



**Return Bids to :**  
**Retourner Les Soumissions à :**

[NRCan.quebec\\_bid\\_soumission-quebec\\_bid\\_soumission.RNCan@canada.ca](mailto:NRCan.quebec_bid_soumission-quebec_bid_soumission.RNCan@canada.ca)

## Request for Supply Arrangement

**Offer to: Natural Resources Canada**

We hereby offer to provide to Canada, as represented by the Minister of Natural Resources 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.

### Comments – Commentaires

### Issuing Office – Bureau de distribution

Finance and Procurement Management Branch  
Natural Resources Canada  
580 Booth Street,  
Ottawa, ON  
K1A 0E4

<b>Title – Sujet</b> Home Appliances, Industrial Equipment, Lighting and Consumer Electronics Testing Services	
<b>Solicitation No. – No de l'invitation</b> <b>NRCan-5000036956/C</b>	<b>Date</b> March 26, 2021
<b>Requisition Reference No. - N° de la demande</b> 144699	
<b>Solicitation Closes – L'invitation prend fin</b> <b>at 02:00 PM</b> (Eastern Daylight Time (EDT)) <b>on April 26, 2021</b>	
<b>Address Enquiries to: - Adresse toutes questions à:</b> <b>Thérèse Richer</b> <a href="mailto:therese.richer@canada.ca">therese.richer@canada.ca</a>	
<b>Telephone No. – No de telephone</b> 819 588-7144	
<b>Destination – of Goods and Services:</b> <b>Destination – des biens et services:</b>  Natural Resources Canada Office of Energy Efficiency 930 Carling Avenue CEF, Building 3 Ottawa, ON K1A 0Y3	
<b>Security – Sécurité</b>  There is no security requirements associated with this requirement.	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>     <b>Telephone No.:- No. de téléphone:</b> <b>Facsimile No.: - No. de télécopieur:</b>	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (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>	
_____ Signature	_____ Date



**Note to Existing Suppliers:**

Supply Arrangements (SA) issued to Suppliers under NRCan-5000036956 and NRCan-5000036956/B will not be affected by this solicitation (NRCan-5000036956/C). No response to this solicitation is required from pre-qualified Suppliers if they would like their Supply Arrangement to remain as is.

**NOTICE TO BIDDERS**

A Supply Arrangement (SA) is a method of supply used by Natural Resources Canada (NRCan) to procure goods and services.

An SA is an arrangement between Canada and pre-qualified suppliers that allows identified users to solicit bids from a pool of pre-qualified suppliers for specific requirements within the scope of an SA.

An SA is not a contract for the provision of the goods and services described in it and neither party is legally bound as a result of signing an SA alone. The intent of an SA is to establish a framework to permit expeditious processing of "individual bid solicitations" which result in legally binding contracts for the goods and services described in those bid solicitations.

**How Does a Supply Arrangement (SA) Work?**

**The Two Phase Procurement Process**

**Phase 1** - is the action, by Natural Resources Canada, of soliciting offers from Contractors to provide Services. NRCan intends to issue Supply Arrangements (SAs) to those whose offers meet all the Mandatory Requirements and Conditions Precedent to the Issuance of the Supply Arrangements.

**Phase 2** - is the action, by Designated Representatives, of awarding a contract or tendering for specific projects on an as-and- when requested basis. Designated Representatives shall only request a quote from the Contractors who have received Supply Arrangements through Phase 1.

The representative will solicit bids from SA Holders who must submit their tenders according to the instructions in each bid solicitation. The tenders will be evaluated by client, according to the method stated in the bid solicitation. The successful bidder will be awarded a contract (Call-up). Each call-up awarded will incorporate by reference, all the terms and conditions set out in the Supply Arrangement.



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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, Reporting and any other annexes.

The Appendixes include the Evaluation Criteria and any other appendix.

### 1.2 Summary

- 1.2.1 By means of the RFSA, NRCan is seeking proposals from bidders to create a list of **independent** testing services suppliers to support the objectives of the EnerGuide, ENERGY STAR, and energy efficiency regulatory and compliance programs.

Mandates will involve one or more of the following testing services:

- testing the performance of energy-using equipment;
- investigating the performance of energy-using equipment;
- analyze and/or develop test methodology;
- modeling the performance of energy-using equipment; and
- providing written reports on the results of the tests.

- 1.2.2 The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting supply arrangements.

- 1.2.3 The Supply Arrangement will be in effect from the start date of the SA to May 16, 2022.



1.2.4 The value of each contract from the Supply Arrangement could be between \$ 1,000.00 and \$ 100,000.00 (taxes included).

### **1.3 Security Requirements**

There are no security requirements associated with this requirement.

### **1.4 Debriefings**

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.



## PART 2 - SUPPLIER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The **2008** (2017-04-27) *Standard Instructions - Request for Supply Arrangements - Goods or Services* are incorporated by reference into and form part of the RFSA.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8:** delete completely
- **Under Subsection 2 of Section 19:** delete completely
- **Subsection 5.4:** Delete: 60 days and Insert: 120 days

### 2.2 Submission of Arrangements

Offerors must submit all proposals electronically. Given the current constraints on NRCan’s networks, the electronic mail system has a limit of 1GB per single message received and a limit of 20GB per conversation. Offerors are asked to contact the Contracting Authority to confirm receipt of their bid. NRCan encourages bidders to submit all bids earlier than the closing time in order to ensure sufficient time to be received in NRCan’s server.

