



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## REQUEST FOR PROPOSAL / DEMANDE DE PROPOSITION

### RETURN BIDS TO / RETOURNER LES SOUMISSIONS À:

Director Services Contracting (D Svcs C 3) /  
Direction des contrats de service (DC Svc 3)  
Attention: Binh Duong, D Svcs C 3-3-3  
By e-mail to / Par courriel : [Binh.duong@forces.gc.ca](mailto:Binh.duong@forces.gc.ca)

#### Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

#### Proposition à: Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqués(s).

#### Comments – Commentaires

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT/  
CE DOCUMENT CONTIENT UNE EXIGENCE DE SÉCURITÉ.**

<p><b>Solicitation Closes / L'invitation prend fin:</b></p> <p>At / à:</p> <p>02:00 PM Eastern Daylight Time (EDT)</p> <p>On / le:</p> <p>2 August 2022</p>
---

<b>Title / Titre</b> Video Endoscopy System (VES)	<b>Solicitation No. / N° de l'invitation</b> W6369-23-A006
<b>Date of Solicitation / Date de l'invitation</b> 23 June 2022	
<b>Address Enquiries to / Adresser toutes questions à:</b> Attn: Binh Duong, D Svcs C 3-3-3 Email: <a href="mailto:Binh.Duong@forces.gc.ca">Binh.Duong@forces.gc.ca</a>	
<b>Telephone No. / N° de téléphone</b>	<b>FAX No. / N° de fax</b>
<b>Destination</b> See herein	

**Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.**

**Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.**

<b>Delivery Required / Livraison exigée</b>	<b>Delivery Offered / Livraison proposée</b>
<b>Vendor Name and Address / Raison sociale et adresse du fournisseur</b>	
<b>Name and title of person authorized to sign on behalf of vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)</b>	
Name – Nom _____ Title – Titre _____	
Signature _____ Date _____	



**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION 4**

1.1 INTRODUCTION 4

1.2 SUMMARY 4

1.3 DEBRIEFINGS 5

**PART 2 - BIDDER INSTRUCTIONS 6**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS 6

2.2 SUBMISSION OF BIDS 7

2.3 ENQUIRIES - BID SOLICITATION 7

2.4 APPLICABLE LAWS 7

2.5 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD 7

2.6 BID CHALLENGE AND RECOURSE MECHANISMS 8

**PART 3 - BID PREPARATION INSTRUCTIONS 9**

3.1 BID PREPARATION INSTRUCTIONS 9

3.2 SECTION I: TECHNICAL BID 9

3.3 SECTION II: FINANCIAL BID 9

3.4 SECTION III: CERTIFICATIONS 10

3.5 SECTION IV: ADDITIONAL INFORMATION 10

**ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE 11**

**ATTACHMENT 2 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS 24**

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 25**

4.1 EVALUATION PROCEDURES 25

4.2 BASIS OF SELECTION - LOWEST PRICE PER POINT 25

**ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA 26**

1. MANDATORY TECHNICAL CRITERIA 26

2. RATED CRITERIA 27

**PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION 29**

5.1 CERTIFICATIONS REQUIRED WITH THE BID 29

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION 29

**PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS 31**

6.1 SECURITY REQUIREMENTS 31

**PART 7 - RESULTING CONTRACT CLAUSES 32**

**ARTICLES OF AGREEMENT 32**

7.1 REQUIREMENT 32

7.2 STANDARD CLAUSES AND CONDITIONS 32

7.3 SECURITY REQUIREMENTS 33

7.4 TERM OF CONTRACT 33

7.5 AUTHORITIES 34

7.6 PAYMENT 35

7.7 INVOICING INSTRUCTIONS 36



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

7.8	CERTIFICATIONS AND ADDITIONAL INFORMATION	36
7.9	APPLICABLE LAWS	36
7.10	PRIORITY OF DOCUMENTS	36
7.11	DEFENCE CONTRACT	37
7.12	FOREIGN NATIONALS (CANADIAN CONTRACTOR)	37
7.12	FOREIGN NATIONALS (FOREIGN CONTRACTOR)	37
7.13	INSURANCE	38
7.14	DISPUTE RESOLUTION	38
7.15	SACC MANUAL CLAUSES	38
	<b>ANNEX A – STATEMENT OF REQUIREMENT (SOR)</b>	<b>39</b>
	<b>ANNEX B – BASIS OF PAYMENT</b>	<b>56</b>
	<b>ANNEX C – SECURITY REQUIREMENTS CHECK LIST</b>	<b>62</b>
	<b>APPENDIX 1 TO ANNEX C – CONTRACT SECURITY PROGRAM (CSP) INITIAL INTERNATIONAL SECURITY SCREENING FORM</b>	<b>66</b>



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

A. The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

B. The Attachments include the Pricing Schedule, the Technical Evaluation, and any other attachments.

C. The Annexes include the Requirement, the Basis of Payment, the Security Requirements Checklist, and any other annexes.

### **1.2 Summary**

The Department of National Defence (DND), more specifically Canadian Forces Health Services Group (CF H Svcs Gp), has a requirement for the supply of Video Endoscopy Systems (VES) for upper gastrointestinal (upper GI) and lower gastrointestinal (lower GI) endoscopies, with an option to purchase additional units and accessories over a three (3) year period.

The initial order (Core Requirement) includes three (3) regular navigation colonoscopies, one (1) slim navigation colonoscope, three (3) regular gastroscopes, and accessories, and must be delivered to Halifax NS by 01 September 2022, or as soon as possible.

There is also a requirement to provide Operator, Reprocessing and Technical Service Training and an Annual Endoscopes services protection plan to the CF H Svcs Gp.

Delivery of the optional requirements will be made to delivery point(s) specified at Appendix 2 of Annex A of the Contract.

The contract period will be from the date of Contract Award to 01 June 2027.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

- B. There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- C. The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada Korea Free Agreement (CKFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), Canada-Honduras Free Trade Agreement, Canada-Ukraine Free Trade Agreement and the Canadian Free Trade Agreement (CFTA).

### **1.3 Debriefings**

- A. 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.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- A. 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 (SACC) Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- B. 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.
- C. The 2003 (2020-05-28), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification(s):
- (i) Section 02, Procurement Business Number, is deleted in its entirety;
  - (ii) Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
    - d. send its bid only to the Department of National Defence location specified on page 1 of the bid solicitation or to the address specified in the bid solicitation.
  - (iii) Section 05, Submission of bids, subsection 2, paragraph e., is deleted in its entirety and replaced with the following:
    - e. ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the bid; and
  - (iv) Section 05, Submission of bids, subsection 4, is amended as follows:
    - Delete: 60 days
    - Insert: 180 days
  - (v) Section 06, Late bids, is deleted in its entirety;
  - (vi) Section 07, Delayed bids, is deleted in its entirety and replaced with the following:
    - 07 Delayed bids
    - 1. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
  - (vii) Section 08, Transmission by facsimile, is deleted in its entirety; and
  - (viii) Section 20, Further information, is deleted in its entirety.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## 2.2 Submission of Bids

- A. Bids must be submitted only to the Department of National Defence (DND) by the date, time, and place indicated on page 1 of the bid solicitation.
- B. Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

### 2.2.1 Electronic Submissions

- A. **Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.** Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents **submitted** after the closing time and date will not be accepted.

## 2.3 Enquiries - Bid Solicitation

- A. All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- B. 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

- A. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- B. 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 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.6 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**

- A. Canada requests that Bidders provide their bid in separately bound sections as follows:
- Section I: Technical Bid: one (1) soft copy in PDF format by e-mail;
- Section II: Financial Bid: one (1) soft copy in PDF format by e-mail;
- Section III: Certifications: one (1) soft copy in PDF format by e-mail; and
- Section IV: Additional Information: one (1) soft copy in PDF format by e-mail.
- B. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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

- A. In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- B. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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

- A. Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

##### **3.3.1 Electronic Payment of Invoices - Bid**

- A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3, Electronic Payment Instruments, to identify which ones are accepted.
- B. If Attachment 2 to Part 3, Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- C. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

##### **3.3.2 Exchange Rate Fluctuation**

- A. 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.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

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

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

### **3.5 Section IV: Additional Information**

- A. In Section IV of their bid, bidders should provide:
- (i) A completed, signed, and dated Page 1 of this solicitation;
  - (ii) The name of the contact person (provide also this person's title, mailing address, phone number, and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
  - (iii) For Part 2, article 2.5, Applicable Laws, of the bid solicitation: the province or territory if different than specified;
  - (iv) For Part 6, article 6.1, Security Requirement, of the bid solicitation, for each individual who will require access to classified or protected information, assets, or sensitive work sites:
    - (a) the name of the individual;
    - (b) the date of birth of the individual; and
    - (c) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
  - (v) Any other information submitted in the bid not already detailed.

**ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE**

- A. The Bidder must complete this pricing schedule and include it in its financial bid.
- B. The estimated quantity in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.
- C. The firm rates specified below include all expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid.
- D. All prices and costs must be submitted in Canadian Dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and sales tax, if applicable, are extra to the Contract Price and payable by Canada.

