



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Electrical & Electronics Products Division  
L'Esplanade Laurier  
East Tower, 4th floor,  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Field Strength Antenna Kit	
<b>Solicitation No. - N° de l'invitation</b> UT255-211791/A	<b>Date</b> 2021-12-21
<b>Client Reference No. - N° de référence du client</b> UT255-211791	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-446-80778	
<b>File No. - N° de dossier</b> hn446.UT255-211791	<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 Standard Time EST <b>on - le 2022-02-02</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Garcia Lozano, Quiterie	<b>Buyer Id - Id de l'acheteur</b> hn446
<b>Telephone No. - N° de téléphone</b> (613) 296-2431 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with the requirement.

### **1.2 Requirement**

The contractor must provide the goods and/or services in accordance with the technical requirements stated herein.

#### **1.2.1 Delivery Requirement**

Delivery is requested to be completed by February 28, 2022.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.4 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
B1000T	Condition of Material	2014-06-26

### 2.2 Submission of Bids

Bids must be submitted using epost Connect of the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFP.

Note: The email address of Bid Receiving Unit in the National Capital Region (NCR) is:  
[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Inquiries related to submissions of bids through the epost Connect may contact the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit at the coordinates found in Section 20 Further Information of the 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements.

### 2.3 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.4 Applicable Laws

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

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

## 2.5 Bid Challenge and Recourse Mechanisms

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

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

### **3.1 Bid Preparation Instructions**

The Bidder must submit its bid electronically, and Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

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

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

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

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

Bidders must submit their financial bid in accordance with the Basis of Payment.

##### **3.1.1 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, identify which ones are accepted.

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

If none are chosen, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **Section III: Certifications**

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

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## **Section IV: Additional Information**

### **3.1.3 Additional Information:**

Procurement Business Number (PBN) (Canadian Suppliers)

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>

The Procurement Business Number is : \_\_\_\_\_.

### **3.1.4 Delivery Offered**

While delivery is requested as indicated above, the best delivery that could be offered is \_\_\_\_\_.

### **3.1.5 Contractor's Representative**

Name and telephone number of the person responsible for:

#### **General enquiries**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### **Delivery follow-up**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

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

**You are reminded that this solicitation requires the compliance and/or completion of requirements attached as an Annex and forming part of this document.**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

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

The following Mandatory requirements must be submitted with the bid for evaluation

- Technical compliance herein.

#### **4.1.2 Financial Evaluation**

The following Mandatory factors will be taken into consideration in the evaluation of each offer:

\* Compliance with Pricing Basis;

The Offer price will be determined by processing all items as follows:

Sum of all items total price (unit price x qty.)

##### **4.1.2.1 Pricing Basis**

The bidder must quote in the tables of Annex B a firm lot price in Canadian dollars DDP Delivered Duty Paid (Innovation, Science and Economic Development Canada, 235 Queen St, Ottawa ON K1A 0H5), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

**Bidder must complete Annex “D” Integrity Provisions – Associated Form as follows:**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of all names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### **5.2.2 General Environmental Criteria Certification**

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

**OR**

- B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

### **5.2.3 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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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.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Requirement

The contractor must provide the goods in accordance with the technical requirements and in the quantities stated herein at Annex A.

#### 6.2.1 SACC Manual Clauses

SACC Reference	Section	Date
<u>B1501C</u>	Electrical Equipment	2018-06-21
<u>B7500C</u>	Excess Goods	2006-06-16

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

2010A (2021-12-02), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

2010A 32 Anti-forced labour requirements

1. The Contractor represents and warrants that the Work is not mined, manufactured or produced wholly or in part by forced labour. Regardless of who acts as an importer, the Contractor must not during the performance of the Contract, directly or indirectly, deliver Work to Canada or import Work into Canada the importation of which is prohibited pursuant to ss. 136(1) of the *Customs Tariff Act* and tariff item No. 9897.00.00 of the *Customs Tariff – Schedule* (as amended from time to time), because it is mined, manufactured or produced wholly or in part by forced labour.
2. If a tariff classification determination is made under the *Customs Act* that the importation of the Work, or any part of the Work, is prohibited, the Contractor must immediately inform the Contracting Authority in writing. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Work or any part of the Work is classified under tariff item no. 9897.00.00 of the *Customs Tariff – Schedule* as mined, manufactured or produced wholly or in part by forced labour. If the Contractor is aware that the Work, or any part of the Work, is being or has been investigated regarding whether it is prohibited from entry pursuant to tariff item No. 9897.00.00, the Contractor must immediately inform the Contracting Authority in writing of that investigation.
3. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if it has reasonable grounds to believe the Work was mined, manufactured or produced in

