



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving
- PWGSC

Voir dans le document/

See herein

NA

Québec

NA

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

TPSGC/PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet Purchase a motion tracking system Purchase a motion tracking system	
Solicitation No. - N° de l'invitation 9F064-210067/B	Date 2022-01-10
Client Reference No. - N° de référence du client 9F064-21-0067	
GETS Reference No. - N° de référence de SEAG PW-\$QCN-043-18268	
File No. - N° de dossier QCN-1-44041 (043)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2022-02-02 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Langis, Sonia	Buyer Id - Id de l'acheteur qcn043
Telephone No. - N° de téléphone (418) 254-9962 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: AGENCE SPATIALE CANADIENNE 9F064 # Ingénierie & Démonstration de capacités 6767 ROUTE DE L'AEROPORT ST HUBERT Québec J3Y8Y9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

This bid solicitation cancels and supersedes previous bid solicitation number 9F064-210067/A dated October 05, 2021 with a closing of November 4, 2021 at 02h00 PM EDT

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PART 1 - GENERAL INFORMATION

1.1 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses

1.2 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.

1.3 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.

1.4 COVID-19 vaccination requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation. (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25>)

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.1.1 SACC Manual Clauses

B1000T 2014-06-25 – Condition of Material -Bid

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/B/B1000T/3>)

2.1.2 Best delivery date – Bid (*to be completed by the bidder*)

While delivery is requested by April 13, 2022 , the best delivery that could be offered is _____ .

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation:

2.2.1 PWGSC Québec Region Bid Receiving Unit

The Bidder must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.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.

<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect>

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

2.2.2 Facsimile

Facsimile number: 418-566-6168

2.2.3 Bids transmitted by hardcopy to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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 Quebec.

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 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

Bids transmitted by hardcopy will not be accepted.

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 Annex "B" Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

SACC Manual Clauses [C3011T](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C3011T/5) 2013-11-06 Exchange Rate Fluctuation
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C3011T/5>)

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The technical evaluation will be based on the mandatory technical criteria detailed in Annex E. Bidders must demonstrate that the goods and/or services offered are compliant with each of these mandatory technical criteria with documents and/or technical drawings, which must be submitted with their proposal **(No internet link will be accepted)**.

Bidders should complete the grid in Annex E in order to indicate where the technical criteria are demonstrated within their submitted documents and/or technical drawings and include it with their proposal. Failure to do so will render the bid non-responsive.

4.1.2 Financial Evaluation

Based on the total prices of items 1 -2 and 3 listed in Annex "B"

For evaluation purposes

The optional portion of the basis of payment will not be evaluated, however an amount must be indicated. Failure to do so will render the bid non-responsive.

4.1.2.1 Evaluation of Price - Canadian/Foreign Bidder

1. Bidders must submit firm prices, customs duties and excise taxes included, and Applicable Taxes excluded.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Bidders must provide prices Delivered Duty Paid (DDP) St-Hubert, Québec Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on an DDP basis

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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 will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 COVID-19 vaccination requirement certification

(Annex D - to be completed by the bidder)

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

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

(Annex G - to be completed by the bidder)

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.3 Optionnel accessoires

(Annex C- to be completed by the bidder)

The Annex "C" must be completed and provided.

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 items detailed under the "Requirement" at Annex "A".

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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. (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010A/20>)

Subsection 32 of 2010A: General Conditions - Goods (Medium Complexity) is incorporated as follows:

2010A 32 (2021-11-04) 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

6.3.2.1 Compliance with on-site measures, standing orders, policies, and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.3.2.2 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) 23 (2014-09-25) Default by the Contractor or 24 (2020-05-28) Termination for convenience of general conditions 2010A.
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 Period of the Contract *(will be inserted when the contract is awarded)*

The period of the Contract is from date of Contract to _____ inclusive *(The end date will be three (3) months from the date of delivery and will be indicated upon contract award).*

6.4.2 Delivery Date *(will be inserted when the contract is awarded)*

All the deliverables must be received on or before _____

6.4.5 Delivery Points

Delivery of the requirement will be made at the following address 6767, route de l'Aéroport, St-Hubert J3Y 8Y9.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sonia Langis
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Telephone: 418-254-9962
E-mail address: Sonia.Langis@tpsgc-pwgsc.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 *(will be inserted when the contract is awarded)*

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Telephone: ____ - ____ - ____
E-mail address: _____

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 Technical Authority *(will be inserted when the contract is awarded)*

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Telephone: ____ - ____ - ____
E-mail: _____.