**1. Initial Contract Period (from date of Contract Award to 31 March 2023. Initial Delivery (Core Requirement) must be delivered on or before 01 September 2022)**

**1.1 Equipment**

Item	Description	Manufacturer's Part Number	Delivery Location	Delivery Lead Time in days	Quantity of Units	Firm Unit Price (CAD\$)	Total Estimated Price (CAD\$)
					A	B	C = A X B
1	Regular navigation Colonoscope (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	3	\$ _____	\$ _____
2	Slim navigation Colonoscope (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
3	Regular Gastroscope (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	3	\$ _____	\$ _____
4	Light source (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
5	Video processor (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____



6	Processor for navigation (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
7	CO2 insufflator (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
8	Irrigation pump (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
9	Suction pump (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
10	Monitor (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
11	Printer (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
12	Cart (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
13	Endoscope air leak tester (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
<b>TOTAL INITIAL CONTRACT PERIOD: EQUIPMENT</b>							<b>\$ _____</b>



**1.2 Services – Training Sessions**

Item	Description	Location of Session	Language of Delivered Session	Quantity of Session	Firm Price Per Session (CAD\$)	Total Estimated Price
				A	B	C = A X B
1	Operator Training session (as per Annex A – SOR)	Virtually OR CF H Svcs C Halifax	English	1	\$ _____	\$ _____
2	Reprocessing Training session for OR Techs (as per Annex A – SOR)	Virtually OR CF H Svcs C Halifax	English	1	\$ _____	\$ _____
3	Technical Service Training session for BE Techs (as per Annex A – SOR)	Virtually OR CF H Svcs C Halifax OR Contractor's facility	English	1	\$ _____	\$ _____
<b>TOTAL INITIAL CONTRACT PERIOD: SERVICES – TRAINING SESSIONS</b>						\$ _____

**1.3 TOTAL INITIAL CONTRACT PERIOD**

DESCRIPTION	TOTAL PRICE
Total Initial Contract Period: Equipment	\$ _____
Total Initial Contract Period: Services – Training Sessions	\$ _____
<b>TOTAL INITIAL CONTRACT PERIOD</b>	\$ _____

**2. Optional Requirement: Goods and Services-(from 02 September 2022 to 31 March 2026)****2.1 Option Year 1: Equipment**

Option Year 1: from 02 September 2022 to 31 March 2023							
Item	Description	Manufacturer's Part Number	Delivery Location	Delivery Lead Time in days	Quantity of Units	Firm Unit Price (CAD\$)	Total Estimated Price (CAD\$)
					A	B	C = A X B
1	Regular navigation Colonoscope (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	4	\$ _____	\$ _____
2	Slim navigation Colonoscope (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	2	\$ _____	\$ _____
3	Regular Gastroscope (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	4	\$ _____	\$ _____
4	Light source (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	2	\$ _____	\$ _____
5	Video processor (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	2	\$ _____	\$ _____
6	Processor for navigation (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	2	\$ _____	\$ _____
7	CO2 insufflator (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	2	\$ _____	\$ _____
8	Irrigation pump (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	2	\$ _____	\$ _____



9	Suction pump (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	2	\$ _____	\$ _____
10	Monitor (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	2	\$ _____	\$ _____
11	Printer (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	2	\$ _____	\$ _____
12	Cart (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	2	\$ _____	\$ _____
13	Endoscope air leak tester (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	2	\$ _____	\$ _____
<b>TOTAL OPTION YEAR 1: EQUIPMENT</b>							\$ _____

## 2.2 Option Year 1: Services - Training Sessions

Option Year 1: from 02 September 2022 to 31 March 2023						
Item	Description	Location of Session	Language of Delivered Session	Quantity of Session	Firm Price Per Session (CAD\$)	Total Estimated Price (CAD\$)
				A	B	C = A X B
1	Operator Training session (as per Annex A – SOR)	As per Appendix 2 to Appendix A – Delivery Locations	English or French	2	\$ _____	\$ _____
2	Reprocessing Training session for OR Techs (as per Annex A – SOR)	As per Appendix 2 to Appendix A – Delivery Locations	English	2	\$ _____	\$ _____
3	Technical Service Training session for BE Techs (as per Annex A – SOR)	As per Appendix 2 to Appendix A – Delivery Locations	English	2	\$ _____	\$ _____



<b>TOTAL OPTION 1: SERVICES – TRAINING SESSIONS</b>	\$ _____
---	----------

### 2.3 Option Year 1: Services – Annual Endoscope Service Protection Plan

Option Year 1: from 02 September 2022 to 31 March 2023					
Item	Description	Service Location	Quantity	Firm Price Per Year (CAD\$)	Total Estimated Price
				B	C = A X B
1	Annual Endoscope service protection plan (as per section 7 of Annex A – SOR)	Off-site: Contractor's facility, by the Contractor's Technicians	26	\$ _____	\$ _____
<b>TOTAL OPTION YEAR 1: SERVICES – ENDOSCOPE SERVICE PROTECTION PLAN</b>					\$ _____

### 2.4 TOTAL OPTION YEAR 1

DESCRIPTION	TOTAL PRICE
Total Year Option 1: Equipment	\$ _____
Total Option Year 1 Services: Training Sessions	\$ _____
Total Option Year 1 Services: Annual Endoscope Service Protection Plan	\$ _____
<b>TOTAL OPTION YEAR 1</b>	\$ _____

### 2.5 Option Year 2: Equipment

Option Year 2: from 01 April 2023 to 31 March 2024							
Item	Description	Manufacturer's Part Number	Delivery Location	Delivery Lead Time in days	Quantity of Units	Firm Unit Price (CAD\$)	Total Estimated Price (CAD\$)
					A	B	C = A X B





1	Regular navigation Colonoscope (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	4	\$ _____	\$ _____
2	Slim navigation Colonoscope (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
3	Regular Gastroscope (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	4	\$ _____	\$ _____
4	Light source (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
5	Video processor (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
6	Processor for navigation (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
7	CO2 insufflator (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
8	Irrigation pump (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
9	Suction pump (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
10	Monitor (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____



11	Printer (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
12	Cart (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
13	Endoscope air leak tester (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
<b>TOTAL OPTION YEAR 2: EQUIPMENT</b>							\$ _____

## 2.6 Option Year 2: Services - Training Sessions

Option Year2: from 01 April 2023 to 31 March 2024						
Item	Description	Location of Session	Language of Delivered Session	Quantity of Session	Firm Price Per Session (CAD\$)	Total Estimated Price (CAD\$)
				A	B	C = A X B
1	Operator Training session (as per Annex A – SOR)	As per Appendix 2 to Appendix A – Delivery Locations	English or French	1	\$ _____	\$ _____
2	Reprocessing Training session for OR Techs (as per Annex A – SOR)	As per Appendix 2 to Appendix A – Delivery Locations	English	1	\$ _____	\$ _____
3	Technical Service Training session for BE Techs (as per Annex A – SOR)	As per Appendix 2 to Appendix A – Delivery Locations	English	1	\$ _____	\$ _____
<b>TOTAL OPTION YEAR 2: SERVICES – TRAINING SESSIONS</b>						\$ _____

**2.7 Option Year 2: Services – Annual Endoscope Service Protection Plan**

Option Year 2: from 01 April 2023 to 31 March 2024					
Item	Description	Service Location	Quantity	Firm Price Per Year (CAD\$)	Total Estimated Price (CAD\$)
				B	C = A X B
1	Annual Endoscope service protection plan (as per section 7 of Annex A – SOR)	Off-site: Contractor's facility, by the Contractor's Technicians	26	\$ _____	\$ _____
<b>TOTAL OPTION YEAR 2: SERVICES – ENDOSCOPE SERVICE PROTECTION PLAN</b>					\$ _____

**2.8 TOTAL OPTION YEAR 2**

DESCRIPTION	TOTAL PRICE
Total Option Year 2: Equipment	\$ _____
Total Option Year 2: Services – Training Sessions	\$ _____
Total Option Year 2: Services – Annual Endoscope Service Protection Plan	\$ _____
<b>TOTAL OPTION YEAR 2</b>	\$ _____

**2.9 Option Year 3: Equipment**

Option Year 3: from 01 April 2024 to 31 March 2025							
Item	Description	Manufacturer's Part Number	Delivery Location	Delivery Lead Time in days	Quantity of Units	Firm Unit Price (CAD\$)	Total Estimated Price (CAD\$)
					A	B	C = A X B
1	Regular navigation Colonoscope	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's	4	\$ _____	\$ _____



	(as per Annex A – SOR)			Financial Proposal			
2	Slim navigation Colonoscope (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
3	Regular Gastroscope (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	4	\$ _____	\$ _____
4	Light source (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
5	Video processor (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
6	Processor for navigation (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
7	CO2 insufflator (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
8	Irrigation pump (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
9	Suction pump (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
10	Monitor (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
11	Printer (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____



12	Cart (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
13	Endoscope air leak tester (as per Annex A – SOR)	To be inserted in Bidder's Financial Proposal	CF H Svcs C Halifax	To be inserted in Bidder's Financial Proposal	1	\$ _____	\$ _____
<b>TOTAL OPTION YEAR 3: EQUIPMENT</b>							\$ _____

**2.10 Option Year 3: Services - Training Sessions**

Option Year 3: from 01 April 2024 to 31 March 2025						
Item	Description	Location of Session	Language of Delivered Session	Quantity of Session	Firm Price Per Session (CAD\$)	Total Estimated Price
				A	B	C = A X B
1	Operator Training session (as per Annex A – SOR)	As per Appendix 2 to Appendix A – Delivery Locations	English or French	1	\$ _____	\$ _____
2	Reprocessing Training session for OR Techs (as per Annex A – SOR)	As per Appendix 2 to Appendix A – Delivery Locations	English	1	\$ _____	\$ _____
3	Technical Service Training session for BE Techs. (as per Annex A – SOR)	As per Appendix 2 to Appendix A – Delivery Locations	English	1	\$ _____	\$ _____
<b>TOTAL OPTION YEAR 3: SERVICES – TRAINING SESSIONS</b>						\$ _____