- whole or in part by forced labour or linked to human trafficking. Reasonable grounds for making such a determination may include:
- a. Findings or Withhold Release Orders issued by the United States Customs and Border Protection, under the US Trade Facilitation and Trade Enforcement Act (TFTEA) of 2015; or
  - b. Credible evidence from a reliable source, including but not limited to non-governmental organizations.
4. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of any of the following offences under the Criminal Code or the Immigration and Refugee Protection Act:
- Criminal Code*
- i. section 279.01 (Trafficking in persons);
  - ii. section 279.011 (Trafficking of a person under the age of eighteen years);
  - iii. subsection 279.02(1) (Material benefit - trafficking);
  - iv. subsection 279.02(2) (Material benefit - trafficking of person under 18 years);
  - v. subsection 279.03(1) (Withholding or destroying documents - trafficking);
  - vi. subsection 279.03(2) (Withholding or destroying documents - trafficking of person under 18 years); or
- Immigration and Refugee Protection Act*
- vii. section 118 (Trafficking in persons).
5. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of an offence in a jurisdiction other than Canada that, in Canada's opinion, is similar to any of the offences identified in paragraphs 4(i) to (vii).
6. For purposes of determining whether a foreign offence is similar to a listed offence, PWGSC will take into account the following factors:
- i. in the case of a conviction, whether the court acted within its jurisdiction;
  - ii. whether the supplier was afforded the right to appear during the court's proceedings or to submit to the court's jurisdiction;
  - iii. whether the court's decision was obtained by fraud; or
  - iv. whether the supplier was entitled to present to the court every defence that the supplier would have been entitled to present had the proceeding been tried in Canada.
7. Where Canada intends to terminate the Contract under this section, Canada will inform the Contractor and provide the Contractor an opportunity to make written representations before making a final decision. Written representations must be submitted within 30 days from receiving a notice of concern unless Canada establishes a different deadline.

### 6.3.2 Supplemental General Conditions

#### 4014 - Suspension of the work

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) *[insert section entitled "Default by the Contractor"]* \_\_\_\_\_ or *[insert section entitled "Termination for convenience"]* \_\_\_\_\_ of general conditions \_\_\_\_\_.
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.

3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

## **6.4 Term of Contract**

### **6.4.1 Delivery Date**

All the deliverables must be received on or before \_\_\_\_\_ (Delivery as offered and as accepted will be inserted at contract award).

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:  
Quiterie Garcia Lozano – Supply Specialist  
Public Works and Government Services Canada - Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division  
L'Esplanade Laurier (LEL), 140 O'Connor Street, East Tower, 4th floor, Ottawa, ON K1A 0S5  
Telephone: (613) 296-2431  
E-mail address: Quiterie.GarciaLozano@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **6.5.2 Project Authority**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **6.5.3 Contractor's Representative**

Name and telephone number of the person responsible for:

#### **General enquiries**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_

#### **Delivery follow-up**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_

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HN446  
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Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Facsimile: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

## **6.6 Payment**

### **6.6.1 Basis of Payment**

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

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

### **6.6.2 Multiple Payments**

SACC Manual clause H1001C (2008-05-12) Multiple Payments

### **6.6.3 Insurance**

SACC Manual clause G1005C (2016-01-28) Insurance

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

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):  
*[payments types which do not apply will be removed at contract award ]*

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

## **6.7 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the consignee.
  - (b) one (1) copy must be forwarded by email to the following address for certification and payment. (will be inserted at award)
  - (c) One (1) copy must be forwarded to the Contracting Authority identified under the Section 5. Authorities

## 6.8 Certifications and Additional Information

### 6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2021-12-02), Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

## 6.11 SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
D9002C	Incomplete Assemblies	2007-11-30

## 6.12 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:  
Delivered Duty Paid (DDP) Innovation, Science and Economic Development Canada, 235 Queen St,  
Ottawa ON K1A 0H5 Incoterms 2000 for shipments from a commercial contractor.



