



**REQUEST FOR PROPOSAL /  
DEMANDE DE PROPOSITION**

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

Director Services Contracting 4  
(D Svcs C 4)

Attention: Rogelio Orsetti, Procurement Officer

By email to:  
[DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca](mailto:DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca)

**Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à: Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commenataires

**THIS DOCUMENT DOES NOT CONTAIN A  
SECURITY REQUIREMENT**

**CE DOCUMENT NE CONTIENT  
AUCUNE EXIGENCE EN MATIÈRE DE SÉCURITÉ**

**Solicitation Closes /  
L'invitation prend fin:**

At / à : 02.00 PM EDT

On / le : 04-MAR-2021

<b>Title / Titre:</b> X-Ray Detector Kits	<b>Solicitation No / No de l'invitation:</b> W6369-21-X043
<b>Date of Solicitation / Date de l'invitation:</b> 17-FEB-2021	
<b>Address Enquiries to – Adresser toutes questions à:</b> Rogelio Orsetti by email to: <a href="mailto:Rogelio.Orsettipetrocelli@forces.gc.ca">Rogelio.Orsettipetrocelli@forces.gc.ca</a>	
<b>Telephone No. / N° de téléphone:</b> 613-715-0853	<b>FAX No / No de fax:</b>
<b>Destination:</b> Carling Campus 60 Moodie Dr, Ottawa, Ontario K1A 0K2	

**Instructions:**

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

**Instructions:**

Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés «rendu droits acquittés», tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

<b>Delivery required / Livraison exigée:</b>	<b>Delivery offered / Livraison proposée:</b>
<b>Vendor Name and Address / Raison sociale et adresse du fournisseur:</b>	
<b>Name and title of person authorized to sign on behalf of vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie):</b>	
<b>Name / Nom:</b>	<b>Title / Titre:</b>
<b>Signature:</b>	<b>Date:</b>

**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION ..... 3**

1.1 SECURITY REQUIREMENTS..... 3

1.2 STATEMENT OF REQUIREMENT ..... 3

1.3 DEBRIEFINGS ..... 3

**PART 2 - BIDDER INSTRUCTIONS ..... 4**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS ..... 4

2.2 SUBMISSION OF BIDS..... 4

2.3 ENQUIRIES - BID SOLICITATION ..... 4

2.4 APPLICABLE LAWS ..... 5

**PART 3 - BID PREPARATION INSTRUCTIONS..... 6**

3.1 BID PREPARATION INSTRUCTIONS ..... 6

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 7**

4.1 EVALUATION PROCEDURES..... 7

4.2 BASIS OF SELECTION..... 7

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 8**

5.1 CERTIFICATIONS REQUIRED WITH THE BID ..... 8

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION ..... 8

**PART 6 - RESULTING CONTRACT CLAUSES ..... 9**

6.1 SECURITY REQUIREMENTS..... 9

6.2 STATEMENT OF REQUIREMENT ..... 9

6.3 STANDARD CLAUSES AND CONDITIONS ..... 9

6.4 TERM OF CONTRACT ..... 9

6.5 AUTHORITIES ..... 9

6.6 PAYMENT ..... 10

6.7 INVOICING INSTRUCTIONS..... 11

6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION..... 11

6.9 APPLICABLE LAWS..... 11

6.10 PRIORITY OF DOCUMENTS..... 11

6.11 SACC MANUAL CLAUSES ..... 12

6.12 SHIPPING INSTRUCTIONS..... 12

6.13 DISPUTE RESOLUTION..... 15

6.14 INSPECTION AND ACCEPTANCE ..... 15

**ANNEX "A" - STATEMENT OF REQUIREMENT ..... 16**

**ANNEX "B" – BASIS OF PAYMENT ..... 19**

**ANNEX "C" – ELECTRONIC PAYMENT INSTRUMENTS..... 20**

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this bid solicitation.

### **1.2 Statement of Requirement**

The requirement is detailed under the "Requirement" at 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.