**2.11 Option Year 3: Services – Annual Endoscope Service Protection Plan**

Option Year 3: from 01 April 2024 to 31 March 2025					
Item	Description	Service Location	Quantity	Firm Price Per Year (CAD\$)	Total Estimated Price (CAD\$)
				B	C = A X B
1	Annual Endoscope	Off-site: Contractor's facility, by the Contractor's Technicians	26	\$ _____	\$ _____



	service protection plan (as per section 7 of Annex A – SOR)				
<b>TOTAL OPTION YEAR 3: SERVICES – ENDOSCOPE SERVICE PROTECTION PLAN</b>					<b>\$ _____</b>

**2.12 TOTAL OPTION YEAR 3**

DESCRIPTION	TOTAL PRICE
Total Option Year 3: Equipment	\$ _____
Total Option Year 3: Services – Training Sessions	\$ _____
Total Option Year 3: Services – Annual Endoscope Service Protection Plan	\$ _____
<b>TOTAL OPTION YEAR 3</b>	<b>\$ _____</b>

**2.13 Option Year 4: Services – Annual Endoscope Service Protection Plan**

Option Year 4: from 01 April 2025 to 31 March 2026					
Item	Description	Service Location	Quantity	Firm Price Per Year (CAD\$)	Total Estimated Price
				B	C = A X B
1	Annual Endoscope service protection plan (as per section 7 of Annex A – SOR)	Off-site: Contractor’s facility, by the Contractor’s Technicians	27	\$ _____	\$ _____
<b>TOTAL OPTION YEAR 4: SERVICES – ENDOSCOPE SERVICE PROTECTION PLAN</b>					<b>\$ _____</b>



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

**2.14 TOTAL OPTION YEAR 4**

DESCRIPTION	TOTAL PRICE
Total Option Year 4: Services – Annual Endoscope Service Protection Plan	\$ _____
<b>TOTAL OPTION YEAR 4</b>	<b>\$ _____</b>

**3. Total Evaluated Price (for bid evaluation purposes only)**

**3.1 TOTAL EVALUATED PRICE**

DESCRIPTION	TOTAL PRICE
Total Initial Contract Period	\$ _____
Total Option Year 1	\$ _____
Total Option Year 2	\$ _____
Total Option Year 3	\$ _____
Total Option Year 4	\$ _____
<b>TOTAL EVALUATED PRICE</b>	<b>\$ _____</b>



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

### **ATTACHMENT 2 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International); and
- Wire Transfer (International Only).





National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## **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.
- B. An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

- A. Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4, Evaluation Criteria.

#### **4.1.2 Financial Evaluation**

- A. The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection - Lowest Price Per Point**

- A. To be declared responsive, a bid must:
  - (i) Comply with all the requirements of the bid solicitation;
  - (ii) Meet all mandatory technical evaluation criteria; and
  - (iii) Obtain the required minimum of 25 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 250 points.
- B. Bids not meeting (i) or (ii) or (iii) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.
- C. Should two (2) or more responsive bids achieve an identical lowest price per point, the bid with the highest number of points will be recommended for award of a contract.



**ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA**

**1. MANDATORY TECHNICAL CRITERIA**

The following mandatory technical criteria must be demonstrated with supporting documentation in the form of a screen shot of equipment function from the equipment, user manual, technical/sales brochure, report and/or certifications which must be provided with the Bidder’s response at the time of bid submission. Failure to submit supporting documentation that clearly demonstrates the mandatory technical criteria listed below, may render the bid non-compliant and will not be given further consideration. Any information proposed as options or additions to the work will NOT be evaluated

#	MANDATORY TECHNICAL CRITERIA	BIDDER SUBSTANTIATION (INCLUDES LOCATION WITHIN PROPOSAL; TITLE, PAGE, ETC.)
<b>M1</b>	<p>The Contractor must demonstrate that their Video Endoscopy System (VES) complies with Canadian standards CAN/CSA C22.2 60601-1 series including all applicable amendments and sub-standards.</p> <p>A certificate of compliance and a proof of label issued by an inspection body accredited by Standards Council of Canada (<a href="http://www.scc.ca">www.scc.ca</a>) must be included with the bid submission for each component of the VES to which this standard applies.</p>	
<b>M2</b>	<p>The Contractor must demonstrate that their Video Endoscopy System (VES) complies with the standard IEC 60601-2-18:2009-Ed.3.0 Medical electrical equipment – Part 2-18: Particular requirements for the basic safety and essential performance of endoscopic equipment.</p> <p>A certificate of compliance and a proof of label issued by an inspection body accredited by Standards Council of Canada (<a href="http://www.scc.ca">www.scc.ca</a>) must be included with the bid submission for each component of the VES to which this standard applies.</p>	
<b>M3</b>	<p>The Contractor must demonstrate that their Video Endoscopy System (VES) has a valid, active, medical device license issued by Health Canada.</p> <p>A copy of the Medical Device License must be included with the bid submission for each component of the VES to which this license applies.</p>	



<b>M4</b>	The Contractor must demonstrate that their slim navigation Colonoscope insertion tube diameter is equal or less than 12,8 mm.	
<b>M5</b>	The Contractor must demonstrate that their video processor performs image techniques to improve visibility of lesions as well as superficial vascular and mucosal patterns.	
<b>M6</b>	The Contractor must demonstrate that their regular navigation Colonoscope, slim navigation Colonoscope and regular Gastroscope are compatible with Automatic Endoscope Reprocessor (AER) model DSD EDGE from Cantel Medivator.  The Contractor must include a proof of compatibility and indicate the model number of the hookup required from Cantel Medivator at bid submission.	

**2. RATED CRITERIA**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

#	POINT RATED TECHNICAL CRITERIA	SCORING GUIDELINES	MAX SCORE	BIDDER SUBSTANTIATION (INCLUDES LOCATION WITHIN PROPOSAL; TITLE, PAGE, ETC.)
<b>R1</b>	The Contractor should demonstrate that their Slim navigation colonoscope insertion tube diameter is equal to or less than 12 mm.	More than 12 mm = 0 points  12 mm or less = 50 points	50 points	
<b>R2</b>	The Contractor should demonstrate that their regular navigation colonoscope field of view is equal to or more than 170 degrees.	Less than 170 degrees = 0 points  170 degrees or more = 50 points	50 points	
<b>R3</b>	The Contractor should demonstrate that their slim navigation colonoscope field	Less than 170 degrees = 0 points	50 points	



	of view is equal to or more than 170 degrees.	170 degrees or more = 50 points		
<b>R4</b>	The Contractor should indicate whether or not they can provide the Operator Training at the DND locations as per Appendix 2 to Annex A – Delivery Locations.	Virtual Operator Training = 0 points  Onsite Operator Training (DND Premises) = 25 points	25 points	
<b>R5</b>	The Contractor should indicate whether or not they can provide the Reprocessor Training at the DND locations as per Appendix 2 to Annex A – Delivery Locations.	Virtual Reprocessor Training = 0 points  Onsite Reprocessor Training (DND Premises) = 25 points	25 points	
<b>R6</b>	The Contractor should indicate whether or not they can provide the Technical Services Training at the DND locations as per Appendix 2 to Annex A – Delivery Locations or the Contractor’s facility.	Virtual Technical Services Training = 0 points  Onsite Technical Services Training (DND Premises) = 25 points  Onsite Technical Services Training (Contractor’s facility) = 50 points	50 points	
<b>MAXIMUM POINTS AVAILABLE:</b>			<b>250</b>	
<b>MINIMUM POINTS REQUIRED:</b>			<b>25</b>	



## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

- A. Bidders must provide the required certifications and additional information to be awarded a contract.
- B. 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.
- C. 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 Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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

- A. 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 specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions - Required Documentation

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



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

- A. 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" 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#>).
- B. 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.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

- A. Before award of a contract, the following conditions must be met:
- (i) The Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses; and
  - (iii) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites; and
  - (iv) The Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
- B. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- C. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## PART 7 - RESULTING CONTRACT CLAUSES

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

### ARTICLES OF AGREEMENT

#### 7.1 Requirement

The Contractor must provide the item(s) detailed under the Requirement at Annex A.

##### 7.1.1 Optional Goods and/or Services

- A. The Contractor grants to Canada the irrevocable option to acquire the goods, services, or both described at Annex A, Statement of Requirement, of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.
- B. The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### 7.2 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 \(SACC\) 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.

##### 7.2.1 General Conditions

[2030](#) (2021-12-01), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract, with the following modification(s):

- (i) Article 01, Interpretation, "Canada", "Crown", "Her Majesty" or "the Government", is deleted in its entirety and replaced with the following:

"Canada", "Crown", "Her Majesty" or "the Government"  
means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

##### 7.2.2 Supplemental General Conditions

The following Supplemental General Conditions apply to and form part of the Contract:

- (i) [4013](#) (2021-11-29), Compliance with on-site measures, standing orders, policies, and rules:





National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

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.

### **7.3 Security Requirements**

The following security requirements apply and form part of the Contract:

#### **7.3.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. W6369-23-A006**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b) *Contract Security Manual* (Latest Edition).

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to 01 June 2027, inclusive.

