hardware listed below.		responsive and it shall not be given any further consideration in the evaluation process.	
<b>1</b>	<b>Part 1: General Performance Specifications</b>			
1.1	All components are to be configured in such a way that no disassembly, re-assembly, or re-arrangement of is required by the user during normal use.	<b>M</b>		
1.2	Components Must Include:	<b>I</b>		
1.2.1	25 kVA fixed mounted frequency converter power system	<b>M</b>		
1.2.2	Input Power Rating: 600 V + 10% / -15%, 3 Phase, 50/60Hz with Max full load input current 21 A (at 600 VAC)	<b>M</b>		
1.2.3	Output Power Rating: 120 V L-N / 208 V L-L, 3 Phase, 4 Wire, 400 Hz	<b>M</b>		
1.2.4	Component Cabinet Dimensions: Height: Minimum 60 to Maximum 78 inches Width: Minimum 27 to Maximum 36 inches Depth: Minimum 16 to Maximum 24 inches	<b>M</b>		
<b>2</b>	<b>Part 2: Interface Technical Specifications</b>			
2.1	External communications port access	<b>M</b>		



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2.2	Front panel USB	M			
2.3	AC input "ON/OFF" connect / disconnect current sensing device	M			
2.4	Input surge protection IAW IEEE C62.41 Category B	M			
2.5	AC output "ON/OFF" connect / disconnect current sensing device	M			
2.6	Canadian voltage step down transformer	M			
3	Part 3: Electrical Certification				
3.1	CSA-1, ETL tested to UL 1012 and CSA 22.2	M			
4	Part 4: Packaging				
4.1	Built in Metal forklift pockets or wheels	M			
5	Part 5: Documentation & Manuals				
5.1	The supplier must provide Documentation/Technical Manuals (in English) from the Original Equipment Manufacturer.	M			
6	Part 6: State of Equipment				
	The equipment offered shall be composed of standard equipment requiring no further research or development and shall be in current production and conform to the current issue of the applicable specification and/or part number of the Original Equipment Manufacturer. All equipment shall be	M			

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	new, in that it shall not include refurbished equipment and in that all equipment shall be of current manufacture.			
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**ANNEX "F"**

**OEM Certification Form**

This confirms that the original equipment manufacturer (OEM) identified below has authorized the Bidder named below to provide and maintain its products under any contract resulting from the bid solicitation identified below.

Name of OEM	_____
Signature of authorized signatory of OEM	_____
Print Name of authorized signatory of OEM	_____
Print Title of authorized signatory of OEM	_____
Address for authorized signatory of OEM	_____
Telephone no. for authorized signatory of OEM	_____
Fax no. for authorized signatory of OEM	_____
Date signed	_____
Solicitation Number	_____
Name of Bidder	_____