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## Annex A –Statement of Requirement

### 1. Scope

This Statement of Requirement (SOR) details the requirements for calibrated Field Strength Measurement Antenna Kit.

#### 1.1 BACKGROUND

Innovation, Science and Economic Development (ISED) Canada, Spectrum and Telecommunications Sector (STS) is currently modernizing its aging radio frequency test and measurement equipment portfolio under the auspices of the Pulsar program. This equipment is used to monitor, localize and measure technical parameters of radio emissions for radio interference, compliance and enforcement work.

STS Officers are often required to make calibrated field strength measurements in the commercial broadcast, aeronautical and land mobile radio VHF and UHF bands. Antenna kits currently in use have reached end of life and can no longer be reliably repaired and calibrated. This necessitates the need for replacement to ensure that this measurement capability is maintained going forward.

#### 1.2 Instructions

The following instructions apply to this specification:

- a) Requirements, which are identified by the word “**must**”, are mandatory. Deviations will not be permitted.
- b) In this document “provided” **must** mean “provided and installed”.
- c) Where a technical specification or requirement is identified in the mandatory technical specifications “Proof of Compliance” must be provided with the RFP response-

#### 1.3 Definitions

The following definitions apply to the interpretation of this Statement of Requirement:

“Technical Authority” - The government official responsible for technical content of this requirement.

“Antenna Kit” – The entire antenna kit including all parts such as antenna elements, antenna element mounts/holders/mechanical hardware, baluns, interconnecting cables, non-conductive tripods, tripod mount adapter(s), calibration charts (ie. K-factor calibration tables/graphs by frequency) and compact/rugged carrying cases in a complete manufactured state in accordance with the requirements in this Statement of Requirement.

“Equivalent” - A standard, means, or component type, which has been deemed to be acceptable by the Technical Authority as meeting the specified requirements for form, fit, function and performance.

“Proof of Compliance” is defined as an unaltered document, such as a product brochure, product data sheet, product technical specification sheet and/or a third party test report provided by a nationally and/or internationally recognized testing facility and/or a report generated by a nationally and/or internationally recognized third party software. The supporting Proof of Compliance documentation must provide specific information on each performance requirement and/or specification that it is being put forth for to substantiate.

#### 1.4 Technical Specifications

The Contractor must provide the requested antenna kits in accordance with the technical specifications detailed in Appendix 1 - Mandatory Technical Specifications for *Calibrated Field Strength Antenna Kit*.

#### 1.5 Standard Design

- a) The kit must be the manufacturer’s latest in production model.

#### 1.6 Identification

The following information must be permanently marked in a visible and protected location on the kit:

- a) Manufacturer's name, model and serial number.

#### 1.7 Equipment Manuals

##### 1.7.1 Equipment Manuals

Full documentation on the contents of the kit including installation, operations, maintenance, complete replacement parts list and unit specific antenna K-factor calibration charts/graphs and, **must** accompany each kit, shipped to each location.

##### 1.7.2 Operator’s Manuals

The operator’s manuals **must** be bilingual (English/French) and must include the following:

- a) Instructions for the safe setup and operation of the **antenna(s) in the kit** including how K-factor corrections shall be applied.
- b) Operator confidence checks.
- c) Safety warnings.

##### 1.7.3 Maintenance Manuals

If they are available, the service/maintenance manuals must be bilingual (English/French) and must include the following:

- a) A trouble-shooting guide, showing the steps and tests required to determine the exact cause of a problem and an explanation of what steps would be required to correct a problem.
- b) Any special tools.

#### 1.8 Accessibility requirements

The manuals should be delivered in an accessible format, in compliance with the Harmonised European Standard, EN 301 549 (2018)

([https://www.etsi.org/deliver/etsi\\_en/301500\\_301599/301549/02.01.02\\_60/en\\_301549v020102p.pdf](https://www.etsi.org/deliver/etsi_en/301500_301599/301549/02.01.02_60/en_301549v020102p.pdf)) for accessible Information and Communication Technology (ICT), clause 10 for non-web documents.

Any other instructions that are provided with the kits should conform to those standards for web-based documents, electronic documents, and hard copies.