#### **7.4.2 Delivery Date**

All the deliverables must be received by 01 September 2022 or as soon as possible for the Initial Contract Period. Optional equipment and services, required on an “as and requested” basis, must be delivered before 31 March 2026.

#### **7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Appendix 2 to Annex A of the Contract.

#### **7.4.4 Shipping Instructions – Delivery at Place**

Goods must be shipped DAP – delivered to Halifax NS, Ottawa ON, Edmonton AB, Esquimalt BC, Valcartier QC and Petawawa ON. The Contractor is responsible for export clearance, delivery charges, administration, costs and risks of transport. Canada is responsible for all import clearance, including the payment of applicable duties and taxes.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## 7.5 Authorities

### 7.5.1 Contracting Authority

A. The Contracting Authority for the Contract is:

Name: Binh Duong, D Svcs C 3-3-3  
Title: Senior Procurement Officer  
Organization: Director Services Contracting 3 (D Svcs C 3)  
Address: Department of National Defence  
101 Colonel By Drive  
Ottawa ON K1A 0K2  
Telephone: 343-553-2705  
E-mail: Binh.Duong@forces.gc.ca

B. 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.

### 7.5.2 Technical Authority

A. The Technical Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: Department of National Defence (DND)  
101 Colonel By Drive  
Ottawa ON K1A 0K2  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

B. The Technical 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 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.

### 7.5.3 Contractor's Representative

[Contact information to be detailed in the resulting contract]

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## **7.6 Payment**

### **7.6.1 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(s), as specified in Annex B – Basis of Payment. Customs duties are excluded 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.

### **7.6.2 Method of Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### **7.6.3 Payment**

C2000C (2007-11-30), Taxes - Foreign-based Contractor

C2608C (2020-07-01), Canadian Customs Documentation

C2610C (2007-11-30), Customs Duties - Department of National Defence – Importer

C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

### **7.6.4 Electronic Payment of Invoices - Contract**

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

**[List to be updated in the resulting contract]**

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International); and
- (v) Wire Transfer (International Only).

### **7.6.5 Discretionary Audit**

C0705C, Discretionary Audit



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## 7.7 Invoicing Instructions

- A. 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.
- B. Each invoice must be supported by:
- (i) A copy of the release document and any other documents as specified in the Contract;
  - (ii) A description of the Work delivered; and
  - (iii) A breakdown of the cost elements.
- C. Invoices must be distributed as follows:
- (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7.8 Certifications and Additional Information

### 7.8.1 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.

### 7.8.2 Certifications - Contract

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 7.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario **or as specified by the bidder in its bid, if applicable.**

## 7.10 Priority of Documents

- A. 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:
- (i) The Articles of Agreement;



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

- (ii) The Supplemental General Conditions [4013](#) (2021-11-29), Compliance with on-site measures, standing orders, policies, and rules;
- (iii) The General Conditions [2030](#) (2021-12-02), General Conditions - Higher Complexity - Goods;
- (iv) Annex A, Statement of Requirement;
- (v) Annex B, Basis of Payment;
- (vi) Annex C, Security Requirements Check List; and
- (viii) the Contractor's bid dated [date to be specified in the resulting contract], as clarified on [date to be specified in the resulting contract, if required], and as amended on [date to be specified in the resulting contract, if required].

#### 7.11 Defence Contract

- A. The Contract is a defence contract within the meaning of the *Defence Production Act*, R.S.C. 1985, c. D-1 (<http://laws-lois.justice.gc.ca/eng/acts/d-1/>), and must be governed accordingly.
- B. Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the *Defence Production Act*.

One (1) of the following two (2) options will be inserted in the resulting contract, as applicable:

Option 1: [A2000C](#) (2006-06-16) when the contract is to be with a Canadian-based supplier; or

#### 7.12 Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

Option 2: [A2001C](#) (2006-06-16) when the contract is to be with a foreign-based supplier.

#### 7.12 Foreign Nationals (Foreign Contractor)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

### 7.13 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### 7.14 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](#)".

### 7.15 SACC Manual clauses

[B1501C](#) (2018-06-21), Electrical equipment

[B7500C](#) (2006-06-16), Excess Goods

[C2801C](#) (2017-08-17), Priority Rating: Canadian-based contractors

[D2001C](#) (2007-11-30), Labelling

[D5545C](#) (2019-05-30), ISO 9001:2008 - Quality Management Systems - Requirements (Quality Assurance Code C)

[D9002C](#) (2007-11-30), Incomplete Assemblies

[A9062C](#), Canadian Forces Site Regulations

[D0018C](#), Delivery and Unloading

[D2025C](#), Wood Packaging Materials



**ANNEX A – STATEMENT OF REQUIREMENT (SOR)**

**VIDEO ENDOSCOPY SYSTEMS – GASTROENTEROLOGY**

**1. SCOPE**

1.1 The Department of National Defence (DND), more specifically Canadian Forces Health Services Group (CF H Svcs Gp), has a requirement for the supply of Video Endoscopy Systems (VES) for upper gastrointestinal (upper GI) and lower gastrointestinal (lower GI) endoscopy.

**1. TERMINOLOGY**

<b>Term</b>	<b>Description</b>
AER	Automatic Endoscope Reprocessor
BE Tech	Biomedical Engineering Technologist
CAF	Canadian Armed Forces
CMED	Central Medical Equipment Depot
CFB	Canadian Forces Base
CF H Svcs C	Canadian Forces Health Services Center
CF H Svcs Gp	Canadian Forces Health Services Group
CO2	Carbon Dioxide
CSA	Canadian Standards Association
DND	Department of National Defence
HD	High Definition
Hz	Hertz
LED	Light-Emitting Diode
Lower GI	Lower gastroenterology
mm	Millimeters
OEM	Original Equipment Manufacturer
OR Tech	Operating Room Technician
SOR	Statement of Requirement
SCC	Standard Council of Canada
Upper GI	Upper gastroenterology
V	Volts
VES	Video Endoscopy Systems
%	Percent
3D	3-Dimensional

**2. GOODS AND SERVICES**

2.1. **Initial (Core) Requirement (to be delivered by 01 September 22 or as soon as possible):**

- 2.1.1. Three (3) regular navigation colonoscopes;
- 2.1.2. One (1) slim navigation colonoscope;
- 2.1.3. Three (3) regular gastroscopes;
- 2.1.4. One (1) light source;
- 2.1.5. One (1) video processor;



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

- 2.1.6. One (1) processor for navigation;
- 2.1.7. One (1) CO2 insufflator;
- 2.1.8. One (1) irrigation pump;
- 2.1.9. One (1) suction pump;
- 2.1.10. One (1) monitor;
- 2.1.11. One (1) printer;
- 2.1.12. One (1) cart;
- 2.1.13. One (1) endoscope air leak tester;
- 2.1.14. One (1) Operator Training session;
- 2.1.15. One (1) Reprocessing Training session for OR Techs; and
- 2.1.16. One (1) Technical Service training session for BE Techs.

**2.2. Optional Requirement (upon request, from date of contract award to 31 March 2026):**

- 2.2.1. Up to twelve (12) additional regular navigation colonoscopes;
- 2.2.2. Up to four (4) additional slim navigation colonoscopes;
- 2.2.3. Up to twelve (12) additional regular gastroscopes;
- 2.2.4. Up to four (4) additional light sources;
- 2.2.5. Up to four (4) additional video processors;
- 2.2.6. Up to four (4) additional processors for navigation;
- 2.2.7. Up to four (4) additional CO2 insufflators;
- 2.2.8. Up to four (4) additional irrigation pumps;
- 2.2.9. Up to four (4) additional suction pumps;
- 2.2.10. Up to four (4) additional monitors;
- 2.2.11. Up to four (4) additional printers;
- 2.2.12. Up to four (4) additional carts;
- 2.2.13. Up to four (4) additional endoscope air leak testers;
- 2.2.14. Up to four (4) additional Operator Training sessions;





2.2.15. Up to four (4) additional Reprocessing Training sessions for OR Techs;

2.2.16. Up to four (4) additional Technical Service training sessions for BE Techs; and

2.2.17. Up to one (1) service protection plan per endoscope per year, renewable every year over the contract duration, for a total of up to one hundred and five (105) annual service protection plans.

### 3. CERTIFICATION AND COMPLIANCE

- 3.1. The VES must comply with Canadian standards CAN/CSA C22.2 60601-1 series including all applicable amendments and sub-standards. A certificate of compliance and a proof of label issued by an inspection body accredited by Standards Council of Canada ([www.scc.ca](http://www.scc.ca)) must be included with the submission for each equipment of the VES to which this standard applies.
- 3.2. The VES must comply with the standard IEC 60601-2-18:2009-Ed.3.0 Medical electrical equipment – Part 2-18: Particular requirements for the basic safety and essential performance of endoscopic equipment. A certificate of compliance and a proof of label issued by an inspection body accredited by Standards Council of Canada ([www.scc.ca](http://www.scc.ca)) must be included with the submission for each equipment of the VES to which this standard applies.
- 3.3. The VES must have a valid, active, medical device license issued by Health Canada. A copy of the Medical Device License must be included with the submission for each equipment of the VES to which this license applies.

### 4. TRAINING

#### 4.1. Operator Training

4.1.1. The Contractor must provide an Operator Training course for DND personnel. At a minimum, the training course must provide DND personnel with the knowledge necessary to navigate the various menus, systems and sub-systems, including basic troubleshooting of the system.

