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Bid Fax: (819) 997-9776

**LETTER OF INTEREST  
LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Scientific, Medical and Photographic Division / Division  
de l'équipement scientifique, des produits photographiques  
et pharmaceutiques  
L'Esplanade Laurier  
140 O'Connor Street,  
East Tower, 7th Floor  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Dental Supplies & Equipment Dental Supplies, Instruments, Equipment, Parts and Accessories, and related Serv	
<b>Solicitation No. - N° de l'invitation</b> E60PV-20DENT/A	<b>Date</b> 2021-06-09
<b>Client Reference No. - N° de référence du client</b> E60PV-20-DENT	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$PV-960-80099
<b>File No. - N° de dossier</b> pv960.E60PV-20DENT	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-06-21</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> O'Gorman, Cindy	<b>Buyer Id - Id de l'acheteur</b> pv960
<b>Telephone No. - N° de téléphone</b> (819) 712-1748 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

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

**Request for Information (RFI)  
for  
DENTAL SUPPLIES, EQUIPMENT AND RELATED SERVICES**

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## 1.0 Introduction

Various Federal Government Departments across Canada have a requirement for the supply and delivery of Dental Supplies, Instruments, Equipment, Parts and Accessories, and related Services. This includes but is not limited to approximately 37 Canadian Armed Forces (CAF) Dental Clinics operated by the Department of National Defence (DND) across Canada and dental clinics in First Nations communities operated by First Nations and Inuit Health Branch (FNIHB) through Indigenous Services Canada.

Public Services and Procurement Canada (PSPC) has been tasked with providing a procurement instrument that meets the following objectives:

- brings efficiencies to departments;
- provides cost savings;
- facilitates purchasing of supplies and equipment; and
- exploits economies of scale.

PSPC is actively developing more modern and responsive procurement processes that are efficient, service-oriented, and focused on the needs of stakeholders. PSPC has made it a priority to provide simpler and more streamlined procurement processes and to remove unnecessary barriers to contract entry.

## 2.0 Purpose and Contents of this Request for Information

This is the Request for Information (RFI) pertaining to the creation of a National Master Supply Arrangement and Standing Offer for Dental Supplies, Instruments, Equipment, Parts and Accessories, and related Services. It is a document written to notify industry of an upcoming opportunity and for the purpose of engaging with, and eliciting feedback from industry.

This RFI document includes the procurement strategy related to the upcoming Dental Request for Supply Arrangement (RFSA) and Request for Standing Offers (RFSO) and a series of related questions.

This RFI will form the basis for industry's input, to ensure that PSPC's proposed procurement strategy meets or exceeds government departments' needs and takes into consideration suppliers' capacity to compete for government opportunities. Following the consultation, the RFSA/RFSO should be posted on [buyandsell.gc.ca](http://buyandsell.gc.ca).

You are invited to respond to these questions and to submit comments or suggestions on any area of the RFI.

This RFI contains the following Annexes:

- a) Annex A - The list of UNSPSC classes that will be used within the RFSA/RFSO;
- b) Annex B - The Request for Information and Related Questions; and
- c) Annex C – Catalogue Submission Form

There is no specific requirement associated with this posting. This is not a bid solicitation and will not result in a Supply Arrangement or Standing Offer. This document does not impact dental requirements posted on [buyandsell.gc.ca](http://buyandsell.gc.ca) or requirements required before the issuance of the RFSO/RFSA.

### **3.0 Enquiries**

Canada will not necessarily respond to enquiries in writing or by circulating answers to all potential respondents prior to the closing date of this RFI. However, respondents with questions regarding this RFI may direct their enquiries via e-mail to [TPSGC.PAApprovisionnementDentaire-APDentalProcurement.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PAApprovisionnementDentaire-APDentalProcurement.PWGSC@tpsgc-pwgsc.gc.ca).

### **4.0 Industry Responses**

#### **4.1 Submission of Responses and Format**

For ease of use and in order to ensure the greatest value is gained from responses, Canada requests respondents to follow the structure as detailed at Annex B – Request for Information and Related Questions. There are no limits imposed on the size of responses.

Respondents are requested to submit one (1) electronic response in “.docx” format directly to [TPSGC.PAApprovisionnementDentaire-APDentalProcurement.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PAApprovisionnementDentaire-APDentalProcurement.PWGSC@tpsgc-pwgsc.gc.ca) by the date and time on the first page of this RFI.

In an effort to avoid duplication of responses which may skew the results, PSPC is requesting one consolidated response per supplier.

#### **4.2 Language of Response**

Responses may be submitted in either English or French.

#### **4.3 Treatment of Responses**

Respondents are reminded that this is an RFI, in that regard; respondents should feel free to provide their comments and/or concerns with their responses. Canada reserves the right to seek clarifications for any information provided in response to this RFI, either by telephone, in writing or in person.