It is the Offeror’s responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFP document:

[NRCan.quebec\\_bid\\_soumission-quebec\\_bid\\_soumission.RNCan@canada.ca](mailto:NRCan.quebec_bid_soumission-quebec_bid_soumission.RNCan@canada.ca)

The address above is reserved for the submission of your proposal. No other communication should be sent to that address.

**IMPORTANT:** It is requested that you write the following information in “Subject” of the e-mail:

**NRCan-5000036956/C – Laboratory Services**

**Due to the nature of the bid solicitation, proposals transmitted by mail or facsimile to NRCan will not be accepted.**

**NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is submitted correctly to the above address. Not complying with the above instructions may result in NRCan’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.



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### **2.3 Enquiries - Request for Supply Arrangements**

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than five (5) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

### **2.4 Applicable Laws**

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.



## **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

### **3.1 Arrangement Preparation Instructions**

Canada requests that Suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (1 electronic copy)

Section II: Certifications (1 electronic copy)

Canada requests that Suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) Use 8.5 x 11 inch (216 mm x 279 mm) format;
- (b) Use a numbering system that corresponds to that of the Request for Supply Arrangements.

#### **Section I: Technical Arrangement**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

**APPENDIX 2 – ACCREDITATIONS:** Suppliers should complete this appendix for NRCan's information collection purposes only. THIS APPENDIX IS **NOT** PART OF THE EVALUATION CRITERIA.

**APPENDIX 3 – TEST METHODS:** Suppliers should complete this appendix for NRCan's information collection purposes only. THIS APPENDIX IS **NOT** PART OF THE EVALUATION CRITERIA.

#### **Section II: Certifications**

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





## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements, including the technical criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

#### **4.1.1 Technical Evaluation**

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

Mandatory technical evaluation criteria are included in Appendix 1 – Evaluation Criteria.

### **4.2 Basis of Selection**

A Supply Arrangement must meet the requirements of the Request for Supply Arrangement in respect of procurement and evaluation of all mandatory technical criteria and meet the requirements set out in Annex A - Statement of Work.

#### **4.2.1 Mandatory Technical Evaluation Criteria**

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive.



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue, whether made knowingly or unknowingly, during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority will render the arrangement non-responsive, or constitute a default under the Contract.

### 5.1 Certifications Required with this Supply Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

#### 5.1.1 Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **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 the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 specified will render the arrangement non-responsive.

#### 5.2.1 Integrity Provisions – List of Names

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

- Suppliers who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Suppliers bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Suppliers bidding as partnerships do not need to provide lists of names.



Name of Supplier: \_\_\_\_\_

OR

Name of each member of the joint venture:

Member 1: \_\_\_\_\_  
Member 2: \_\_\_\_\_  
Member 3: \_\_\_\_\_  
Member 4: \_\_\_\_\_

Identification of the administrators/owners:

SURNAME	NAME	TITLE

**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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.



If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

#### 5.2.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

#### 5.2.5 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.



**Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant; \_\_\_\_\_
- b. date of termination of employment or retirement from the Public Service. \_\_\_\_\_

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

**Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant; \_\_\_\_\_
- b. conditions of the lump sum payment incentive; \_\_\_\_\_
- c. date of termination of employment; \_\_\_\_\_
- d. amount of lump sum payment; \_\_\_\_\_
- e. rate of pay on which lump sum payment is based; \_\_\_\_\_
- f. period of lump sum payment including:
  - start date \_\_\_\_\_
  - end date \_\_\_\_\_
  - and number of weeks \_\_\_\_\_
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

Professional fees	Amount
_____	_____
_____	_____

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.



## PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### A. SUPPLY ARRANGEMENT

#### 6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work in Annex A.

#### 6.2 Security Requirements

6.2.1 There are no security requirements applicable to the Supply Arrangement.

#### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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>) issued by Public Works and Government Services Canada.

##### 6.3.1 General Conditions

2020 (2017-09-21) *General Conditions - Supply Arrangement - Goods or Services* apply to and form part of the Supply Arrangement.

##### 6.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from this Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex B. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a yearly basis to the Supply Arrangement Authority.

The yearly report is required for the period of April 1 to March 31. The data must be submitted to the Supply Arrangement Authority no later than 30 calendar days after the end of the reporting period.

#### 6.4 Term of Supply Arrangement

##### 6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from the SA start date to May 16, 2022.

##### 6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, **excluding** locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the supply arrangement.



## 6.5 Authorities

### 6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Thérèse Richer  
Procurement Officer  
Natural Resources Canada

819 588-7144  
[therese.richer@canada.ca](mailto:therese.richer@canada.ca)

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

### 6.5.2 Supplier's Representative *(to be provided by supplier)*

Name:  
Title:  
Address:  
Telephone:  
Email:

## 6.6 Identified Users

The Identified User is NRCan's Office of Energy Efficiency.

