

REQUEST FOR QUOTATION (RFQ)**For****PURCHASE (NEW OR REFURBISHED), REFURBISHMENT OR REPAIR SERVICES,
OF CENTREX AND PBX PHONES****TOTAL NO. OF PAGES****DATE:****October 13, 2021****INCLUDING RFQ& Annexes
A, B, C, D, E, F, G,H, I and J
Also Forms 1 to 6.**

REQUIREMENT:	P2P R0000098790 / PURCHASE (NEW OR REFURBISHED), REFURBISHMENT OR REPAIR SERVICES, OF CENTREX AND PBX PHONES
RFQ BIDDER:	
Bidder's PBN No	
Representative's Name	
Phone Number	
E-mail address	

1. REQUIREMENT

- a) Shared Services Canada (SSC) requires new or refurbished Centrex and PBX phones and accessories/parts from the bidder, on "request".
- b) SSC also requires refurbishment or repair services of its own used or non-functional Centrex and PBX phones.
- c) This includes the documentation for the phones/accessories, new, refurbished or repaired, as required, in English and French;
- d) warranties, as described for these products under Annex "A"; and
- e) packaging and delivery of such products.
- f) See the Statement of Work, Annex "A", attached, for more details.
- g) Orders will be placed on an "as and when" requested basis through Service Orders, by the technical authority through a generic email address. The Service Order form is shown under Annex F, attached.
- h) Please note that there will be an on-going Supply Chain Integrity Process within the RFQ and during the contract period should the contract be awarded to your company. Please read carefully Annex D, which shows the clause containing information concerning Form 5. The original Form 5 must be filled, according to the information provided, for a bid to be

considered. – Note that any additional products/services or sub-contractors being added subsequently during the contract period would have to be provided on the Form on a quarterly basis, if any changes should occur.

- i) There is a Security clearance requirement on the part of the Bidder also; see Annex H – SRCL.

2. Standard Instructions, Clauses and Conditions

- i. All instructions, clauses and conditions identified in this Request for Quotations (RFQ) only by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada (PWGSC).
- ii. Suppliers who submit a response agree to be bound by the instructions, clauses and conditions of the RFQ.
- c) Standard Instructions - Goods or Services - Competitive Requirements 2003-1 (2019-03-04) is incorporated by reference into, and form part of, the RFQ, except that:
 - i. Wherever the terms “Public Works and Government Services Canada” or “PWGSC” are used, substitute with “Shared Services Canada”;
 - ii. Section 3 is amended as follows: delete “Pursuant to the Department of Public Works and Government Services Act, S.C. 1996, c. 16”.
- d) Delete subsection 20 (2).
- e) Section 12 of the 2003-1 Standard Instructions – Goods and Services – Competitive Requirements is amended by adding the following subsection 4:
Canada also reserves the right to reject a bid where Canada is of the opinion that awarding the contract to the Bidder could be injurious to the national interest or to national security.
- f) For the purposes of this RFQ, the PWGSC policies referenced within the Standard Instructions are adopted as SSC policies.
- g) If there is a conflict between the provisions of Standard Instructions – Goods or Services – Competitive Requirements 2003-1 and this document, this document prevails.
- h) The resulting contract will be subject to 2030 (2014/09/25), General Conditions - Goods – Higher Complexity.
- i) The resulting contract will also be subject to 4001 (2015/04/01), Supplemental General Conditions - Hardware Purchase, Lease and Maintenance.

3. BIDDER'S RESPONSE TO RFQ:

- a) Because the nature of this solicitation, a response sent by fax to Shared Services Canada will not be accepted.
- b) Suppliers intending to submit a response are asked to send an email indicating their intention to submit a response to jean-charles.st-onge@canada.ca before the closing date.
- c) Bidders can register in the SSC P2P portal in order to (for the future):
 - i. view and access solicitations from SSC;
 - ii. submit a response to a solicitation;
 - iii. receive updates and amendments regarding solicitations;
 - iv. be awarded contracts and receive contract amendments; and

- v. submit invoices and receive payment status updates.

To register, please go to <https:sscp2pspc.ssc-spc.gc.ca> and click "Register Now".

In this case, the submission of the bids and the awarding of the contract will be carried out outside of P2P. Future steps however, such as contract amendments and invoicing will take place within P2P.

- d) **Format of Bid Documents in P2P:** Bidder may submit bid documents in any of the following approved formats: (not applicable for this Bid)
- i. PDF attachments; and
 - ii. Documents that can be opened with either Microsoft Word or Microsoft Excel.