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

6.5.4 Procurement Authority *(will be inserted when the contract is awarded)*

The Procurement Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Telephone: ____ - ____ - ____
E-mail: _____.

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.5 Contractor's Representative *(to be completed by the bidder)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex "B" 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 Clauses H1001C (2008-05-12) Multiple Payments. (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/H/H1001C/2>)

6.6.3 SACC Manual Clauses

C2000C (2007-11-30) – Taxes- Foreign- based Contractor. (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C2000C/1>)

6.6.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);

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: *(will be inserted when the contract is awarded)*
a. The original must be forwarded to the following e-mail address for certification and payment.

b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

c. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.9 Applicable Laws *(to be completed by the bidder)*

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 Canadian province or territory)*.

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 supplemental general conditions 4013 (2021-11-29) Compliance with on-site measures, standing orders, policies, and rules;
- (c) the supplemental general conditions 4014 (2021-11-29) Suspension of the work;
- (b) the general conditions 2010A (2020-05-28) General conditions: Goods (medium complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Optional computer – minimum required
- (f) Annex D, COVID-19 Vaccination Requirement Certification
- (g) 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

B1501C (2018-06-21) Electrical equipment (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/B/B1501C/2>)

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A2000C/1>)

A2001C (2006-06-16) Foreign Nationals (Foreign Contractor) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A2001C/1>)

G1005C (2016-01-28) Insurance - No Specific Requirement (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/G/G1005C/3>)

6.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A" REQUIREMENT

Objective

The objective of this acquisition process is to provide the Canadian Space Agency (CSA) with a motion tracking system (called MTS), as well as the comprehensive documentation and user training required to operate the system.

Context

The CSA needs a motion tracking system primarily to support its rover testing activities in the CSA's Rover Indoor Workspace (RIW) facility. This facility offers a 10 m by 14 m workspace dedicated to the testing of rovers and related technologies. It is surrounded by a large concrete border and a wall. **Erreur ! Source du renvoi introuvable.** illustrates the CSA's RIW facility in which a rover is deployed. The main intended use of the motion tracking system is to provide the CSA with the ability to obtain continuous, high-precision measurements of rover positioning, the so-called reality on the ground. An RTK DGPS system is currently the rover's field reality system used outdoors but it will not work indoors. The motion tracking system will therefore replace this system for indoor testing and operations. The use of a motion tracking system would benefit the CSA in the following ways:

1. allow the positioning of ground reality measurements inside the CSA building,
2. increase the accuracy of measurements and the frequency of updating (compared to GPS), and
3. reduce the amount of additional material on the rover and the associated electrical load (GPS requires heavy receivers and antennas).



Figure 1 – CSA Indoor Workspace for Rovers

The vehicles that will be tracked by the motion tracking system are rovers only. Currently, there are no plans to use flying systems such as drones. Rovers deployed in the RIW do not move faster than 0.5 m/s (1.8 km/h) in translation and 20 deg/s in heading. Rovers occupy cubic volumes ranging approximately from 0.5 m to 1.6 m. These rovers provide many surfaces to affix markers that will be tracked by the motion tracking system. **Erreur ! Source du renvoi introuvable.** shows a future fictitious rover that will be deployed in the RIW. This rover is currently the smallest rover being considered for tracking by the motion tracking system.