## **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, with the following modifications:

- a) Section 2, Procurement Business Number is deleted in its entirety.
- b) Section 5, Submission of Bids – Subsection 2(d) is amended as follows:
  - i) Send its bid only to DND / D Svcs C as specified on page 1 of the bid solicitation.
- c) Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 180 days
- d) Section 6, Late Bids is deleted in its entirety.
- e) Section 7, Delayed Bids is deleted and replaced by:
  - i) It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- f) Section 08, Transmission by facsimile is deleted in its entirety.
- g) Section 20, Further Information is deleted in its entirety.

### **2.2 Submission of Bids**

Bids must be submitted only to DND / D Svcs C by the date and time indicated on page 1 of the bid solicitation.

**Electronic Submissions:** Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Department of National Defence (DND) e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. DND will confirm receipt of documents. It is the responsibility of the Bidder to ensure that its entire submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing date and time to submit their bid and for DND to confirm receipt. Bid documents received after the closing date and time will not be accepted.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to

provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

#### **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

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

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid - one (1) soft copy submitted by email,

Section II: Financial Bid - one (1) soft copy submitted by email,

Section III: Certifications - one (1) soft copy submitted by email.

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex "B", Basis of Payment. The total amount of Applicable Taxes must be shown separately.

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" to Part 3 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

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

*SACC Manual* Clause C3011T (2013-11-06), Exchange Rate Fluctuations

#### **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.

#### **4.1.1 Technical Evaluation**

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

The following mandatory requirements must be submitted with the bid for evaluation:

- (a) Technical compliance herein.

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause A0222T (2014-06-26), Evaluation of Price - Canadian / Foreign Bidders

### **4.2 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.

## **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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" list at the time of contract award.



## **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**

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**

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

In section 01, **Interpretation**, the definition of "Canada", "Crown", "Her Majesty" or "the Government" is amended as follows:

Delete: Minister of Public Works and Government Services  
Insert: Minister of National Defence

### **6.4 Term of Contract**

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

The period of the Contract is from the date of Contract to June 30, 2021 inclusive.

#### **6.4.2 Delivery Date**

All the deliverables must be received on or before 31 March 2021.

#### **6.4.3 Delivery Points**

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

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Rogelio Orsetti  
Title: Procurement Officer  
Organization: Department of National Defence, Director Services Contracting 4 (D Svcs C 4)  
Address: National Defence Headquarters  
Attention: D Svcs C 4-2-2-2  
101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2

Telephone: 819-939-7935  
E-mail address: [Rogelio.Orsettipetrocelli@forces.gc.ca](mailto:Rogelio.Orsettipetrocelli@forces.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: (to be specified in resulting contract)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: National Defence Headquarters  
Attention: \_\_\_\_\_  
Colonel By Drive  
Ottawa, Ontario  
K1A 0K2  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is: (to be specified in resulting contract)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex "B" for a cost of \$ \_\_\_\_\_ (amount to be determined at contract award). Customs duties are included and Applicable Taxes are extra.

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

### 6.6.2 Single Payment

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

### 6.6.3 SACC Manual Clauses

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

*SACC Manual* Clause C2000C (2007-11-30), Taxes - Foreign-based Contractor, if applicable.

*SACC Manual* Clause C2605C (2008-05-12), Canadian Customs Duties and Sales Tax – Foreign-based Contractor, if applicable.

*SACC Manual* Clause C2608C (2020-07-01), Canadian Customs Documentation, if applicable.

#### **6.6.4 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): **[List below to be modified in the resulting Contract as indicated by the successful Bidder in its Bid, if applicable]**

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### **6.7 Invoicing Instructions**

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.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded via email to the Technical Authority identified under the section entitled "Authorities" of the Contract for certification and payment; and
- 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**

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 Work;

- (d) Annex "B", Basis of Payment; and  
(e) the Contractor's bid dated \_\_\_\_\_.