## 6.7 On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified OR existing qualified Suppliers, who have been issued a supply arrangement, to qualify for other products identified in Section SW-3 of Annex A. Existing qualified Suppliers, who have been issued a supply arrangement and who are not interested in qualifying for other products, will not be required to submit a new arrangement.

## 6.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2017-09-21), *Supply Arrangement - Goods or Services*
- (c) Annex A, Statement of Work;
- (d) Annex B, Reports;
- (e) the Supplier's arrangement dated \_\_\_\_\_ (*insert date of arrangement*)

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will



constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

## 6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Supplier in the arrangement, if applicable*).

## 6.11 Suspension or Cancellation of Qualification by Canada

In addition to section 09 of general conditions 2020, the Canada may, by submitting a written notice to the supplier, suspend or cancel the Supply Arrangement where the supplier has made public any information contrary to the terms and conditions, price or availability of the systems referred to in this SA, Or the supplier is not fulfilling any of its obligations under this SA.

## B. BID SOLICITATION

### 6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) 2003, *Standard Instructions - Goods or Services - Competitive Requirements*;

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the *Standard Instructions 2003* incorporated by reference above, is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."
- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) certifications;





- **Federal Contractors Program (FCP) for Employment Equity - Notification**
  - SACC Manual [A3005T](#), [A3010T](#) for service requirements when specific individuals will be proposed for the work;
  - **Integrity Provisions - Declaration of Convicted Offences;**
- g) conditions of the resulting contract.

## 6.2 Bid Solicitation Process

**6.2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

**6.2.2** The bid solicitation will be sent directly to Suppliers.

**6.2.3** The bid solicitation will be made by the SA Identified User or the Supply Arrangement Authority in accordance with the SA requirements.

a) Thresholds for contracts with or without tender:

**1. Requirements estimated at less than \$ 40,000.00, taxes included**

The Identify User may direct the requirement to a specific SA Holder or invite a limited number of SA Holders to respond within 5 calendar days from the bid solicitation date.

**2. Requirements estimated over \$ 40,000.00 and less than \$100,000.00, taxes included** All SA Holders are invited to respond within 10 calendar days from the bid solicitation date. This process is executed by the Supply Arrangement authority.

**3. Requirements exceeding \$100,000.00, taxes included** fall outside of the scope of this Supply Arrangement.

b) Requests for bids relating to services in a CLCA region will not be processed under this Supply Arrangement

c) The contracting process will be managed by the Supply Arrangement Authority only.

## C. RESULTING CONTRACT CLAUSES

### 6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions [2029](#) will apply to the resulting contract;



- 
- (b) **MC** (for medium complexity requirements), general conditions [2010B](#) will apply to the resulting contract;

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.



## ANNEX A - STATEMENT OF WORK

### SW-1 BACKGROUND

The federal Energy Efficiency Act was enacted by Parliament on June 23, 1992. The legislation authorizes the creation of Energy Efficiency Regulations (the Regulations) specifying minimum efficiency performance standards for energy-using products. The objective of the Regulations is to eliminate inefficient energy-using products from the Canadian marketplace. All proposed regulations must include an evaluation of consumer and environmental impacts.

The Guide to Canada's Energy Efficiency Regulations is available at the following Natural Resources Canada (NRCan) link: <http://www.nrcan.gc.ca/energy/regulations-codes-standards/6845>

The Equipment Division of the Office of Energy Efficiency (OEE) of NRCan is responsible for developing and amending the Regulations and for the administration of the EnerGuide and ENERGY STAR labelling programs. Information regarding these programs is available on the NRCan Website: <http://www.nrcan.gc.ca/energy/products/12509>

EnerGuide and ENERGY STAR are programs for labelling and promoting products in order to assist customers in choosing products that are more energy efficient. Appropriate performance testing methods and standards are required to assess the energy efficiency of products.

### SW-2 OBJECTIVES

To procure testing services that include testing, investigating and/or modeling the performance of energy-using equipment, research and development of test methods, and preparing written reports of the results.

### SW-3 SCOPE OF WORK

The testing services sought are for the following product categories. The Product Category Numbers in the table below are used for reference purposes only.

**Table SW-3 – Product Categories**

Product Category No.	Product Categories
<b>Lighting</b>	
1	Directional and non-directional lamps (bulbs), ballasts, drivers and luminaires
2	Traffic signal and pedestrian modules, signs, outdoor and roadway lighting
3	Smart lighting, lighting controls and sensors for lighting control (hardware and software)
4	Other lighting technologies
<b>Home Appliances and Commercial Kitchen Appliances</b>	
5	Clothes washers, dryers
6	Dishwashers
7	Household refrigeration appliances
8	Cooking appliances
9	Dehumidifiers and humidifiers
10	Ceiling and exhaust fans
11	Pre-rinse spray valves
12	Thermostats