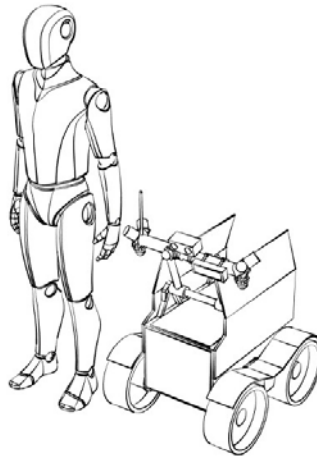


Figure 2 – Example of a fictitious rover to be deployed in the RIW next to a 1.75 m high dummy for scale

Scope

The work to be carried out consists of the delivery of a functional motion tracking system including the cameras and all required ground support equipment (e.g., power supply, calibration equipment, reference targets), the software, user manuals in French and English (or at least one of the 2 languages), and a training session. Proposals must include training in French where possible, if not, in English, covering the basic features necessary to enable users (i.e., a group of approximately six CSA employees composed of technicians and engineers) to use the motion tracking system. For example, the training must cover familiarization with the equipment, its operating principle, calibration, measurement, backups, data transfer and the information necessary to understand the system in order to perform relevant measurements, without limitation.

Acronyms

CSA = Canadian Space Agency
ASCII = U.S. Standard Information Exchange Code
CSV = comma-separated values file
DDL = Degrees of freedom
DGPS = Differential Global Positioning System
RIW = Rover Indoor Workspace
GPS = Global Positioning System
IP50 = Limited dust penetration protection standard
MTS = Motion Tracking System
ROS = Robotic Operating System
RTK = Real-time kinematics
VCA = Alternating current voltage

Requirements

- ENV-01 Operating humidity:** The motion tracking system must operate within a relative ambient humidity range of at least 10 to 90 per cent.
- ENV-02 Dust protection:** The motion tracking system must operate in a slightly dusty environment. Comment: The system must be protected against limited dust penetration by having a certification of at least IP50.

Performance Requirements

- PRF-01 Measurement accuracy:** The motion tracking system must be capable of providing an accuracy of 2 mm or less over 95% of the RIW surface (i.e., 140 m²).
- PRF-02 Frequency of measurement updates:** The motion tracking system must provide measurement updates at 10 Hz or higher.
- PRF-03 Measurement of pose:** The motion tracking system must provide the rover with a six-degree of freedom (DDL) pose (i.e., position and orientation).

System Requirements

- SYS-01 Power supply:** The motion tracking system must be powered by a single standard NEMA 5-15R socket (120 VAC, 15 amps North American plug).
- SYS-02 Definition a local coordinate system on the rover:** The motion tracking system must allow the user to easily define a local coordinate system on the rover (i.e. a fixed Cartesian coordinate system attached to the rover) to be tracked anywhere in the measurement volume.
Comment: *From the software tool provided, the user must be able to set the local coordinate system of the rover anywhere in relation to the rover.*
- SYS-03 Definition of the work reference marker:** The motion tracking system must allow the user to define a "work reference marker" or a "Cartesian coordinate system" in which the local coordinate system of the tracked rover will be expressed.
- SYS-04 Real-time display:** The motion tracking system must allow the user to view the tracking in real time in the software tool provided.
- SYS-05 Export:** The motion tracking system must allow the user to export all measurements to a standard ASCII file, such as a comma-separated values file (i.e., csv or txt files), that is human-readable.
- SYS-06 Dual markers:** The motion tracking system must support two tracking modes: a passive mode with only passive markers attached to the rover, and an active mode with active markers or tracking artifacts.
- SYS-07 ROS compatibility:** The motion tracking system must be compatible with the robotic operating system (ROS). If ROS compatibility is not fully supported, a functional solution supported by a third party or an open source project must be possible.
- SYS-08 Compatibility with Matlab:** The motion tracking system must be compatible with Matlab.
- SYS-09 Compatibility with Unreal:** The motion tracking system must be compatible with Unreal, the game engine.
- SYS-010 Optical system:** the sensors used to solve the rover's pose must be based on camera technology.
- SYS-011 Cameras:** The minimum number of cameras must be 8 in order to avoid dead spots in tracking the rover's trajectory.