The provision of facilities, tools and services, and all associated costs, to make the components and deliverables of this project accessible must be at the Contractor's expense.

For practical guidance on creating accessible documents, refer to these [Accessible Document Guides \(https://a11y.canada.ca/en/\)](https://a11y.canada.ca/en/).

### 1.9 Equipment Lifecycle

Lifecycle of this equipment will be a ten (10) year period from date of delivery and acceptance of goods received as ordered and received undamaged.

### 1.10 Calibration and Maintenance Support

1.10.1 The Contractor **must** ensure capability to provide parts, repair and calibration services for a period of ten (10) years from date of delivery and acceptance of the equipment.

1.10.2 Initial factory calibration must be included as part of the original delivery.

1.10.3 Any subsequent calibration support is not part of this Contract.

### 1.11 List of Deliverables

#### 1.11.1 Calibrated Field Strength Measurement Antenna Kits

Description	Quantity
Calibrated Field Strength Measurement Antenna Kits, as specified in the Statement of Requirements	80 units

## Appendix 1 – Mandatory Technical Specifications for Calibrated Field Strength Measurement Antenna Kit

(Reference: Appendix 2 – Definitions and Glossary Syllabus)

Hardware	Required specifications
<b>Antenna Kit</b>	
Environmental	Whether via external means (protective coverings) or by inherent design, devices must meet or exceed the following:  Minimum operating temperature range: 5 degrees C to 40 degrees C  operating humidity: maximum of 80% for temperatures up to 31 degrees C, derating linearly to 50 % at 40 degrees C must be capable of operating at altitudes up to 2000 m
Maximum Antenna Kit package size & weight	The antenna kit (not including tripod) must be compact and lightweight. Maximum weight of transit case and contents must not exceed 7 kgs. Maximum case dimensions must not to exceed 61 cm x 46 cm x 16 cm.
<b>Antennas</b>	
Antenna/K Factor Calibration Data	Standard antenna/K-factor calibration curves/tables must be provided for each unique dipole antenna assembly to cover its rated operating frequency range. These curves/tables must offer corrections in dB/m for standard measurement heights of 3 m and 10 m for antennas operated in horizontal polarization mode.
Antenna VSWR Data	Standard VSWR versus frequency of operation curves/tables must be provided for each unique dipole antenna assembly to cover its rated operating frequency range.
VHF Antenna Operating frequency range	The VHF dipole antenna(s) provided in this kit must be capable of operating between 50 MHz and 220 MHz (with no gaps in frequency coverage).
UHF Antenna Operating frequency range	The UHF dipole antenna(s) provided in this kit must be capable of operating between 325 MHz and 1 GHz (with no gaps in frequency coverage).
VHF Antenna power handling	Maximum continuous power handling of 60 watts

UHF Antenna power handling	Maximum continuous power handling of 60 watts
Antenna RF connector type	All dipole antenna assemblies must be terminated in an N female connector.
Average Antenna VSWR	All dipole antenna assemblies must have an average VSWR of less than or equal to 2.5:1 across their operating frequency ranges.
Nominal Antenna Impedance	All dipole antenna assemblies must exhibit an impedance of 50 ohms at resonance. If a matching balun is required to achieve this then it must be included in the kit.
Nominal Antenna Gain	All dipole antenna assemblies must exhibit a nominal gain of 2.0 dBi.
Antenna Topology	The antenna(s) provided in this kit must be rugged, user adjustable dipole assemblies cable of being mounted on the provided tripod (mounting hardware to be included) in either Horizontal or Vertical polarization modes (azimuth -elevation adapter head to be included in kit). Tuning is to be accomplished by a combination of telescoping elements and if necessary the addition of extension elements to ensure that the entire frequency range of interest is covered. The minimum number of dipoles and extension elements necessary to cover the operating frequency range of the kit shall be provided.
Antenna Balun(s)	Individually calibrated baluns conforming to standard FCC balun design requirements for conducting Broadcast FM/VHF/UHF field strength measurements must be provided for each discrete dipole antenna assembly along with any necessary mounting clamps/hardware.
<b>Test Cable</b>	
Test Cable	One calibrated, RG-58 50 ohm impedance (N(male) to N(male) connectors) test cable must be included in the antenna kit. Cable must be 10 m in length.
<b>Tape Measure</b>	
Tape measure	A tape measure calibrated either directly in frequency or standard units of length measurement shall be provided to correctly set dipole element lengths based on desired operating frequency.
<b>Antenna Carrying Case</b>	
Antenna Kit carrying case	The antenna kit components (not including the tripod) must be provided in a single weatherproof, rugged carrying case that provides soft interior padding for safe storage of all antenna elements/extension elements, baluns, test cable(s), mechanical hardware used to attach antenna feed