13	Hot-tubs
14	Other home appliance technologies
15	Other commercial kitchen appliances
<b>Commercial and Industrial Equipment</b>	
16	Electric motors, generators and motor systems (including but not limited to pumps, fans, blowers, controls, drives, couplings, gearboxes, instrumentation and piping)
17	Transformers
18	Compressors
19	Elevators and escalators
20	Welding equipment
21	Other commercial and industrial equipment
<b>Electronics</b>	
22	Audio/video products
23	Set-top boxes
24	Televisions, displays and monitors
25	Computers (including desktop, workstation, small servers, thin client, laptop/notebook and tablet computers)
26	Enterprise servers
27	Small network equipment (including routers, switches and access devices, modems, gateways)
28	External power supplies (including direct and indirect, single and multiple-voltage)
29	Battery charging systems and uninterruptable power supplies
30	Telephones (including land-line, cellphone and smartphone)
31	Medical devices
32	Imaging equipment (including printers, fax machines, scanners and copiers)
33	Standby power (All equipment)
34	Other electronic products

#### SW-4 PRIMARY RESOURCE RESPONSIBILITY

The Primary Resource will be the responsible party for approving and signing off of all data, calculations, and reports submitted under a contract. The Primary Resource will ensure that all aspects of a contract are compiled, in order to ensure that the testing project's resource requirements have been established, objectives have been clearly determined, and tasks have been properly assigned to qualified staff. They will also ensure that the testing project is completed on time and within budget, as per accepted bid proposal.

Additional resources may be used to perform a portion of the work under the direction of the Primary Resource. Should the Primary Resource end his or her affiliation with the Supplier during the term of a contract with NRCan, the Supplier must show that the replacement Primary Resource has the required qualifications as set in this document, and be approved by NRCan prior to conducting any work.

The Primary Resource should have experience in:

- Leading and managing the testing team;
- Developing and maintaining testing project plans;
- Planning and coordinating testing activities including assigning work;
- Financial planning, budgeting and contract management;
- Maintaining records, managing and resolve testing issues;
- Preparing , writing, and finalizing reports;
- Communicating with project leaders; and
- Working with multi-stakeholder committees to develop test methods.



## SW-5 TASKS

For each requirement, the services required will be described in the request for proposal. The services include, but are not limited to, the following:

- a) Performing test(s). The test results may or may not require certification. Should the testing require the certification of results, the testing laboratory will need to provide sufficient documentation during the request for proposal.
- b) Investigating and modelling the performance of energy-using equipment.
- c) Producing technical reports on the results obtained, the methodology used, the characteristics of equipment tested and other relevant information. Variations or ambiguities in the test methods, if any, must be identified. Reports will vary in length and complexity of evaluation depending on criteria and specifics of the request for proposal. Raw data, calculations and worksheets must be included in the final reporting documents.
- d) Other services such as:
  - 1) Acquisition and/or shipment of the equipment.
  - 2) Inspection, examination and reporting on equipment condition.
  - 3) Performing tests that include variations to standard test methods. Variation in test methods should be reported/communicated to NRCan for approval.
  - 4) Listing of instruments used and calibration reports (included in the technical report).
  - 5) Disposal of equipment with respect to Public Services and Procurement Canada (PSPC) guidelines or specified in the request for proposal.
  - 6) Reviewing and comparing test procedures; providing comments and recommendations for improving test procedures.

## SW-6 TEST METHODS

The test methods related to the energy-using equipment include, but are not limited to, the following:

**Table SW-6 – Test Methods**

Home appliances and commercial kitchen appliances	
CSA C300	Energy performance and capacity of household refrigerators, refrigerator-freezers, freezers, and wine chillers
CSA C358	Test Methods for Energy Consumption Ovens
CSA C360	Energy performance, water consumption, and capacity of household clothes washers
CSA C361	Energy performance and drum volume of household electric clothes dryers
CSA C373	Test methods for measuring the energy consumption of dishwashers
CSA C749	Energy performance of dehumidifiers
CSA C374	Energy performance of hot tubs and spas
CSA C814	Energy performance of ceiling fans
CSA C815	Energy performance of drinking water coolers
CSA C828	Performance requirements for thermostats used with individual room electric space heating devices
CSA C388	Energy performance and capacity measurement of household microwave ovens
Appendix A to Subpart B of Part 430	<a href="#"><u>Uniform Test Method for Measuring the Energy Consumption of Refrigerators, Refrigerator-Freezers, and Miscellaneous Refrigeration Products</u></a>
Appendix B to Subpart B of Part 430	<a href="#"><u>Uniform Test Method for Measuring the Energy Consumption of Freezers</u></a>
Appendix C1 to Subpart B of Part 430	<a href="#"><u>Uniform Test Method for Measuring the Energy Consumption of Dishwashers</u></a>
Appendix D2 to Subpart B of Part 430	<a href="#"><u>Uniform Test Method for Measuring the Energy Consumption of Clothes Dryers</u></a>
Appendix I to Subpart B of Part 430	<a href="#"><u>Uniform Test Method for Measuring the Energy Consumption of Cooking Products</u></a>
Appendix J2 to Subpart B of Part 430	<a href="#"><u>Uniform Test Method for Measuring the Energy Consumption of Automatic and Semi-</u></a>