Training

Training must include travel and living expenses associated with the training session that will take place at CSA headquarters in Saint-Hubert, Quebec. Training must be offered in French or English.

Optional accessory

The computer necessary for the operation of the system must be offered as an option. The bid must clearly indicate the requirements and technical specifications of the computer in order to support the tracking system. The specifications must include as a minimum the type of processor, the memory capacity, The hard drive capacity (SSD), the CPU speed, and compatibles operating systems.

Constraints

The motion tracking system must be delivered no later than 2 months after the contract is awarded, and the training given to the CSA no later than 2 months after delivery of the system.

Meeting

No formal meetings are required, with the exception of the training session that will take place at CSA headquarters.

Deliverables

The deliverables are as follows:

- A functional motion tracking system that includes all required ground support equipment and its software as indicated in the scope of this section;
- The user manual(s) in electronic version, in PDF format., available in the 2 languages, French and English, or at least one of the two languages.
- Training (in French or English).

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ANNEX "B" BASIS OF PAYMENT

1. Mandatory Section

Item	Description	Quantity	Unit Price
1	Motion Tracking System (including cameras and all required ground support equipment, the software, user manuals) Model: _____ Manufacturer: _____	1	
2	Shipping	1	
3	Training Number of hours required _____	1	
Total of the proposal for evaluation			

2. Optional Section

Item	Description	Quantity	Unit Price
4	Optional - Computer	1	

****Applicable taxes extra**

****Customs fees and other applicable taxes not included.**

If the currency is different from CAD \$, please indicate: _____

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ANNEX "C" OPTIONAL – COMPUTER - MINIMUM REQUIRED *(to be completed by the bidder)*

Minimum required	Technical Requirements	Description
Optional - Computer		
Processor Type		
RAM type		
Hard disc capacity (SSD)		
Processor speed		
Compatible Operating Systems		

ANNEX "D" COVID-19 Vaccination Requirement Certification

(to be completed by the bidder)

Certifications must be completed in full and provided with their bid

I, _____ (first and last name), as the representative of
_____ (name of business) pursuant to
_____ (insert solicitation number), warrant and certify that all
personnel that _____ (name of business) will provide on the
resulting Contract who access federal government workplaces where they may come into contact with
public servants will be:

- a. fully vaccinated against COVID-19;
- b. for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or
- c. partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the
_____ (name of business) has certified to their compliance with
this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

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Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the *Privacy Act*. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

ANNEX "E" MANDATORY TECHNICAL CRITERIA

Indicate where in your **documentation** or **datasheets** the following mandatory specifications are shown:

By submitting a data sheet or any other document, the bidder must clearly demonstrate that he meets each of the mandatory technical evaluation criteria mentioned below. **No internet link will be accepted.**

Failure to do so will result in the bid being declared ineligible.

Criterion No. (ref.: Annex A)	Mandatory Technical Criteria to be shown	Specify the location in the documentation or data sheets where the required mandatory specifications are shown.
PRF-01	Measurement accuracy	
PRF-02	Frequency of measurement updates	
PRF-03	Measurement of the installation	
SYS-01	Power supply	
SYS-02	Definition a local coordinate system on the rover	
SYS-03	Definition of the work reference marker	
SYS-04	Real-time display	
SYS-05	Export	

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Criterion No. (ref.: Appendix A)	Mandatory Technical Criteria to be shown	Specify the location in the documentation or data sheets where the required mandatory specifications are shown.
SYS-06	Dual markers	
SYS-07	ROS compatibility	
SYS-08	Compatibility with Matlab	
SYS-09	Compatibility with Unreal	
SYS-10	Optical system	
SYS-11	Cameras	

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ANNEX “ F “ ELECTRONIC PAYMENT INSTRUMENTS *(to be completed by the bidder)*

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);

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ANNEX “ G “ COMPLETE LIST OF COMPANY BOARD OF DIRECTORS
(to be completed by the bidder)

NOTE TO BIDDERS

WRITE ALL DIRECTOR'S FULL NAMES IN BLOCK LETTERS

PROCUREMENT - BUSINESS NUMBER (PBN) : _____