	assemblies to tripod, azimuth/elevation adapter head, tape measure, operating manual & K-factor correction graph/charts.
<b>Tripod and its Carrying Case</b>	
Antenna Tripod	A compatible non-magnetic, non-conductive (i.e. wood , fiberglass, etc.) tripod shall be provided to safely support the complete dipole antenna assemblies and azimuth/elevation adapter head at a feedpoint test height of at least 2 m . Tripod weight (not including carrying case) must not exceed 7kgs.
Antenna Tripod carrying case	A light weight weatherproof, rugged carrying case will be provided to safely store and transport the antenna tripod provided with the antenna kit. Empty carrying case weight must not exceed 5 kgs.

## Appendix 2 –Definitions and Glossary Syllabus

Definitions	
Antenna Kit	Field strength measurement antenna kit containing all antennas, mounting hardware, test cables, calibration data, tripod, and associated carrying cases.
Glossary	
BALUN	Balanced to unbalanced RF transformer
C	Temperature in degrees Celsius
cm	Metric units of length in centimetres
dBi	Decibels referenced to an isotropic antenna
FCC	Federal Communications Commission
FM	Frequency Modulation
K-factor	Antenna correction factor in dB versus operating frequency
kgs	Metric unit of mass in kilograms
m	Metric unit of length in metres
N	Type N RF connector
RF	Radio Frequency
UHF	Ultra-High Frequency
VHF	Very High Frequency
VSWR	Voltage Standing Wave Ratio

Annex B – Basis of Payment

The bidder must quote a firm lot price in Canadian dollars, DDP Delivered Duty Paid (Innovation, Science and Economic Development Canada, 235 Queen St, Ottawa ON K1A 0H5), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

Item Number	Item Description	P/N offered	Manufacturer Offered	Delivery Offered (Days or Weeks ARO)	Quantity	Unit Price in CAD	Total
1	Calibrated Field Strength Measurement Antenna Kit				80		

Bid Price: \_\_\_\_\_



## Annex C – Technical Evaluation Criteria

### **Bidder's Instructions:**

Bidder to submit specifications, published documentation, and descriptive literature for the Calibrated Field Strength Measurement Antenna Kit being offered in their proposal. Details stated in your specifications, published documentation, and descriptive literature will be compared and must meet the requirements in the table below.

If specific published technical documentation is not available or does not specifically address each criteria, the Bidder should provide a written narrative or manufacturer's verification explaining how the offered product meets or exceeds the technical requirements in the table below.

It is incumbent upon the Bidder to submit a complete proposal showing that their items will meet or exceed the technical descriptions described in this solicitation. Failure to submit sufficient information to allow for a full evaluation will result in the proposal being declared non-responsive.

Bidder to complete the Cross Reference column identifying the page / paragraph in their proposal which demonstrates that they meet each of the specified mandatory criteria.

### **Bidder to complete:**

#### **Product offered:**

Item Number	Item Description	Qty	P/N offered	Manufacturer Offered
1	Calibrated Field Strength Measurement Antenna Kit	80		