	<a href="#">automatic Clothes Washers</a>
Appendix S to Subpart B of Part 430	<a href="#">Uniform Test Method for Measuring the Water Consumption of Faucets and Showerheads</a>
Appendix U to Subpart B of Part 430	<a href="#">Uniform Test Method for Measuring the Energy Consumption of Ceiling Fans</a>
Appendix X1 to Subpart B of Part 430	<a href="#">Uniform Test Method for Measuring the Energy Consumption of Dehumidifiers</a>
§431.264 to Subpart O of Part 431	<a href="#">Uniform test method to measure flow rate and spray force of commercial prerinse spray valves.</a>
ENERGY STAR® Residential Ventilating Fans v4.0	<a href="#">ENERGYSTAR® Program Requirements for Residential Ventilating Fans</a>
ENERGY STAR® Residential Ceiling Fans v3.1	<a href="#">ENERGY STAR® Program Requirements Product Specification for Residential Ceiling Fans</a>
ENERGY STAR® Clothes Dryers v1.1	<a href="#">ENERGY STAR® Program Requirements Product Specification for Clothes Dryers</a>
ENERGY STAR® Clothes Washers v7.1	<a href="#">ENERGY STAR® Program Requirements Product Specification for Clothes Washers</a>
ENERGY STAR® Dishwashers v6.0	<a href="#">ENERGY STAR® Program Requirements for Residential Dishwashers</a>
ENERGY STAR® Refrigerators & Freezers v5.0	<a href="#">ENERGY STAR® Program Requirements for Residential Refrigerators and Freezers</a>
<b>Commercial and Industrial equipment</b>	
CSA C802.2	Minimum efficiency values for dry-type transformers
CSA C802.1	Minimum Efficiency Values for Liquid-Filled Distribution Transformers
CSA C802.3	Maximum Losses for Distribution, Power, and Dry-Type Transformers
CSA C390	Test methods, marking requirements, and energy efficiency levels for three-phase induction motors
IEC 60034-5	Rotating electrical machines - Part 5: Degrees of protection provided by the integral design of rotating electrical machines (IP code) -Classification
IEC 60529	Degrees of protection provided by enclosures (IP Code)
IEEE 112	<a href="#">Standard Test Procedure for Polyphase Induction Motors and Generators</a>
NEMA MG-1	<a href="#">Information Guide for General Purpose Industrial AC Small And Medium Squirrel-Cage Induction Motor Standards</a>
NEMA TP-1	<a href="#">Guide for Determining Energy Efficiency for Distribution Transformers</a>
NEMA TP-2	<a href="#">Standard Test Method for Measuring the Energy Consumption of Distribution Transformers</a>
CSA C820	Energy efficiency test methods for small pumps
CSA C747	Energy efficiency test methods for small motors
IEEE 114	<a href="#">Standard Test Procedure for Single-Phase Induction Motors</a>
Appendix B to Subpart B of Part 431	<a href="#">Uniform Test Method for Measuring Nominal Full Load Efficiency of Electric Motors</a>
Appendix A to Subpart K of Part 431	<a href="#">Uniform Test Method for Measuring the Energy Consumption of Distribution Transformers</a>
§431.444 to Subpart X of Part 431	<a href="#">Test procedures for the measurement of energy efficiency [of small motors].</a>
Appendix A to Subpart Y of Part 431	<a href="#">Uniform Test Method for the Measurement of Energy Consumption of Pumps</a>
Appendix B to Subpart Y of Part 431	<a href="#">Uniform Test Method for the Measurement of Energy Efficiency of Dedicated-Purpose Pool Pumps</a>
Appendix C to Subpart Y of Part 431	<a href="#">Uniform Test Method for the Measurement of Energy Efficiency of Dedicated-Purpose Pool Pumps</a>
ENERGY STAR® Pool Pumps Rev.Jan-2013	<a href="#">ENERGY STAR® Program Requirements Product Specification for Pool Pumps</a>
<b>Lighting</b>	
ANSI C78.20	<a href="#">American National Standard for Electric Lamps – A, G, PS, and Similar Shapes with E26 Medium Screw Bases</a>
ANSI C79.1	<a href="#">American National Standard for Electric Lamps – Nomenclature for Glass Bulbs Intended for Use with Electric Lamps</a>
ANSI C78.79	<a href="#">American National Standard for Electric Lamps – Nomenclature for Envelope Shapes Intended for Use with Electric Lamps</a>
ANSI C81.61	<a href="#">American National Standard for Electric Lamps – Specifications for Bases (Caps) for Electric Lamps</a>
CIE 013.3	<a href="#">Method of Measuring and Specifying Colour Rendering Properties of Light Sources</a>
CIE 015	<a href="#">Colorimetry</a>