5.1.2 The Contractor must provide:

5.1.2.1 Sessions: One (**Error! Reference source not found.** mandatory Operator Training session, and up to four (**Error! Reference source not found.**) optional Operator Training sessions, as referenced in sections **Error! Reference source not found.** and **Error! Reference source not found.** of the SOR. Each session must be for up to five (5) personnel.

5.1.2.2 Timeline: the training must be completed within sixty (60) calendar days of the system delivery or as soon as possible at a date and time agreed upon between the Contractor's Representative and the Technical Authority.

5.1.2.3 Location: The training is to take place at DND locations indicated in

5.1.2.4



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

- 5.1.2.6 APPENDIX 2 TO **ANNEX** or virtually, upon agreement between the Contractor's Representative and the Technical Authority.
- 5.1.2.7 Language: Training must be performed in English or French.
- 5.1.2.8 License: the Contractor grants a perpetual, non-revocable license to use, reproduce, and translate the training and reference manuals, materials and documentation.
- 5.1.2.9 Documentation: The Contractor must provide, at a minimum, one (1) hardcopy and one (1) soft copy in PDF format of the Operator Training manual for each participant on the first day of the course. The Operator Training manual must be available in English and in French. The Technical Authority will provide the Contractor with a list of attendees no later than five (5) days prior to the start of the course.

#### 4.2. Reprocessing Training

- 4.2.1. The Contractor must provide a Reprocessing Training course for DND OR Tech personnel. At a minimum, the training course must provide DND OR Techs with the knowledge necessary to safely manipulate, reprocess, store and transport the endoscopes and their components.
- 4.2.2. The Contractor must provide:
  - 4.2.2.1. Sessions: One (**Error! Reference source not found.**) mandatory Reprocessing Training session, and up to **Error! Reference source not found.** optional Reprocessing Training sessions for OR Techs, as referenced in sections 3.1.15 and 3.2.15 of the SOR. Each session must be for up to five (5) OR Techs.
  - 4.2.2.2. Timeline: The training must be completed within sixty (60) calendar days of the system delivery or as soon as possible at a date and time agreed upon between the Contractor's Representative and the Technical Authority.
  - 4.2.2.3. Location: The training is to take place at DND locations indicated in
  - 4.2.2.4.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

- 4.2.2.6. APPENDIX 2 TO **ANNEX** or virtually, upon agreement between the Contractor's Representative and the Technical Authority.
- 4.2.2.7. Language: Training must be performed in English or French.
- 4.2.2.8. License: The Contractor grants a perpetual, non-revocable license to use, reproduce, and translate the training and reference manuals, materials and documentation.
- 4.2.2.9. Documentation: The Contractor must provide, at a minimum, one (1) hardcopy and one (1) soft copy in PDF format of the Instructions for reprocessing for each participant on the first day of the course. The Instructions for reprocessing must be available in English and in French. The Technical Authority will provide the Contractor with a list of attendees no later than five (5) days prior to the start of the course.

### 4.3. Technical Service Training

- 4.3.1. The Contractor must provide hands-on Technical Service training course for DND BE Tech personnel. At a minimum, the Technical Service training course must provide DND BE Techs with the knowledge necessary to efficiently navigate the various menus, systems, and sub-systems, perform troubleshooting of the system and its peripherals, diagnosis, preventive maintenance, calibration and repair (excluding endoscopes repairs).
- 4.3.2. The Contractor must provide:
  - 4.3.2.1. Sessions: One (**Error! Reference source not found.**) mandatory Technical Service Training session and up to four (**Error! Reference source not found.**) optional Technical Service Training sessions for BE Techs, as referenced in sections **Error! Reference source not found.** and **Error! Reference source not found.** of the SOR. Each session must be for up to five (5) BE Techs.
  - 4.3.2.2. Timeline: The training must be completed within sixty (60) calendar days of the system delivery or as soon as possible at a date and time agreed upon between the Contractor's Representative and the Technical Authority.
  - 4.3.2.3. Location: The training will take place either at the DND locations indicated in
  - 4.3.2.4.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

- 4.3.2.6. APPENDIX 2 TO **ANNEX** , virtually, or at the Contractor's facility upon agreement between the Contractor's Representative and the Technical Authority.
- 4.3.2.7. Language: The training must be performed in English.
- 4.3.2.8. License: The Contractor grants a perpetual, non-revocable license to use, reproduce, and translate the training and reference manuals, materials and documentation.
- 4.3.2.9. Documentation: The Contractor must provide one (1) copy of the Technical Service manual, with schematics and list of replacement parts, for each participant on the first day of the course. The Technical Authority will provide the Contractor with a list of BE Tech attendees no later than five (5) days prior to the start of the course. The Technical Service training manual must be available in English.

## **5. DELIVERY AND INSTALLATION**

- 5.1. The Contractor must deliver all equipment to final installation rooms at locations referenced in
- 5.2.



5.4. APPENDIX 2 TO ANNEX A – **DELIVERY LOCATIONS**

5.5. The Contractor is responsible for installation and commissioning of all equipment delivered.

5.6. The Contractor must provide detailed information about estimated delivery time, installation and commissioning for planning purposes.

**6. SERVICE PROTECTION PLAN**

6.1. The Contractor must provide an all-inclusive annual service protection plan, as referenced in 3.2.17, including:

6.1.1. Coverage of all kind of endoscope damage, including accidental damage and wear and tear.

6.1.2. No cap on service and repair.

6.1.3. Parts and labor.

6.1.4. Loaner equipment.

6.1.5. Shipping of endoscopes needing repair from and to DND authorized addresses

6.1.6. Shipping of loaners to and from DND authorized addresses

6.2. The Contractor must provide the service protection plan annually beginning at the time the endoscopes are purchased.

6.3. The service protection plan must take effect on the date of purchase and must stay in effect for a full year.

6.4. The Contractor must provide a notice of upcoming expiring service protection plans, per endoscope, no less than sixty (60) days before plan expiry.

6.5. All repairs must be performed by service technicians fully trained by the manufacturer.

6.6. All repairs must be performed using OEM parts and authorized materials from the manufacturer.

6.7. The Contractor must deliver the loaner units within 48 hours upon DND request

6.8. The loaner unit must be the same model or equivalent than the equipment sent for repair

6.9. The Contractor must complete the maintenance or repair service within 10 days, excluding shipping time.

6.10. After repair, the endoscopes must meet their original specifications and be covered by a 90 days warranty on both parts and labor.

6.11. For each repair, the Contractor must provide a detailed electronic report with the identification of the equipment, the diagnosis of the damage, the causes (if known), the repairs completed and the recommendations.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

- 6.12. The Contractor must provide contacts, phone numbers, e-mail addresses, and locations of all maintenance and repair facilities in Canada.
7. A list of DND authorized addresses to send their equipment to the Contractor for repair under this contract is provided in APPENDIX 3 TO ANNEX A – DND AUTHORIZED LOCATIONS.

#### **PARTS AND SUPPLIES**

- 7.1. The Contractor must provide a list of dedicated and non-dedicated parts and supplies required for the proper functioning of each equipment, including but not limited to: connectors, valves, tubings, sterile water bottles, canisters, printer cartridges and papers, xenon bulbs.
- 7.2. The Contractor must provide a list of dedicated parts and supplies required for endoscopes cleaning and reprocessing.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## APPENDIX 1 TO ANNEX A – SPECIFICATIONS

### 1. GENERALITIES

- 1.1. The Contractor must be responsible for warranty, integration and proper functioning of all equipment submitted under this contract even if they are from different manufacturers.
- 1.2. All equipment must be capable to operate on 120V, 60Hz.
- 1.3. All equipment must be able to undergo cleaning and disinfection with commercially available and compatible chemical agents.
- 1.4. Endoscopes must be able to be reprocessed for safe reuse between multiple clients during the service life of the device.

### 2. REGULAR NAVIGATION COLONOSCOPES

- 2.1. Must have an insertion tube working length of at least 1600 mm.
- 2.2. Must have insertion markers along the insertion tube working length.
- 2.3. Must have an insertion tube diameter of maximum 13.2 mm.
- 2.4. Must have a working channel diameter of at least 3.7 mm for instrument insertion.
- 2.5. Must have a tip angulation right/left of at least 160/160 degrees.
- 2.6. Must have a tip angulation up/down of at least 180/180 degrees.
- 2.7. Must have a field of view of at least 140 degrees.
- 2.8. Must have a depth of field range which includes 2 to 100 mm.
- 2.9. Must have a suction function.
- 2.10. Must have an air and water function for lens cleaning and insufflation.
- 2.11. Must have a water jet function.
- 2.12. Must have a control section with programmable switches.
- 2.13. Must be designed to transmit pushing and torque from the operator's hand to the distal tip of the scope.
- 2.14. Must have a graduated or a variable stiffness to adjust to the turns and bends of the colon.
- 2.15. Must retransmit digital images and videos with full HD resolution 1920x1080 or SXGA resolution 1280x1024 or better.
- 2.16. Must have image techniques capabilities to improve visibility of lesions as well as superficial vascular and mucosal patterns.



- 2.17. Must be compatible with the navigation processor and enable real-time 3D visualization of the endoscope in the tract.
- 2.18. Must be compatible with the video processor and the light source.
- 2.19. Must be compatible with the CO2 insufflator.
- 2.20. Must be compatible with the suction pump.
- 2.21. Must be compatible with the irrigation pump.
- 2.22. Must be compatible with AER model DSD EDGE from Cantel Medivator. The Contractor must indicate the model number of the hookup required.
- 2.23. Must have a case for shipping and storage.