## 6.11 SACC Manual Clauses

SACC Manual Clause A9006C (2012-07-16), Defence Contract

SACC Manual Clause G1005C (2016-01-28), Insurance - No Specific Requirement

## 6.12 Shipping Instructions

For Canadian-based contractors:

1. Delivery will be FCA Free Carrier at \_\_\_\_\_ (to be specified in resulting contract) Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.
2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.
  - a. *Insert the following for all sole source contracts, except repair and overhaul, where the Contractor is located in Canada:*  
Inbound Logistics Co-ordination Center (ILCC)  
Telephone: 1-877-877-7423 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)
  - b. *Insert the following for all repair and overhaul contracts where the Contractor is located between Kingston inclusive and westward to the Ontario/Manitoba border:*  
Inbound Logistics Central Area (ILCA)  
Telephone: 1-866-371-5420 (toll free)  
Facsimile: 1-866-419-1627 (toll free)  
E-mail: [ILCA@forces.gc.ca](mailto:ILCA@forces.gc.ca)
  - c. *Insert the following for all repair and overhaul contracts where the Contractor is located in Manitoba, Saskatchewan, Alberta, British Columbia, and the National Capital Region inclusive to east of Kingston:*  
Inbound Logistics Coordination Center (ILCC)  
Telephone: 1-877-877-7423 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)
  - d. *Insert the following for all repair and overhaul contracts where the Contractor is located in Quebec:*  
Inbound Logistics Quebec Area (ILQA)  
Telephone: 1-866-935-8673 (toll free), or 1-514-252-2777, ext. 4673, 2852  
Facsimile: 1-866-939-8673 (toll free), or 1-514-252-2911  
E-mail: [25DAFCTrafficQM@forces.gc.ca](mailto:25DAFCTrafficQM@forces.gc.ca)
  - e. *Insert the following for all repair and overhaul contracts where the Contractor is located in Atlantic (New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador):*  
Inbound Logistics Atlantic Area (ILAA)  
Telephone: 1-902-427-1438

Facsimile: 1-902-427-6237  
E-mail: [BloglLAA@forces.gc.ca](mailto:BloglLAA@forces.gc.ca)

3. The Contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:
  - a. the Contract number;
  - b. consignee address (for multiple addresses, items must be packaged and labelled separately with each consignee address);
  - c. description of each item;
  - d. the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
  - e. actual weight and dimensions of each piece type, including gross weight;
  - f. full details of dangerous goods/hazardous products, as required for the applicable mode of transportation, signed certificates for dangerous goods/hazardous products as required for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian [Transportation of Dangerous Goods Regulations](#), and a copy of the safety data sheet in English and French.
4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, and the marking of each piece with a Transportation Control Number.
5. The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.
6. If the Contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.
7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either 30 days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or 30 days following the delivery date specified in the Contract, whichever is later.

For foreign-based contractors:

1. Delivery will be FCA Free Carrier at \_\_\_\_\_ (to be specified in resulting contract) Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility
2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.
  - a. Insert the following when the Contractor is located in the United States (U.S.):  
Inbound Logistics Coordination Center (ILCC):  
Telephone: 1-877-447-7701 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)  
OR