IES LM-9	<a href="#">IES Approved Method for the Electrical and Photometric Measurement of Fluorescent Lamps</a>
IES LM-16	<a href="#">Practical Guide to Colorimetry of Light Sources</a>
IES LM-45	<a href="#">Approved Method for The Electrical and Photometric Measurement of General Service Incandescent Filament Lamps</a>
IES LM-49	<a href="#">Approved Method for Life Testing of Incandescent Filament Lamps</a>
IES LM-65	<a href="#">Approved Method for Life Testing of Single-Based Fluorescent Lamps</a>
C22.2 No.89	<a href="#">Swimming-pool luminaires, submersible luminaires, and accessories</a>
CSA C861	Performance of Self-ballasted Compact Fluorescent Lamps and Ballasted Adapters
CSA C862	Performance of incandescent reflector lamps
ANSI C78.81	<a href="#">American National Standard for Electric Lamps – Double-Capped Fluorescent Lamps – Dimensional and Electrical Characteristics</a>
ANSI C78.901	<a href="#">American National Standard for Electric Lamps – Single-Based Fluorescent Lamps— Dimensional and Electrical Characteristics</a>
CSA C819	Performance of general service fluorescent lamps
IES LM-54	<a href="#">Guide to Lamp Seasoning</a>
CSA C871	Performance of LED replacement lamps
CSA 654	Fluorescent Lamp Ballast Efficacy Measurements
CSA C863	Energy efficiency of high-intensity discharge and low-pressure sodium lamp ballasts
CSA C22.2 No.250.0	Luminaires
CSA C22.2 No.250.13	Light emitting diode (LED) equipment for lighting applications
CSA C22.2 No.250.4	Portable luminaires
ITE VTCSH Arrow	<a href="#">Vehicle Traffic Control Signal Heads: Light Emitting Diode (LED) Arrow Signal Supplement</a>
ITE VTCSH Circular	<a href="#">Vehicle Traffic Control Signal Heads: Light Emitting Diode (LED) Circular Signal Supplement</a>
CSA C860	Performance of internally lighted exit signs
ITE PTCSI	<a href="#">Pedestrian Traffic Control Signal Indications: Light Emitting Diode (LED) Signal Modules</a>
§431.324 to Subpart S of Part 431	<a href="#">Uniform test method for the measurement of energy efficiency and standby mode energy consumption of metal halide lamp ballasts.</a>
CSA C867.2	Performance of decorative light strings
CSA C877	Energy performance of portable electric signs
Appendix W to Subpart B of Part 430	<a href="#">Uniform Test Method for Measuring the Energy Consumption of Compact Fluorescent Lamps</a>
Appendix BB to Subpart B of Part 430	<a href="#">Uniform Test Method for Measuring the Input Power, Lumen Output, Lamp Efficacy, Correlated Color Temperature (CCT), Color Rendering Index (CRI), Power Factor, Time to Failure, and Standby Mode Power of Integrated Light-Emitting Diode (LED) Lamps</a>
Appendix V to Subpart B of Part 430	<a href="#">Uniform Test Method for Measuring the Energy Consumption of Ceiling Fan Light Kits With Pin-Based Sockets for Fluorescent Lamps</a>
Appendix V1 to Subpart B of Part 430	<a href="#">Uniform Test Method for Measuring the Energy Consumption of Ceiling Fan Light Kits Packaged With Other Fluorescent Lamps (not Compact Fluorescent Lamps or General Service Fluorescent Lamps), Packaged With Other SSL Lamps (not Integrated LED Lamps), or With Integrated SSL Circuitry</a>
Appendix DD to Subpart B of Part 430	<a href="#">Uniform Test Method for Measuring the Energy Consumption and Energy Efficiency of General Service Lamps That Are Not General Service Incandescent Lamps, Compact Fluorescent Lamps, or Integrated LED Lamps</a>
Appendix Q to Subpart B of Part 430	<a href="#">Uniform Test Method for Measuring the Energy Consumption of Fluorescent Lamp Ballasts</a>
Appendix R to Subpart B of Part 430	<a href="#">Uniform Test Method for Measuring Average Lamp Efficacy (LE), Color Rendering Index (CRI), and Correlated Color Temperature (CCT) of Electric Lamps</a>
§431.204 to Subpart L of Part 431	<a href="#">Uniform test method for the measurement of energy consumption of illuminated exit signs</a>
§431.224 to Subpart M of Part 431	<a href="#">Uniform test method for the measurement of energy consumption for traffic signal modules and pedestrian modules</a>
§431.324 to Subpart S of Part 431	<a href="#">Uniform test method for the measurement of energy efficiency and standby mode energy consumption of metal halide lamp ballasts</a>