**3. SLIM NAVIGATION COLONOSCOPES**

- 3.1. Must have an insertion tube working length of at least 1600 mm.
- 3.2. Must have insertion markers along the insertion tube working length.
- 3.3. Must have an insertion tube diameter of maximum 12.8mm.
- 3.4. Must have a working channel diameter of at least 3.2 mm for instrument insertion.
- 3.5. Must have a tip angulation right/left of at least 160/160 degrees.
- 3.6. Must have a tip angulation up/down of at least 180/180 degrees.
- 3.7. Must have a field of view of at least 140 degrees.
- 3.8. Must have a depth of field range which includes 2 to 100 mm.
- 3.9. Must have a suction function.
- 3.10. Must have an air and water function for lens cleaning and insufflation.
- 3.11. Must have a water jet function.
- 3.12. Must have a control section with programmable switches.
- 3.13. Must be designed to transmit pushing and torque from the operator's hand to the distal tip of the scope.
- 3.14. Must have a graduated or a variable stiffness to adjust to the turns and bends of the colon.
- 3.15. Must retransmit digital images and videos with full HD resolution 1920x1080 or SXGA resolution 1280x1024 or better.
- 3.16. Must have image techniques capabilities to improve visibility of lesions as well as superficial vascular and mucosal patterns.





National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

- 3.17. Must be compatible with the navigation processor and enable real-time 3D visualization of the endoscope in the tract.
- 3.18. Must be compatible with the video processor and the light source.
- 3.19. Must be compatible with the CO2 insufflator.
- 3.20. Must be compatible with the suction pump.
- 3.21. Must be compatible with the irrigation pump.
- 3.22. Must be compatible with AER model DSD EDGE from Cantel Medivator. The Contractor must indicate the model number of the hookup required.
- 3.23. Must have a case for shipping and storage.

#### **4. REGULAR GASTROSCOPES**

- 4.1. Must have an insertion tube working length of at least 1030 mm.
- 4.2. Must have insertion markers along the insertion tube working length.
- 4.3. Must have an insertion tube diameter of maximum 9.9 mm.
- 4.4. Must have a working channel diameter of at least 2.8 mm for instrument insertion.
- 4.5. Must have a tip angulation right/left of at least 100/100 degrees.
- 4.6. Must have a tip angulation up/down of at least 210/90 degrees.
- 4.7. Must have a field of view of at least 140 degrees.
- 4.8. Must have a depth of field range which includes 2 to 100 mm.
- 4.9. Must have a suction function.
- 4.10. Must have an air and water function for lens cleaning and insufflation.
- 4.11. Must have a water jet function.
- 4.12. Must have a control section with programmable switches.
- 4.13. Must retransmit digital images and videos with full HD resolution 1920x1080 or SXGA resolution 1280x1024 or better.
- 4.14. Must have image techniques capabilities to improve visibility of lesions as well as superficial vascular and mucosal patterns.
- 4.15. Must be compatible with the video processor and the light source.
- 4.16. Must be compatible with the CO2 insufflator.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

- 4.17. Must be compatible with the suction pump.
- 4.18. Must be compatible with the irrigation pump.
- 4.19. Must be compatible with AER model DSD EDGE from Cantel Medivator. The Contractor must indicate the model number of the hookup required.
- 4.20. Must have a case for shipping and storage.

## **5. LIGHT SOURCE**

- 5.1. Must have a Xenon or LED lamp:
  - 5.1.1. Xenon lamps must have an autonomy of at least 500 hours of continuous use; and
  - 5.1.2. LED lamps must have an autonomy of at least 10 000 hours of use.
- 5.2. Must have a visual indicator of the remaining life of the lamp.
- 5.3. Must enable brightness adjustment.
- 5.4. Must be compatible with the regular navigation colonoscope, the slim navigation colonoscope and the regular gastroscope.
- 5.5. Must be compatible with the video processor.
- 5.6. Must have all accessories required for its proper functioning including but not limited to: power supply cable, connexions to the video processor.
- 5.7. Can be standalone or built-in the video processor.

## **6. VIDEO PROCESSOR**

- 6.1. Must process digital images and videos in full HD resolution 1920x1080 or SXGA resolution 1280x1024 or better.
- 6.2. Must have HD-SDI and DVI digital video outputs.
- 6.3. Must have an image and video recording function.
- 6.4. Must have at least the following image processing functions:
  - 6.4.1. White balance;
  - 6.4.2. Hue adjustment;
  - 6.4.3. Zoom; and
  - 6.4.4. Freeze.



- 6.5. Must perform image techniques to improve visibility of lesions as well as superficial vascular and mucosal patterns.
- 6.6. Must be compatible with the regular navigation colonoscope, the slim navigation colonoscope and the regular gastroscope.
- 6.7. Must be compatible with the light source.
- 6.8. Must be compatible with the navigation processor.
- 6.9. Must be compatible with the monitor.
- 6.10. Must be compatible with the printer.
- 6.11. Must have all accessories required for its proper functioning including but not limited to: keyboard and mouse, power supply cable.

## **7. NAVIGATION PROCESSOR**

- 7.1. Must provide a real-time 3D image of the shape and the position of the colonoscope inside the body.
- 7.2. Must display the graphic 3D representation of the colonoscope alongside the endoscopic image on the same monitor.
- 7.3. Must be controllable from the processor itself or remotely.
- 7.4. Must enable the localization of the operator's hand relative to the colonoscope in order to practice loop management techniques at specific locations.
- 7.5. Must be compatible with the video processor.
- 7.6. Must be compatible with the regular navigation colonoscope and the slim navigation colonoscope.
- 7.7. Must have all accessories required for its proper functioning including but not limited to: transceiver, transceiver stand, hand marker, remote control if available, connexion cables, power supply cable.

## **8. CO2 INSUFFLATOR**

- 8.1. Must supply CO2 during upper GI and lower GI procedures.
- 8.2. Must be connectable to CO2 cylinders and medical pipeline.
- 8.3. Must be compatible with the regular navigation colonoscope, the slim navigation colonoscope and the regular gastroscope.
- 8.4. Must have all accessories required for its proper functioning including but not limited to: power supply cable, hose for cylinder, adapters required, mounting assembly for the cart if required.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## **9. IRRIGATION PUMP**

- 9.1. Must supply water jet during upper GI and lower GI procedures.
- 9.2. Must be compatible with the regular navigation colonoscope, the slim navigation colonoscope and the regular gastroscope.
- 9.3. Must have all accessories required for its proper functioning including but not limited to: pedal, power supply cable, mounting assembly for the cart if required.

## **10. SUCTION PUMP**

- 10.1. Must provide and regulate suction during endoscopic procedures.
- 10.2. Must be compatible with the regular navigation colonoscope, the slim navigation colonoscope and the regular gastroscope.
- 10.3. Must be installable on the cart.
- 10.4. Must have all accessories required for its proper functioning including but not limited to: power supply cable, mounting assembly for the cart if required.

## **11. MONITOR**

- 11.1. Must be medical-grade.
- 11.2. Must have a size of at least 26”.
- 11.3. Must display digital images and videos in full HD resolution 1920x1080 or SXGA resolution 1280x1024 or better.
- 11.4. Must enable display of the graphic 3D representation of the colonoscope alongside the endoscopic image.
- 11.5. Must be installable on an articulated arm.
- 11.6. Must be compatible with the video processor.
- 11.7. Must have all accessories required for its proper functioning including but not limited to: connexions to the video processor, rear cable cover if required, mounting assembly for the articulated arm, power supply.

## **12. PRINTER**

- 12.1. Must be a color video medical-grade printer.
- 12.2. Must be compatible with the video processor.
- 12.3. Must have all accessories required for its proper functioning including but not limited to: power supply cable, connexions to video processor.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

**13. CARTS**

- 13.1. Must have lockable wheels.
- 13.2. Must have an articulated arm capable of supporting a monitor and moving following different axis.
- 13.3. Must have a CO2 cylinder holder.
- 13.4. Must have a keyboard tray.
- 13.5. Must have enough space and shelves to carry: light source, video processor, navigation processor, CO2 insufflator, suction pump, irrigation pump and printer.
- 13.6. Must have all accessories required for its proper functioning including but not limited to insulation transformer, power supply.

**14. ENDOSCOPE AIR LEAK TESTER**

- 14.1. Must be compatible with the regular navigation colonoscope, the slim navigation colonoscope and the regular gastroscope.