Item #	Hardware	Required specifications	Evaluation Method	Cross Reference to Bid
001	Environmental	<p>Whether via external means (protective coverings) or by inherent design, devices must meet or exceed the following:</p> <p>Minimum operating temperature range: 5 degrees C to 40 degrees C.</p> <p>Operating humidity: maximum of 80% for temperatures up to 31 degrees C, derating linearly to 50 % at 40 degrees C must be capable of operating at altitudes up to 2000 m.</p>	Published vendor product information review	
002	Antenna Kit carrying case	The antenna kit components (not including the tripod) must be provided in a single weatherproof, rugged carrying case that provides soft interior padding for safe storage of all antenna elements/extension elements, baluns, test cable(s), mechanical hardware used to attach antenna feed assemblies to tripod, azimuth/elevation adapter head, tape measure, operating manual & K-factor correction graph/charts.	Published vendor product information review	
003	Maximum Antenna Kit package size & weight	The antenna kit (not including tripod) must be compact and lightweight. Maximum weight of transit case and contents must not exceed 7 kg. Maximum case dimensions must not to exceed 61 cm x 46 cm x 16 cm.	Published vendor product information review	
004	Antenna Tripod	A compatible non-magnetic, non-conductive (i.e. wood, fiberglass, etc.) tripod shall be provided to safely support the complete dipole antenna assemblies and azimuth/elevation adapter head up to a feedpoint test height of 2 m. Tripod weight (not including carrying case) must not exceed 7kg.	Published vendor product information review	
005	Antenna Tripod carrying case	A light weight weatherproof, rugged carrying case will be provided to safely store and transport the antenna tripod provided with the antenna kit. Empty carrying case weight must not exceed 5 kg.	Published vendor product information review	

006	Antenna Topology	The antenna(s) provided in this kit must be rugged, user adjustable dipole assemblies capable of being mounted on the provided tripod (mounting hardware to be included) in either Horizontal or Vertical polarization modes (azimuth -elevation adapter head to be included in kit). Tuning is to be accomplished by a combination of telescoping elements and if necessary the addition of extension elements to ensure that the entire frequency range of interest is covered. The minimum number of dipoles and extension elements necessary to cover the operating frequency range of the kit shall be provided.	Published vendor product information review	
007	Antenna Balun(s)	Individually calibrated baluns conforming to standard FCC balun design requirements for conducting Broadcast FM/VHF/UHF field strength measurements must be provided for each discrete dipole antenna assembly along with any necessary mounting clamps/hardware.	Published vendor product information review	
008	Tape measure	A tape measure calibrated either directly in frequency or standard units of length measurement shall be provided to correctly set dipole element lengths based on desired operating frequency.	Published vendor product information review	
009	Antenna/k Factor Calibration Data	Standard antenna/K-factor calibration curves/tables must be provided for each unique dipole antenna/balun assembly to cover its rated operating frequency range. These curves/tables must offer corrections in dB/m for standard measurement heights of 3 m and 10 m for antennas operated in horizontal polarization mode.	Published vendor product information review	
010	Antenna VSWR Data	Standard VSWR versus frequency of operation curves/tables must be provided for each unique dipole antenna assembly to cover its rated operating frequency range.	Published vendor product information review	
011	Test Cable(s)	One calibrated, RG-58 50 ohm impedance (N(male) to N(male) connectors) test cable must be included in the antenna kit. Cable must be 10 m in length.	Published vendor product information review	
012	VHF Antenna Operating	The VHF dipole antenna(s) provided in this kit must be capable of operating between 50 MHz and 220 MHz (with no gaps in	Published vendor product information review	

	frequency range	frequency coverage).	review	
013	UHF Antenna Operating frequency range	The UHF dipole antenna(s) provided in this kit must be capable of operating between 325 MHz and 1 GHz (with no gaps in frequency coverage).	Published vendor product information review	
014	VHF Antenna power handling	Maximum continuous power handling of 60 watts.	Published vendor product information review	
015	UHF Antenna power handling	Maximum continuous power handling of 60 watts.	Published vendor product information review	
016	Antenna RF connector type	All dipole antenna assemblies must be terminated in an N female connector.	Published vendor product information review	
017	Average Antenna VSWR	All dipole antenna assemblies must have an average VSWR of less than or equal to 2.5:1 across their operating frequency ranges.	Published vendor product information review	
018	Nominal Antenna Impedance	All dipole antenna assemblies must exhibit an impedance of 50 ohms at resonance. If a matching balun is required to achieve this then it must be included in the kit.	Published vendor product information review	
019	Nominal Antenna Gain	All dipole antenna assemblies must exhibit a nominal gain of 2.0 dBi.	Published vendor product information review	

## Annex D to Part 5 of the Bid Solicitation

### FEDERAL CONTRACTORS 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 any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC)-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 permanent full-time and/or permanent part-time employees.
- 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 ESDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-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 ESDC-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)