ENERGY STAR® Luminaires v2.0	<a href="#">ENERGY STAR® Program Requirements for Luminaires</a>
ENERGY STAR® Lamps v2.1	<a href="#">ENERGY STAR® Program Requirements for Lamps (Light Bulbs)</a>
ENERGY STAR® Decorative Light Strings v1.5	<a href="#">ENERGY STAR® Program Requirements for Decorative Light Strings</a>
ENERGY STAR® Residential Ceiling Fans v3.1	<a href="#">ENERGY STAR® Program Requirements for Residential Ceiling Fans</a>
<b>Electronics</b>	
CSA C62301:11 (IEC 62301:11)	Household electrical appliances - Measurement of standby power
Appendix H to Subpart B of Part 430	<a href="#">Uniform Test Method for Measuring the Power Consumption of Television Sets</a>
ANSI/CTA-2037	<a href="#">Determination of Television Set Power Consumption</a>
Appendix Z to Subpart B of Part 430	<a href="#">Uniform Test Method for Measuring the Energy Consumption of External Power Supplies</a>
CSA C381.1	Energy performance of external ac-dc and ac-ac power supplies
Appendix Y to Subpart B of Part 430	<a href="#">Uniform Test Method for Measuring the Energy Consumption of Battery Chargers</a>
CSA C381.2	Energy performance of battery-charging systems and uninterruptible power supplies
ANSI/CTA-2043	<a href="#">Set-top Box (STB) Power Measurement standard</a>
ENERGY STAR® Computers v6.1	Program Requirements for Computers, subparts Eligibility Criteria Version 6.1 and Final Test Method
ENERGY STAR® Displays v7.0	Program Requirements for Displays, subpart Final Test Method
ECMA 383 (2010)	<a href="#">Measuring the Energy Consumption of Personal Computer Products, 3<sup>rd</sup> edition</a>
IEC 62623:2012	Desktop and Notebook Computers – Measurement of Energy Consumption
CSA C872-14	Energy Performance of Small Network Equipment

## SW-7 DELIVERABLES

For each requirement, the deliverables may be, but are not limited to, those listed below, and will be detailed in the request for proposal:

Reports prepared must be submitted in electronic MS Word format.

Each report must be accompanied by a spreadsheet (MS Excel) of results. Modifications or additions to this format may be requested during the period of the Supply Arrangement. The spreadsheet format must include the following:

- a) The first tab must include specification details of all tested products in separate columns. Include brand, model number, serial number, and technical specifications included in the user's manual (e.g., capacities, dimensions, nominal electrical specifications, energy and performance information, supplementary parts included with the product such as insulation, cables, etc.).
- b) The second tab must include the name and specifications (accuracy, resolution, repeatability, tolerances, date and lab of most recent calibration, etc.) of the monitoring and testing equipment.
- c) The third tab must include images of the product removed from its shipping materials and images of the product installed on the test bench. Images must be clearly labelled.
- d) The fourth tab must include all test results as required or described by the test method. Each model must be in its own column to facilitate comparison
- e) The fifth tab must include any notes of interest that occurred during the testing.
- f) Raw data must be submitted in separate spreadsheet files (MS Excel-compatible such as .csv) with product model or designation incorporated into the file name.





### **SW-8 LANGUAGE**

Services are to be provided in English or French as specified in the request for proposal.

### **SW-9 TRAVEL**

The Supplier may be required to travel. All travel must be requested in writing prior to travel. Written approval must be received from NRCan prior to travel.

The Supplier will be reimbursed only for authorized travel and living expense that are reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit, in accordance with the meal, private vehicle and incidental allowances specified in the Treasury Board (TB) Travel Directive and with the other provisions of the directive referring to “travelers”. <https://www.njc-cnm.gc.ca/en>



**ANNEX B - REPORTING**

Suppliers must report on a yearly basis on the call-up/contract activities.

Such reports should contain, but are not limited to, the following information:

**Yearly Reporting Template of Projects in the Testing Laboratory Service Supply Arrangement**

Yearly Reporting of Projects in the Testing Laboratory Service Supply Arrangement						
Supplier Name:						
Supply Arrangement Number:						
Reporting Period:						
Date of Project Issued (YYMMDD)	Name of Project	Date of Project Completed (YYMMDD)	Project Total Cost	NRCan OEE Contact Name	Contract Number	Contract Authority



## APPENDIX 1 - EVALUATION CRITERIA

Bidders are advised to address these criteria in the order as listed in the table (M1, M2, etc.) and in sufficient depth in their proposals to enable a thorough assessment. NRCan's assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from Bidders.

Bidders are advised that only listing experience without providing dates or any supporting information to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

In addition to providing the Primary Resource's resume, the Bidder must provide complete details as to where, when (from month and year to month and year) and how (through which activities and responsibilities) the stated qualifications and experience were obtained. All criteria for work experience must be obtained in a legitimate work environment. Student cooperative work terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once per product category. For example: project one time frame is July 2007 to December 2007; project two time frame is October 2007 to January 2008; the total months of experience for these two project references is seven (7) months.

### 1. TECHNICAL CRITERIA

#### 1.1 MANDATORY EVALUATION CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis.

**NOTE:** Proposals which fail to meet M1 of the mandatory criteria will be deemed non-responsive.

**NOTE:** Proposals which fail for a particular product category listed in M2 will fail solely for that product category but may still pass other product categories if they meet the criteria. Proposals which fail for every product category identified by the Bidder will be deemed non-responsive.

Proposals MUST demonstrate compliance with all of the following Mandatory Requirements and MUST provide the necessary documentation to support compliance. Each category should be addressed separately.