- b. Insert the following when the Contractor is located in United Kingdom (UK) and Ireland:  
Inbound Logistics United Kingdom (ILUK):  
Telephone: 011-44-1895-613023, or 011-44-1895-613024, or  
Facsimile: 011-44-1895-613046  
E-mail: [CFSUEDetUKMovements@forces.gc.ca](mailto:CFSUEDetUKMovements@forces.gc.ca)  
In addition, the Contractor must send to ILUK the completed form "Shipping Advice and Export Certificate" by e-mail to: [CFSUEDetUKMovements@forces.gc.ca](mailto:CFSUEDetUKMovements@forces.gc.ca).  
The shipment of any items above the value of 600 GBP (pound sterling) being exported from the United Kingdom and Ireland will be cleared by DND using Her Majesty's Customs & Excise (HMCE) New Export Systems (NES). The Contractor must comply with HMCE requirements by registering with HMCE or by having a freight forwarder complete the entry. A printed copy of the NES entry Export Declaration clearly displaying the Declaration Unique Consignment Reference Number must be provided by the Contractor and attached to the consignment. The Contractor must ensure that this procedure is carried out for all stores whether they be initial purchase or repair and overhaul export items. HMCE will authorize Canadian Forces Support Unit (Europe) to ship the goods only if the procedure has been adhered to completely and properly by the Contractor. **Note:** To ensure you receive a reply on any contracting information such as Incoterms etc, always include the e-mail address: [ILHQcontract-ILHQcontrat@forces.gc.ca](mailto:ILHQcontract-ILHQcontrat@forces.gc.ca) in carbon copy (cc).  
OR
- c. Insert the following when the Contractor is located in a country other than Canada, the U.S., the UK and Ireland:  
Inbound Logistics Europe Area (ILEA):  
Telephone: +49-(0)-2203-908-1807 or 2748 or 5304  
Facsimile: +49-(0)-2203-908-2746  
Email: [ILEA@forces.gc.ca](mailto:ILEA@forces.gc.ca)  
**Note:** To ensure you receive a reply on any contracting information such as Incoterms etc, always include the e-mail address: [ILHQcontract-ILHQcontrat@forces.gc.ca](mailto:ILHQcontract-ILHQcontrat@forces.gc.ca) in carbon copy (cc).  
OR
- d. Insert the following for U.S. Foreign Military Sales (FMS):  
Inbound Logistics Coordination Center (ILCC):  
Telephone: 1-877-447-7701 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
Email: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)  
Canada is responsible for the carrier selection for shipments of the goods supplied under this FMS contract. Instructions on how to obtain carrier selection from Canada are contained in U.S. Department of Defense 4000.25-8-M, Military Assistance Program Address Directory, and Canadian Special Instructions Indicator (SII). The Contractor must not ship the goods until the SII has been complied with. .
3. The Contractor must provide the following information to the DND Inbound Logistics contact when arranging for shipment:
- the Contract number;
  - consignee address (if multiple addresses, items must be packaged and labeled separately with each consignee address);
  - description of each item;
  - the number of pieces and type of packaging (e.g. carton, crate, drum, skid);
  - actual weight and dimensions of each piece type, including gross weight;

- f. copy of the commercial invoice (in accordance with clause [C2608C](#), section 4, of the [Standard Acquisition Clauses and Conditions Manual](#)) or a copy of the Canada Border Services Agency form CI1 [Canada Customs Invoice](#) (PDF 429KB) - ([Help on File Formats](#));
  - g. [Schedule B](#) codes (for exports) and the Harmonized Tariff Schedule codes (for imports);
  - h. Canada-United States-Mexico Agreement Certification of Origin (in accordance with clause [C2608C](#), section 2) for the U.S. and Mexico only;
  - i. full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, or International Air Transport Association regulations or the applicable Canadian [Dangerous Goods Shipping Regulations](#) and a copy of the safety data sheet.
4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, the marking of each piece with a Transportation Control Number and customs documentation.
  5. The Contractor must not ship goods before receiving shipping instructions from the DND Inbound Logistics contact.
  6. If the Contractor delivers the goods at a place and time that are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.
  7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either 30 days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or 30 days following the delivery date specified in the Contract, whichever is later.

### **6.13 Dispute Resolution**

- (a) The parties agree to maintain open and honest communication about the Requirement 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](#)".

### **6.14 Inspection and Acceptance**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## ANNEX "A" - STATEMENT OF REQUIREMENT

### 1.0 SCOPE

#### 1.1 Purpose

1.1.1 The purpose of this Statement of Requirements (SOR) is to describe the requirements and work effort required from the Contractor by the Department of National Defence (DND) for the supply of items and services to meet the requirements for the acquisition and support of the procurement of 2 x-ray detector kits.

#### 1.2 Background

1.2.1 The current X-Ray detector kits in use by Director Nuclear Safety (D N Safe) are no longer being supported for service going forward and will no longer be supported for calibration. Replacement of these units with new equipment will provide D N Safe with the appropriate tools to perform radiation safety compliance inspections of operations at medical and dental facilities with X-Ray device implementations.

#### 1.3 Intended Use

1.3.1 The intended use of the x-ray detector kits is for the quality assurance and quality control testing of x-ray devices used in: general purpose diagnostic imaging (medical); and panoramic and intraoral imaging (dental). Typical measurements performed include: tube voltage; dose delivery; exposure time; filtration characteristics; and beam leakage and scatter.