**APPENDIX 2 TO ANNEX A – DELIVERY LOCATIONS**

Item #	Item Description	Delivery (City)	Performance of Service (Language)
1	Equipment	CF H Svcs C Halifax CF H Svcs C Ottawa CFB Edmonton CFB Esquimalt CFB Valcartier CMED Petawawa	(N/A)
2	Operator Training	Virtually or  CF H Svcs C Halifax CF H Svcs C Ottawa CFB Edmonton CFB Esquimalt	English
		Virtually or  CFB Valcartier	French
3	Reprocessing Training	Virtually or  CF H Svcs C Halifax CF H Svcs C Ottawa CFB Edmonton CFB Esquimalt	English
		Virtually or  CFB Valcartier	French
4	Technical Service Training	CMED Petawawa, CF H Svcs C Halifax CF H Svcs C Ottawa CFB Edmonton CFB Esquimalt CFB Valcartier,  Virtually,  or  Contractor's facility	English
5	Service Protection plan	Off-site: Repairs to be provided at Contractor's facility, by the Contractor's Technicians	English



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

### APPENDIX 3 TO ANNEX A – DND AUTHORIZED LOCATIONS

Location	Address
Halifax, NS	<i>CF H Svcs C (A) Halifax</i> 2685 Sextant Lane Bldg. S-80 Room 1008 Halifax, NS B3K 5X5
Valcartier, QC	<i>5 Field Ambulance - Valcartier</i> 109 Rue des Braves Building 109 Courcelette QC G0A 4Z0
Ottawa, ON	<i>Canadian Forces Health Services (O) Ottawa</i> 713 Montreal Road Montfort Hospital Ottawa, ON K1A 0K2
Petawawa, ON	<i>1 Canadian Field Hospital</i> 147 Flanders Row, Building BB104-B Garrison Petawawa Petawawa, ON K8H 2X3 Attention: Pharmacy
Edmonton, AB	<i>1 Field Ambulance</i> 417 Vimy Road Room 1191 Lancaster Park, AB T0A 2H0
Esquimalt, BC	<i>Canadian Forces Health Services Center (P)</i> 1200 Colville Road Building N97 Victoria, BC V9A 7N2

**ANNEX B – BASIS OF PAYMENT**

The firm unit prices specified below include all expenses that may need to be incurred to satisfy the terms of the contract.

All prices are in Canadian Dollars, Applicable Taxes excluded, FOB destination and freight charges included.

Canadian customs duties and sales tax, if applicable, are extra to the Contract Price and payable by Canada.

**1. Initial Contract Period (from date of Contract Award to 31 March 2023. Initial Delivery (Core Requirement) must be delivered on or before 01 September 2022)**

**1.1 Initial Contract Period: Equipment**

Item	Description	Manufacturer's Part Number	Delivery Location	Delivery Lead Time in days	Quantity	Firm Unit Price (CAD\$)
1	Regular navigation Colonoscope (as per Annex A – SOR)	[to be detailed in the resulting contract]	CF H Svcs C Halifax	[to be detailed in the resulting contract]	3	\$ [amount to be detailed in the resulting contract]
2	Slim navigation Colonoscope (as per Annex A – SOR)	[to be detailed in the resulting contract]	CF H Svcs C Halifax	[to be detailed in the resulting contract]	1	\$ [amount to be detailed in the resulting contract]
3	Regular Gastroscope (as per Annex A – SOR)	[to be detailed in the resulting contract]	CF H Svcs C Halifax	[to be detailed in the resulting contract]	3	\$ [amount to be detailed in the resulting contract]
4	Light source (as per Annex A – SOR)	[to be detailed in the resulting contract]	CF H Svcs C Halifax	[to be detailed in the resulting contract]	1	\$ [amount to be detailed in the resulting contract]
5	Video processor (as per Annex A – SOR)	[to be detailed in the resulting contract]	CF H Svcs C Halifax	[to be detailed in the resulting contract]	1	\$ [amount to be detailed in the resulting contract]
6	Processor for navigation (as per Annex A – SOR)	[to be detailed in the resulting contract]	CF H Svcs C Halifax	[to be detailed in the resulting contract]	1	\$ [amount to be detailed in the resulting contract]
7	CO2 insufflator (as per Annex A – SOR)	[to be detailed in the resulting contract]	CF H Svcs C Halifax	[to be detailed in the resulting contract]	1	\$ [amount to be detailed in the resulting contract]
8	Irrigation pump (as per Annex A – SOR)	[to be detailed in the resulting contract]	CF H Svcs C Halifax	[to be detailed in the resulting contract]	1	\$ [amount to be detailed in the resulting contract]





9	Suction pump (as per Annex A – SOR)	[to be detailed in the resulting contract]	CF H Svc C Halifax	[to be detailed in the resulting contract]	1	\$ [amount to be detailed in the resulting contract]
10	Monitor (as per Annex A – SOR)	[to be detailed in the resulting contract]	CF H Svc C Halifax	[to be detailed in the resulting contract]	1	\$ [amount to be detailed in the resulting contract]
11	Printer (as per Annex A – SOR)	[to be detailed in the resulting contract]	CF H Svc C Halifax	[to be detailed in the resulting contract]	1	\$ [amount to be detailed in the resulting contract]
12	Cart (as per Annex A – SOR)	[to be detailed in the resulting contract]	CF H Svc C Halifax	[to be detailed in the resulting contract]	1	\$ [amount to be detailed in the resulting contract]
13	Endoscope air leak tester (as per Annex A – SOR)	[to be detailed in the resulting contract]	CF H Svc C Halifax	[to be detailed in the resulting contract]	1	\$ [amount to be detailed in the resulting contract]

## 1.2 Initial Contract Period: Service Training Sessions

Item	Description	Location of Session	Language of Delivered Session	Quantity	Firm Price Per Session (CAD\$)
1	Operator Training session (as per Annex A – SOR)	[to be detailed in the resulting contract]	English	1	\$ [amount to be detailed in the resulting contract]
2	Reprocessing Training session for OR Techs (as per Annex A – SOR)	[to be detailed in the resulting contract]	English	1	\$ [amount to be detailed in the resulting contract]
3	Technical Service Training session for BE Techs (as per Annex A – SOR)	[to be detailed in the resulting contract]	English	1	\$ [amount to be detailed in the resulting contract]



**2. Optional Requirement: Goods and Services (from date of Contract Award to 31 March 2026, “as and when requested” basis)**

**2.1 Equipment**

Item	Description	Manufacturer’s Part Number	Delivery Location	Delivery Lead Time in days	Quantity	Firm Unit Price (CAD\$)		
						Option 1: from 02 September 2022 to 31 March 2023	Option 2: from 01 April 2023 to 31 March 2024	Option 3: from 01 April 2024 to 31 March 2025
1	Regular navigation Colonoscope (as per Annex A – SOR)	[to be detailed in the resulting contract]	Appendix 2 to Appendix A – Delivery Locations	[to be detailed in the resulting contract]	Up to 12	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]
2	Slim navigation Colonoscope (as per Annex A – SOR)	[to be detailed in the resulting contract]	As per Appendix 2 to Appendix A – Delivery Locations	[to be detailed in the resulting contract]	Up to 4	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]
3	Regular Gastroscope (as per Annex A – SOR)	[to be detailed in the resulting contract]	As per Appendix 2 to Appendix A – Delivery Locations	[to be detailed in the resulting contract]	Up to 12	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]
4	Light source (as per Annex A – SOR)	[to be detailed in the resulting contract]	As per Appendix 2 to Appendix A – Delivery Locations	[to be detailed in the resulting contract]	Up to 4	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]
6	Processor for navigation (as per Annex A – SOR)	[to be detailed in the resulting contract]	As per Appendix 2 to Appendix A – Delivery Locations	[to be detailed in the resulting contract]	Up to 4	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]



7	CO2 insufflator (as per Annex A – SOR)	[to be detailed in the resulting contract]	As per Appendix 2 to Appendix A – Delivery Locations	[to be detailed in the resulting contract]	Up to 4	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]
8	Irrigation pump (as per Annex A – SOR)	[to be detailed in the resulting contract]	As per Appendix 2 to Appendix A – Delivery Locations	[to be detailed in the resulting contract]	Up to 4	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]
9	Suction pump (as per Annex A – SOR)	[to be detailed in the resulting contract]	As per Appendix 2 to Appendix A – Delivery Locations	[to be detailed in the resulting contract]	Up to 4	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]
10	Monitor (as per Annex A – SOR)	[to be detailed in the resulting contract]	As per Appendix 2 to Appendix A – Delivery Locations	[to be detailed in the resulting contract]	Up to 4	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]
11	Printer (as per Annex A – SOR)	[to be detailed in the resulting contract]	As per Appendix 2 to Appendix A – Delivery Locations	[to be detailed in the resulting contract]	Up to 4	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]
12	Cart (as per Annex A – SOR)	[to be detailed in the resulting contract]	As per Appendix 2 to Appendix A – Delivery Locations	[to be detailed in the resulting contract]	Up to 4	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]



13	Endoscope air leak tester (as per Annex A – SOR)	[to be detailed in the resulting contract]	As per Appendix 2 to Appendix A – Delivery Locations	[to be detailed in the resulting contract]	Up to 4	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]
----	--	--	--	--	---------	--	--	--

**2.2 Services – Training**

Item	Description	Location of Session	Language of Delivered Session	Quantity	Firm Price Per Session (CAD\$)		
					Option 1: from 02 September 2022 to 31 March 2023	Option 2: from 01 April 2023 to 31 March 2024	Option 3: from 01 April 2024 to 31 March 2025
1	Operator Training session (as per Annex A – SOR)	As per Appendix 2 to Appendix A – Delivery Locations	English or French	Up to 4	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]
2	Reprocessing Training session for OR Techs (as per Annex A – SOR)	As per Appendix 2 to Appendix A – Delivery Locations	English	Up to 4	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]
3	Technical Service training session for BE Techs (as per Annex A – SOR)	As per Appendix 2 to Appendix A – Delivery Locations	English	Up to 4	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]

**2.3 Services – Service Protection plan**

Item	Description	Service Location	Quantity	Firm Price Per Year (CAD\$)			
				Option 1: from 02 September 2022 to	Option 2: from 01 April 2023 to 31 March 2024	Option 3: from 01 April 2024 to 31 March 2025	Option 4: from 01 April 2025 to 31 March 2026