- (a) Use of Responses: Responses will not be evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or documents for a new solicitation, if a decision is taken to pursue such a course of action.
- (b) Review Team: A review team composed of representatives of Canada will review the responses. Canada reserves the right to engage any private sector or Government resources that it considers necessary to review any response. Not all members of the review team will necessarily review all responses.
- (c) Confidentiality: Respondents are encouraged to identify, in the information they share with Canada, any information that they feel is proprietary, third-party or personal. Canada will handle the information in accordance with the Access to Information Act and the Privacy Act.
- (d) Follow-up Activity: Canada may, at its discretion, require clarification of responses to this RFI.

#### **4.4 Response cost**

Respondents will not be reimbursed for any costs incurred by participating in this RFI.

## 5.0 Note to potential respondents

The publication of this RFI must not be construed as a commitment on Canada's part to issue a subsequent 'Request for Supply Arrangement or Request for Standing Offer' and no Contract or other form of commitment will be entered into with any suppliers based on responses to this RFI. Canada will not be bound by anything stated herein. As a result, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI. Participation in this RFI is encouraged, but is not mandatory.

There will be no short-listing of potential firms for the purposes of undertaking any future work as a result of this RFI. Similarly, participation in this RFI is not a condition or prerequisite for the participation in any potential subsequent solicitations. The responses from industry will enable Canada to evaluate the strategy to be taken, if any, in regards to issuing a solicitation for the required goods and services.

Any information submitted to PSPC in response to this RFI may be used in the further development of a Request for Supply Arrangement/ Standing Offer. Potential suppliers will not be bound by any aspect of their response to this RFI. All responses to this RFI will be held by PSPC on a confidential basis (subject to applicable legislation), and remain the property of PSPC once they have been received.

## 6.0 Definitions

IU – Identified Users  
PSPC – Public Services and Procurement Canada  
RFP – Request for Proposal  
RFSA – Request for Supply Arrangement  
RFSO – Request for Standing Offer  
SA – Supply Arrangement  
SO – Standing Offer

**Emergency Requirements** – an emergency requirement occur in situations where delays in taking action would be injurious to the public interest. Emergencies are normally unavoidable and require immediate action which would preclude the solicitation of formal bids. Refer to section [3.22](#) of the Supply Manual for additional information on Emergency Requirements.

**Equipment** is any type of machine, apparatus or device whose primary function is related to the performance of functions or tasks.

**Identified Users** include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11. They are also referred throughout as **clients** or **client departments**.

**Instruments** - can include implements, hand pieces, materials or related articles whose primary function is related to the operation of equipment or the conduct of clinical dental procedures.

**Manufacturer** – means the company originally manufacturing or creating the goods. These goods may then be sold to other companies for rebranding or reselling.

**Parts and accessories** - A part is any article, where the primary use of which is to improve, repair, replace, or serve as a component. An accessory is intended specifically by its manufacturer to be used together with the 'parent' device to enable the device to achieve its intended purpose, an element of a sub-assembly or assembly not normally useful by itself and not amenable to further disassembly. Any hardware, software or firmware element contained in (or primarily attached to) a system.

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**Services** - any non-tangible item which can assist the client in using equipment purchased. This may include but is not limited to training, installation, calibration, and maintenance agreements.

**Standing Offer:** <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/the-procurement-process/standing-offers>

**Supplies** - commercially available products intended to, by the manufacturer, to be used alone or in combination. The products are non-durable goods, intended to be used and then replaced regularly or single use product.

**Supply Arrangement:** <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/the-procurement-process/supply-arrangements>

**UNSPSC** - UNSPSC is the acronym for the United Nations Standard Products and Services Code. UNSPSC is an eight-digit number coding system to classify both products and services in the context of procurement activities. It is broken down into the following levels:

**a) Segment**

The top level of the taxonomy. The logical aggregation of families for analytical purposes.

**b) Family**

The second level of the taxonomy. It is the commonly recognized group of inter-related commodity categories.

**c) Class**

The third level of the taxonomy. A group of commodities sharing common characteristics.

**d) Commodity**

The fourth level of the taxonomy. A group of substitutable products or services.

**Urgent Acquisitions** – means an urgent acquisition that calls for immediate action and conveys a sense of urgency. Refer to section [3.21](#) of the Supply Manual for additional information on Managing Urgent Acquisitions.

## 7.0 Proposed Strategy for future RFSA/RFSO for the Dental Commodity

The Request for Supply Arrangement and Standing Offer will be issued on buyandsell.gc.ca in a combined document.

A list of UNSPSC Dental classes (categories) will be included in the Request for Supply Arrangement/Standing Offer. See Annex A herein. The products authorized under the Supply Arrangement and Standing Offer, fall within those classes of products and are commercially available, off-the-shelf dental supplies, instruments and equipment, which are purchased on a repetitive basis.