#### 1.4 List of Acronyms and Abbreviations

Abbreviation	Description
CA	Contracting Authority
CAGE	Commercial and Government Entity
CAF	Canadian Armed Forces
CFB	Canadian Forces Base
DND	Department of National Defence
D N Safe	Director Nuclear Safety
NDQAR	National Defence Quality Assurance Representative
GSM	Government Supplied Materiel
SOR	Statement of Requirements
TA	Technical Authority

Figure A-1 List of Acronyms and Abbreviations

#### 1.5 Terminology



- 1.5.1 Dose Delivery: exposure measurement (in base units of Roentgen (R) or Gray (Gy)).
- 1.5.2 Filtration Characteristics: half-value layer (HVL) (in base units of millimetre (mm) of Aluminium (Al))
- 1.5.3 Beam Leakage and Scatter: exposure rate measurement (in base units of Sieverts per hour (Sv/hr))
- 1.5.4 Tube voltage: x-ray tube source voltage (in base units of kV)
- 1.5.5 Exposure Time: time during which the detector is exposed to x-rays (in base units of seconds (s)).

**2.0 APPLICABLE DOCUMENTS**

**2.1 References**

2.1.1 The following references are provided with the Request for Proposal. Where mentioned, the following Standards must be used for the preparation of deliverables to the extent specified in this SOR:

2.1.1.1 DND Specifications, Standards, and Publications:

REFERENCE	PROMULGATION	REFERENCE TITLE
A-AD-100-100/AG-000	1991-10-15	NATIONAL DEFENCE PUBLISHING POLICY AND ADMINISTRATION PROCEDURES
A-LM-007-100/AG-001	2016-11-30	SUPPLY ADMINISTRATION MANUAL
DAOD 3003-1	2011-08-23	MANAGEMENT, SECURITY AND ACCESS REQUIREMENTS RELATING TO CONTROLLED GOODS
DAOD 4002-0	2020-03-31	NUCLEAR AND IONIZING RADIATION SAFETY MANAGEMENT
NSOD	2009-07-01	NUCLEAR SAFETY ORDERS AND DIRECTIVES

Figure A-2 DND Specifications, Standards, and Publications

**2.2 Order of Precedence**

2.2.1 In the event of a conflict between the content in this SOR and the referenced documents, the content of this SOR takes precedence.

**3.0 GENERAL REQUIREMENTS**

**3.1 Scope of Requirements**

3.1.1 The Contractor must supply the 2 x-ray detector kits that meet all the requirements identified within this SOR.

3.1.2 The Contractor must supply the following:

3.1.2.1 Each x-ray detector kit must contain the following:

Item	Quantity
Carrying case	1
A/C power charger	1
Test Stand	1
Data connection cables – short (2 to 3 metres) and long (8 to 10 metres)	4 (2 short cables and 2 long cables)
Measuring components	See subsection 3.1.2.2

3.1.2.2 Each x-ray detector kit must be able to perform the following (see subsection 1.5 Terminology for reference):

- To take x-ray leakage and scatter measurements (dose rate)
- To measure patient exposure (dose)
- To measure tube voltage
- To measure controlling timer
- To measure beam filtration (HVL)

3.1.2.3 Each x-ray detector kit must have a valid certificate of calibration for a minimum of 12 months, ending no earlier than March 2022, and must be suitable for calibration once every 12 months.

4.0 **DELIVERABLES:**

Item	Item Description	Qty	Delivery date	Delivery location
1	X-ray Detector Kit	2	31 Mar '21	NDHQ (Carling)

## ANNEX "B" – BASIS OF PAYMENT

**When completed, Annex B will be considered as the Bidder's Financial Bid.**

### 1.0 General

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified below.

### 2.0 Cost of X-Ray Detector Kits

The Firm Unit Price(s) include(s) associated specifications and Deliverables as per Annex "A", FCA Free Carrier, Incoterms 2000:

If discrepancies are found between the unit price and the extended totals, unit price will prevail.

Item	Item Description	Quantity	Unit Price	Extended Total
1	X-ray Detector Kit	2		

### **ANNEX "C" – ELECTRONIC PAYMENT INSTRUMENTS**

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

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