Bidders that submit bid documents in other formats do so at their own risk, as Canada may be unable to read them.

- e) **File Size:** P2P accommodates individual documents of up to 30MB each. Bidders should ensure that they submit their bid in multiple documents, each of which does not exceed 30MB. Bidders may submit as many documents as necessary.
- f) **To note:** Once a contract is in place invoices will be submitted by the winning bidder electronically through the SSC P2P portal in accordance with the section entitled "Invoice Submission" of the General Conditions.
- g) The Statement of Work (SOW) is contained under Annex A.
- h) A description of the historical volume of the purchase of the products and refurbishing services is furnished under Annex "C" in order to provide insight for a more competitive pricing. Note though that this may be subject to change once the contract is put in place and only gives a theoretical view of what might be ordered. This should not be interpreted as representing the exact amounts for the request.
- i) The Bidder must provide pricing in response to instructions in Annex "B". Annex "B" must be provided separately from all other documents when the offer is submitted.
- j) An individual price must be provided for each line entry in Annex "B".
- k) All line items quoted must be identical to those identified in Annex "B".
- l) All product deliveries are to be Delivered Duty Paid (DDP) Destination.
- m) The Bidder should provide all information required on forms 1 to 6. Using the forms to provide this information is not mandatory, but it is recommended. If Canada determines that the information required in the Forms is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- n) Annex D, includes a clause providing information on the Supply Chain Integrity Process. Form 5, Supply Chain Security Information, should be filled out. It will form part of the contract and is subject to revision during the period of the contract, on a quarterly basis, if and when necessary, as new products or services or sub-contractors are being added.
- o) Please note that there is a "Price Protection - Most Favoured Customer" clause that will be part of the final contract and is included under Annex "E". This is to cover any new products or services that may be required in addition to those products or services listed and identified under Annex B, once the contract is in place. Make sure to read Annex "E" carefully before submitting your bid since this would cover for new products or services not already identified, after contract is awarded.
- p) The Bidder is advised that he will have to provide two reports under the eventual contract which will be granted:

- i. A report on the details of the number of service orders (see Annex F, Service Order Form), received by the contractor, monthly, as shown in Annex G, Monthly Report on Service Orders attached; and
 - ii. A report on the "Information on the security of the supply chain" of the contractor during the duration of the contract, similar to the Form 5, which will become the Annex "C" under the eventual contract, indicating any new products/services or subcontractors, on a quarterly basis, if such changes occur.
- q) Before award of a contract, the Bidder must hold a valid organization security clearance, see Annex H, SRCL and Annex I, Resulting Contract Clauses. Bidders are reminded to obtain the required security clearance promptly. An Iron grade cage having the dimensions of 8 feet by 8 feet by 4 feet is required to store Government of Canada phones.
- Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions to Bidders" document (<http://tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents Website.
- r) The Bidder will also have to pass the Vendor Integrity check to be awarded the contract.
 - s) The quotation shall be open for acceptance for a period of sixty (60) days from the bid closing date.
 - t) In the case that Identical low bids are received, Annex J – Identical Low Bid clause will prevail.

4. Sole Bid response - Price Support (SAC Clause: C0008T (2007-05-25))

- a) In the event that the Bidder's bid is the sole bid received, the Bidder must provide, on Canada's request, one or more of the following price support if applicable:
 - i. a current published price list indicating the percentage discount available to Canada; or
 - ii. copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 - iii. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 - iv. price or rate certifications; or

any other supporting documentation as requested by Canada.

5. National Security Exception, Data Sovereignty and Security

- a) Canada has invoked the National Security Exception in respect of this requirement and, as a result, none of the trade agreements apply to this procurement.
- b) SSC's goal is to move the Government of Canada to a shared IT infrastructure. The protection of the data within and between this infrastructure is critical to the integrity of government programs and to national security and is also required pursuant to a number of laws, including privacy laws. While all data stored by Canada must be protected against unauthorized access, personal, confidential and sensitive data require even stronger levels of control. Canada's network architecture will be designed with this in mind and a variety of security measures will be included in the Request for Quotation and the resulting Contract Clauses in this regard.

6. DELIVERY / PERIOD OF CONTRACT:

- a) Deliveries to be made in Canada are D.D.P. Destination. Deliveries will be made to the following address: Catalin Palade, SSC, 99 Metcalfe, K1A 1E3, Ottawa, ON, CANADA; or, at an address furnished by SSC on the placing of the order. The Bidder would be responsible for the safe delivery of all items. The cost of delivery, including all transportation, packaging and shipping costs, is included in the unit price(s).
- b) The Contract shall remain in place for a two years period with an irrevocable option to extend the term of the Contract by up to 4 additional 1-year period(s).