Requirement #	Mandatory Requirement	Page # of Proposal	Pass/Fail
M1	<p><b>Test Laboratory</b></p> <p>The Bidder must have experience with energy efficiency performance testing for one or more of the product categories listed in <b>SW-3</b>. To demonstrate that it is an established testing services provider, the Bidder must submit the following information for three (3) recent* projects for any of the product categories completed by the Bidder:</p> <ul style="list-style-type: none"> <li>I. Project Name</li> <li>II. Proponent's Name, Title and Organization</li> <li>III. Proponent's Contact Information (address, phone)</li> </ul>		



Requirement #	Mandatory Requirement	Page # of Proposal	Pass/Fail
	<p>number, email address, website)            IV. Date of Completion            V. Cost of Project (Rounded to nearest \$5,000)            VI. Summary of Project (Approximately 100 words or less)            VII. Attach the cover page of the final report of the project described.</p> <p>Note: References will only be contacted to verify information.</p> <p>* The projects must have been completed within the last 5 years from this RFSA closing date.</p>		
M2	<p><b>Primary Resource</b></p> <p>The Bidder must provide the name of the Primary Resource for each product category (see section <b>SW-3</b>) for which the Bidder is submitting a bid.</p> <p>The Primary Resources identified for each product category included in the bid <b>must</b> meet the mandatory requirements specified below. If the Primary Resource for a given product category does not meet the mandatory requirements, the Bidder will fail for that product category and will be unable to provide work for that product category.</p> <p>The Primary Resources' resume <b>must</b> accompany the proposal and <b>must</b> include a list of the product categories in section <b>SW-3</b> under their responsibility. Proper supporting experience should also be summarized in a table which will include the product categories, primary resource's name, organization, activities/responsibilities and duration of work experience of the primary resource. See <b>Example 1 Primary Resource's Experience</b> below Mandatory Requirements.</p> <p>An example of the pass/fail evaluation for this requirement is provided below. See <b>Example 2 M2 evaluation</b>.</p> <p><b>The Primary Resource must have:</b></p> <p>a recognized university degree in Engineering and three (3) years of recent* experience in the area of energy efficiency testing of the product categories identified;  <b>OR</b>            a recognized university degree in Science and three (3) years of recent* experience in the area of energy</p>		



Requirement #	Mandatory Requirement	Page # of Proposal	Pass/Fail
	<p>efficiency testing of the product categories identified. <b>OR</b> a recognized college diploma as a Certified Engineering Technologist or Applied Science Technologist and five (5) years of recent* experience in the area of energy efficiency testing of the product categories identified;</p> <p>* Recent is defined as within the last 10 years from this RFSA closing date.</p>		

**Example 1: Primary Resource’s Experience**

No. of Product Category	Product Category	Primary Resource	Organization	Activities/responsibilities	Duration of work experience (from month/year to month/year)
16	Pumps	John Doe	ABC Labs	Lab manager, engineering manager, lead test technician, etc.	04/2013 - 07/2017
4	Other lighting technologies	Jane Smith	XYZ Labs	Lab manager, engineering manager, lead test technician, etc.	01/2013 - 04/2018

**Example 2: M2 evaluation**

Product Category	Primary Resource	NRCan Evaluation Method	
Transformers	Jon Smith	Jon Smith meets mandatory criteria specified in M2	<b>Pass</b>
Televisions	Jon Smith	Jon Smith does <b>NOT</b> meet mandatory criteria specified in M2	<b>Fail</b>
Cooking appliances	Jane Doe	Jane Doe meets mandatory criteria specified in M2	<b>Pass</b>

In the above example, the Bidder would have passed for both the *Transformers* and *Cooking appliances* product categories but would have failed for the *Televisions* category. Therefore, the Bidder (assuming they have passed M1) would be eligible for the *Transformers* and *Cooking appliances* product categories but not eligible for the *Televisions* category.



## APPENDIX 2 - ACCREDITATIONS

Bidders must list laboratory accreditations, if applicable. Duplicate and append additional pages, as needed.

**The following is NOT part of the evaluation criteria and is ONLY for NRCan to understand your product testing capabilities.**

**Laboratory Accreditations** (e.g., ISO/IEC 17025, ISO 9001)



**APPENDIX 3 - TEST METHODS**

Bidders must list all energy efficiency or performance test methods applicable to the product categories listed in SW-3 that they are capable of conducting (to the specifications and tolerances prescribed in that test method). Test method designations are sufficient, full titles are not required. Do not include safety evaluation test methods (e.g., electrical safety). Duplicate and append additional pages, as needed.

**The following is NOT part of the evaluation criteria and is ONLY for NRCan to understand your product testing capabilities.**

Product category no. (SW-3) e.g., 1	Product category (SW-3) e.g., Directional and non-directional lamps	Test method (SW-6 or other, if applicable) e.g., 10 CFR Appendix BB	Is your organization accredited as a Testing Organization, Certification Body or Nationally Recognized Testing Laboratory that can provide certified results for the test method? e.g., Yes	If yes, include accreditation entity(ies) e.g., SCC, NVLAP



### 1.3 KEY TERMS:

**Test method:** Signifies a standard developed by an authorized organization where a particular product is put into specific laboratory conditions and tested. Energy efficiency test methods have a detailed process to measure energy performance.

**Certification:** Signifies acceptance by a governing body that the person/organization with the certification meets all requirements for qualifications or test method operation.

**Accreditation:** Signifies authorization by a governing body to an organization to develop test method standards for specific products.