The suppliers will be requested:

- a) To identify the categories of products (supplies, instruments, equipment) that they are authorized to sell in Canada;
- b) To list the manufacturers for which they are authorized to sell their products, for each category they are offering;
- c) To submit the minimum percentage discount offered for the products with a value of \$25,000.00 or less, applicable taxes included. The discount can either be applied by UNSPSC class or manufacturer in each UNSPSC class; and
- d) To provide a copy of the most recent published price list at time of bid closing, for each manufacturer and brand offered for products with a value of \$25,000.00 or less per line item, applicable taxes included. All the items that are submitted in the Published Price List must fall under the authorized categories that are

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checked off. Suppliers will be required to submit this information on a standard product form (see Annex C herein).

It is Canada's intention to establish supply arrangements/standing offers for the delivery of the requirement to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

## 7.1 Supply Arrangement

The Supply Arrangement will have no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it. Suppliers will have an ongoing opportunity for Qualification, to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

Identified Users (IU) will be able to issue Contracts against the Supply Arrangement within the following Contract Limitations:

### **For Equipment, Parts and Accessories, Supplies and related Services**

- ***Less than or equal to \$25,000, all-inclusive (taxes included)***
  - Non-CompetitiveIU can issue a contract to the supplier of their choice as per departmental procedures.
- ***Greater than \$25,000 and less than \$750,000, all-inclusive (taxes included)***
  - Competitive.When an Identified User has a requirement, they will send a Request for Proposal (RFP) to all interested suppliers identified under that specific product category. In the RFP, the clauses, the criteria, the selection method will be described for suppliers to submit a bid if they so choose. Following the evaluation process, a contract will be awarded to the winning bidder.
- ***Greater than \$400,000, all-inclusive (taxes included)***
  - Competitive.When an Identified User has a requirement, the Request for Proposal (RFP) will be sent to all interested suppliers identified under that specific product category, by a PSPC Contracting Authority. In the RFP, the clauses, the criteria, the selection method will be described for suppliers to submit a bid if they so choose. Following the evaluation process, a contract will be awarded to the winning bidder.

### **For Services only**

- ***Less than or equal to \$100,000, all-inclusive (taxes included)***
  - Non-CompetitiveIU can issue a contract to the supplier of their choice as per departmental procedures.
- ***Greater than \$100,000, all-inclusive (taxes included)***
  - Competitive.When an Identified User has a requirement, the Request for Proposal (RFP) will be sent to all suppliers, by a PSPC Contracting Authority. In the RFP, the clauses, the criteria, the selection method will be described for suppliers to submit a bid if they so choose. Following the evaluation process, a contract will be awarded to the winning bidder.

The Supply Arrangement will be for products **NOT** included in the supplier's price list.

## 7.2 Standing Offer

The Standing Offer sub-agreement will be for products **included** in the supplier's price list.

The proposed Standing Offer sub-agreement will be for a period of 3 years with an additional two (2) one (1) year option periods. Only those suppliers who qualify during the initial qualification period of the Supply Arrangement and who choose to submit a price list will be awarded a Standing Offer sub-agreement. The products authorized under the Standing Offer, will be commercially available, off-the-shelf dental supplies, instruments and equipment, parts and accessories under \$100,000.00 tax included per line item. Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists. Product offering changes and additions will be done once a calendar year or at Canada's sole discretion.

Identified Users (IU) will be able to issue Call-ups against the Standing Offer within the following Call-up Limitations:

- **Requirements less than or equal to \$100,000.00 all-inclusive (taxes included):**  
may be purchased up to a maximum individual line item of \$25,000, as long as the \$100,000 individual requirement limitation is not exceeded. Identified Users should make Call-ups against the Standing Offer that represent best value and meets their immediate needs.
- **Requirement Greater than \$100,000.00**  
PWGSC- PV Division may, at its discretion, exceed the Individual Call-Up Limitation for Emergency Requirements and Urgent Acquisitions.

Only qualified suppliers who meet all the requirements of the Request for Supply Arrangement will be issued a Supply Arrangement and/or a Standing Offer sub-agreement.