7. ENQUIRIES:

- a) It is mandatory that all inquiries concerning this RFQ be submitted by e-mail to the Contracting Officer specified herein. Responses to queries cannot be guaranteed if they are not received by the Contracting Officer by noon (12:00 p.m. EDT), two (2) business days prior to the RFQ closing date and time indicated.
- b) The Bidder should reference as accurately as possible the numbered item to which the inquiry relates. Care should be taken by the Bidder to explain each question in sufficient detail in order to enable Canada to provide an accurate answer.
- c) To ensure consistency and quality of information provided to Bidders, the Contracting Authority will provide, through an electronic mail message simultaneously to the Bidder, to which this request for quotation has been sent, any significant information arising from inquiries received. Information provided verbally will not be binding upon Canada. Only additions, deletions or amendments made in writing to this RFQ by the Contracting Authority will be binding on Canada.

8. CONTRACTING AUTHORITY:

The Contracting Authority for the Contract is:

Name: **Jean-Charles St-Onge**
 Title: Procurement Team Leader
 Organization: Shared Services Canada (SSC)
 Networks, End Users and Cyber Security (NEUCS)
 Procurement and Vendor Relations
 Address: 180 Kent street, 13 th Floor, Sta. 142. Ottawa, Ontario
 Telephone: (613) 618-0167
 Facsimile: (613) 930-6007
 E-mail address: jean-charles.st-onge@ssc-spc.gc.ca

9. Submission of Responses

- a) Responses must be submitted to the Contracting Authority by the date, time and to the address indicated on page 1 of the RFQ and as detailed below.
- b) Responses must be submitted to SSC by:
 - i. e-mail directly to the Contracting Authority

10. COORDINATES FOR SUBMISSION:

- a) Bidder will submit their quotation in accordance with the instructions provided in this RFQ no later than:

Tuesday, November 16, 2021 at 2:00pm EDT

Jean-Charles St-Onge

Email address: jean-charles.st-onge@ssc-spc.gc.ca

Tel. | Tél: (613) 618-0167

List of Annexes

Annex A – Statement of Work

Annex B– Pricing Sheet

Annex C – Historical Information

Annex D – Clause providing information on the Supply Chain Integrity Process

Annex E – Price Protection - Most Favoured Customer

Annex F – Service Order Form

Annex G – Monthly Report on Service Orders

Annex H – Security Requirements Contract (SRCL)

Annex I – Resulting Contract Clauses

Annex J – Identical Low Bid Clause

List of Forms

Form 1 – Bid Submission Form

Form 2 – Federal Contractors Program for Employment Equity – Certification

Form 3 – Former Public Servant Certification

Form 4 – OEM Certification Form

Form 5 – Supply Chain Security Information (attached separately)

Form 6 – Integrity Check (Attached separately)

Form 1 - Bid Submission Form

BID SUBMISSION FORM	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name:
	Title:
	Address:
	Telephone number:
	Facsimile number:
	Email address:
Bidder's Procurement Business Number (PBN) [See the Standard Instructions and Conditions 2003]	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Security Clearance Level of Bidder: (include both the level and the date it was granted)	
<p>On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and that:</p> <ol style="list-style-type: none"> 1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. The information the bidder has provided is true and complete; and 4. If the bidder is issued a contract, it will accept all the terms and conditions set out in the Resulting Contract Clauses included as Part 7 of the bid solicitation. 	
Signature of Authorized Representative of the Bidder	_____ Signature
	_____ Name (printed or typed)

Form 2 – Federal Contractor’s Program for Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [HRSDC-Labour's website](#).

Date : _____ (YYYY/MM/DD) If left blank, the date will be deemed to be the bid solicitation closing date.

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with HRSDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Form 3 – Former Public Servant Certification

Former Public Servant

- (a) 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 FPS, 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:

- (i) an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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-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 FPS in receipt of a pension, as applicable:

name of former public servant;

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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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.

Solicitation No. - N° de l'invitation
N/A
Client Ref. No. - N° de réf. du client
R0000098790

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
C26
CCC No./N° CCC - FMS No./N° VME

Form 4

OEM Certification Form

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

Name of OEM _____

Signature of authorized signatory of OEM _____

Print Name of authorized signatory of OEM _____

Print Title of authorized signatory of OEM _____

Address for authorized signatory of OEM _____

Telephone no. for authorized signatory of OEM _____

Fax no. for authorized signatory of OEM _____

Date signed _____

Solicitation Number _____

Name of Bidder _____