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**Annex A – Categories of Dental Supplies, Instruments and Equipment**

UNSPSC Class	Class Description
42151500	Cosmetic dentistry equipment and supplies
42151600	Dental and subspecialty instruments and devices
42151700	Dental clinical furniture
42151800	Dental fillers and finishing and polishing supplies
42151900	Dental hygiene and preventive care equipment and supplies
42152000	Dental imaging equipment and supplies
42152100	Dental impression and forming equipment and supplies
42152200	Dental laboratory and sterilization equipment and supplies
42152300	Dental lasers and illumination and fiber optic equipment and supplies
42152400	Dental materials
42152500	General dental supplies
42152600	Dental operatory specific supplies
42152700	Orthodontic and prosthodontic equipment and supplies
42152800	Periodontal equipment and supplies
42152900	Dental and subspecialty instrument and device accessories
42153000	Dental and subspecialty instrument and device sets
42182600	Medical exam lights or lamps

## Annex B – Request for Information and Related Questions

### Data Collection Questions

1. Name (contact information)
2. Title (i.e. Manager, Business Development)
3. Please indicate the region(s) in which your business is located (delete all that **do not** apply):
  - Pacific (British Columbia and Yukon)
  - Western (Alberta, Saskatchewan, Manitoba, Northwest Territories, and Nunavut)
  - Ontario (Ontario, excluding the National Capital Region)
  - Quebec (Quebec, excluding the National Capital Region)
  - Atlantic (New Brunswick, Nova Scotia, Newfoundland and Labrador, and Prince Edward Island)
  - National Capital Region (Gatineau [Outaouais] / Ottawa)
4. Please indicate the region(s) that your company can serve (delete all that **do not** apply):
  - Pacific (British Columbia and Yukon)
  - Western (Alberta, Saskatchewan, Manitoba, Northwest Territories, and Nunavut)
  - Ontario (Ontario, excluding the National Capital Region)
  - Quebec (Quebec, excluding Gatineau [Outaouais])
  - Atlantic (New Brunswick, Nova Scotia, Newfoundland and Labrador, and Prince Edward Island)
  - Comprehensive Land Claim Agreement Area (please identify which ones)
  - National Capital Region (Gatineau [Outaouais] / Ottawa)
  - All of Canada
5. Please indicate the size of your business (delete all that **do not** apply):
  - Micro Business (1-4 employees for goods and 1-4 employees for services)
  - Small Business (1 - 100 employees for goods and 1 - 50 employees for services)
  - Medium Business (101 - 499 employees for goods and 51 - 499 employees for services)
  - Large Business (500+ employees for both goods and services)
6. What is your role in the Government of Canada supply chain for Dental Supplies, Instruments, Small and Large Equipment and related Services? (delete all that **do not** apply)
  - Distributor
  - Manufacturer
  - Sub-contractor

- Service Provider
  - Other (please specify)
7. Do you use UNSPSC codes in your data management system? For example, are your items categorized or tagged with UNSPSC codes? Is there another classification system that you use?
8. Online Catalogues or online pricing:
- a. Do you have online catalogues or online pricing?
  - b. How do you propose PWGSC leverage your established online catalogues/pricing?
  - c. Would you have a single log in account for viewing of prices only (no online ordering) for all of government clients, or for each department (ie: DND, FNIHB, etc) or would it be based on regions?
9. Discounts:
- a. Would you be willing to offer discounts off list pricing?
  - b. If so, how would you apply these discounts: a set % discount for all items; by region; by UNSPSC class or other grouping; other?
  - c. Would you be willing to offer these discounts for an entire year?
  - d. Would these discounts be visible and if so where?
10. What are the chances that your company would submit a bid for this National Master Supply Arrangement/Standing Offer?
- Definitely
  - Likely
  - Probably not
11. What are the reason(s) why you would probably not submit a bid? Are there any recommendations or suggestions that would make you change your mind?
12. Do you have any recommendations or suggestions on how we should qualify suppliers to achieve best results for Government and Industry?
13. Public Services and Procurement Canada (PSPC) is launching a new suite of online procurement services called CanadaBuys, which includes use of a web-based tool called SAP Ariba. Have you heard about the launch of Canadabuys (<https://canadabuys.canada.ca/en/canadabuys>)?
14. Does your company already use SAP Ariba? If so, have you already completed your company profile in order to do business with the Government of Canada through SAP Ariba?
15. Please provide any additional comments?

Solicitation No. - N° de l'invitation  
 E60PV-20DENT/A  
 Client Ref. No. - N° de réf. du client  
 E60PV-20DENT

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 pv960.E60PV-20DENT

Buyer ID - Id de l'acheteur  
 pv960  
 CCC No./N° CCC - FMS No./N° VME

### Annex C – Template for Catalogue Submission

The following is a partial view of what the catalog template may look like during the RFSA/RFSO solicitation.

Blue – Required fields

Supplier ID	Supplier Part ID	Item Description	Unit Price	Unit of Measure	Short Name	Classification Codes		Classification Code	
						Domain	Value	Domain	Value

Green – Optional, but desired fields

Image			Manufacturer Part ID	Manufacturer Name	Supplier URL	Manufacturer URL	Lead Time	Market Price	Supplier Part Auxiliary ID	Language	Currency
Thumbnail	Normal	Detailed									