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

				31 March 2023			
1	Annual Endoscope service protection plan (as per section 7 of Annex A – SOR)	Off-site: Repairs to be provided at Contractor’s facility, by the Contractor’s Technicians	Up to 105	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]	\$ [amount to be detailed in the resulting contract]



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

**ANNEX C – SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat W6369-23-A006
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence	2. Branch or Directorate / Direction générale ou Direction DHSD / J4 Med Equip	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail The Department of National Defence (DND) through the Canadian Forces Health Services Group (CF H Svcs Gp) has a requirement for the supply of Endoscopy Systems. These systems are required in order to provide gastrointestinal endoscopy services at domestic health services units.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
--







National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat W6369-23-A006
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité : \_\_\_\_\_

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel : \_\_\_\_\_  
Document Number / Numéro du document : \_\_\_\_\_

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : The contractor may need access to DND/CAF sites to provide training on endoscopy systems

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
--





National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat W6369-23-A006
Security Classification / Classification de sécurité UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC							
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRES SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRES SECRET	PROTECTED / PROTEGE			CONFIDENTIAL	SECRET	TOP SECRET / TRES SECRET		
											A	B	C					
Information / Assets Renseignements / Biens Production																		
IT Media / Support TI																		
IT Lnk / Lien électronique																		

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
--







National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

[Page 4 of the SRCL to be inserted in the resulting contract]



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## APPENDIX 1 TO ANNEX C – CONTRACT SECURITY PROGRAM (CSP) INITIAL INTERNATIONAL SECURITY SCREENING FORM

### Purpose

The purpose of this form is to initiate the security screening process for foreign suppliers who will need access to Canadian Protected/Classified information/assets/sites under a Government of Canada contract or Multinational Program processed by the Canadian Contract Security Program (CSP). The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and/or investigation. Additionally, the information may be disclosed to and used by other Government of Canada institutions that may require this information as part of their functions or investigation under Canadian Law or for security assurances from foreign data protection authorities or industrial security programs of foreign governments.

The role of the Designated Security Authority for Canada (Canadian DSA) is performed by the International Industrial Security Directorate under the Contract Security Program and is the Canadian authority for confirming compliance with the Canadian national and international security requirements involving foreign suppliers.

### Instructions for completing this form

#### General

- This form and the additional documentation required must be provided in English or French.
- In any instance where this form does not allow enough space for a complete answer, please include additional pages and/or table rows as required.
- Refusal to provide the information, the provision of false statement, misleading information, or concealment and/or failure to disclose of any material fact on this screening form will result in a denial or revocation of eligibility to perform on contracts or multinational programs requiring access to Canadian Protected/Classified information/assets/sites.

#### Section A - Business Information

- You must provide all required documentation (outlined below) in relation to the type of company or corporate entity. Company or corporate entity's organization chart is mandatory for all types of entity.
- **Legal name of the company or corporate entity** refers to the legal name of the company or corporate entity as it is registered with the relevant foreign government authorities.
- **Business or trade name** refers to the name which a business trades under for commercial purposes, although its registered legal name used for contracts and other formal situations, may be another name.
- **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - Stock exchange identifier (if applicable); and
  - Certificate of Incorporation, compliance, continuance, etc.
- **Partnership** refers to a voluntary contract between two or more competent persons to place their money, effects, labor, and skill, or some or all of them, in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - Evidence of legal status (e.g. partnership documentation).
- **Sole proprietor** refers to the owner of a business who acts alone and has no partners. Provide the following additional information to substantiate this type of company or corporate entity selection:



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

- Government registration documentation; and
  - Other (e.g. Master Business License).
- **State-owned entity** refers to a state-owned enterprise or government-owned enterprise where the government or state has significant control over this business entity through full, majority, or significant minority ownership. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - National Law, Act or policies defining the entity; and
  - Evidence of legal status.
- **Other** (e.g. letters of patent, universities, financial institutions, unincorporated companies). Provide the following information to substantiate this type of company or corporate entity selection:
  - Evidence of legal status;
  - National laws and Acts; and/or
  - Charters.
- If the company or corporate entity is already registered in an industrial security program from the National Security Authority (NSA) or Designated Security Authority (DSA) of the relevant country, indicate the security level of its facility clearance and its date of validity.
- Indicate the name of the national Data Protection Authority (DPA) responsible for the protection of personal information in the country where the company or corporate entity is located and indicate the title of the legislation defining this authority.

#### Section B – Company Security Officer (CSO)

- Identify the individual that will be nominated as the company or corporate entity's Security Officer (hereinafter referred to as Company Security Officer (CSO)) who will be responsible for ensuring compliance with the security requirements of the Government of Canada contract or multinational program.
- The CSO **must** be:
  - an employee of the company or corporate entity; and
  - be security assessed at the same level as the company or corporate entity.
- The CSO must notify the Contract Security Program of any structure changes of the ownership for the company or corporate entity, including changes of the membership of its Board of Directors and the change of the nominated CSO.
- **Citizenship** refers to the status of being a citizen. A citizen is a person who, by either birth or naturalization, is a member of a political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.
- For the purposes of the Contract Security Program, the term **Country of Primary Residence/National Domicile** refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.

#### Section C – List of Board of Directors

- List all members of the company's Board of Directors. Applicants are to add additional rows to the section if required.
- **Citizenship** refers to the status of being a citizen. A citizen is a person who, by either birth or naturalization, is a member of a political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

- For the purposes of the Contract Security Program, the term **Country of Primary Residence/National Domicile** refers to the particular country for a person’s true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.

**Section D - Ownership Information**

- For the purposes of the Contract Security Program, the following interpretations are applicable:
  - **Direct (or registered)** owners are owners who hold legal title to a property or asset in that owner’s name.
  - **Ownership** refers to either (1) voting rights attached to the corporation’s outstanding voting shares or (2) outstanding shares measured by fair market value.
- **Parent company or corporate entity** refers to a company or corporate entity which owns and/or controls controlling interest (e.g. voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

**Section E - Certification and Consent**

- Only an individual identified in Section C may complete this section.

**IMPORTANT NOTE:** The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this screening form will prohibit your eligibility to perform on contracts or multinational programs requiring access to Canadian Protected/Classified information/assets/sites. An incomplete form will not be processed by the Contract Security Program and will be returned to you.

<b>SECTION A - BUSINESS INFORMATION</b>	
<b>Complete Section A and provide the required documentation identified in the instructions above.</b>	
1.	Legal name of the company or corporate entity
2.	Business or trade name (if different from legal name)
3.	Type of company or corporate entity (Indicate the type of organization and provide the required validation documentation) (select one only)
	<input type="checkbox"/> Sole proprietor
	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Corporation (Private or Public)
	<input type="checkbox"/> State-owned entity
	<input type="checkbox"/> Other, specify:
4.	Provide a brief description of your company or corporate entity’s general business activities



5. Business (Head office) civic address		
6. Mailing address (if different from business civic address)		
7. Company or corporate website (if applicable)		
	9. Telephone number (include country code and extension number if any)	10. Facsimile number if applicable (include country code)
11. Number of employees in your company or corporate entity		12. Number of employees who require access to Canadian Protected/Classified information/assets/sites
13. Indicate the valid facility security level of the company or corporate entity granted by the relevant National Security Authority or Designated Security Authority (indicate NIL if none)		14. Provide the date of the validity of the facility clearance (if applicable)
15. Name of the relevant national Data Protection Authority (DPA) responsible for the protection of personal information in the country (indicate NIL if none)		16. Title of the legislation defining the Data Protection Authority (DPA) (if applicable)

**SECTION B – COMPANY SECURITY OFFICER**

**Complete Section B.**

Position title	Surname	Given name(s)	Citizenship(s)	Country of primary residence/National domicile
Email address for the company security officer:				

**SECTION C – LIST OF MEMBERS OF THE BOARD OF DIRECTORS (INDICATE N/A IF NOT APPLICABLE)**

**Complete Section C. Add additional rows or attachment as required**

Position title	Surname	Given name(s)	Citizenship(s)	Country of primary residence/National domicile



<b>SECTION D – OWNERSHIP INFORMATION</b>					
<b>Complete Section D for each level of ownership</b>					
Identify all entities, individuals, public or private corporations that have an ownership stake in the organization listed in Section 1. For publicly traded corporations, identify stock exchange. An ownership relation chart with percentages of ownership must be included.					
<b>SECTION D-1 – OWNERSHIP LEVEL 1 (DIRECT OWNERSHIP)</b>					
Identify all individual owners or direct organizations ownership related to the company or corporate entity identified in Section 1.					
Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship
<b>SECTION D-2 – OWNERSHIP LEVEL 2</b>					
If there is any additional ownership for the names listed in the previous section (D-1), provide the information below. If none, please indicate N/A (not applicable).					
Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship
<b>SECTION D-3 – OWNERSHIP LEVEL 3</b>					
If there is any additional ownership for the names listed in the previous section (D-2) please provide the information below. If none, please indicate N/A (not applicable).					
Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

**SECTION E – CERTIFICATION AND CONSENT (only an individual identified in Section C may complete this section)**

I, the undersigned, as the individual authorized by the organization identified in Section 1, have read the purpose and instructions of this screening form and do hereby certify that the information contained in this screening form is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada’s Contract Security Manual and consent to the collection, use and disclosure of the information provided in this screening form for the purposes as described above. I agree to notify the Contract Security Program of any changes to the organization such as change of address, contact phone numbers, email address, change in company management structure, ownership, company security officer and the members of the Board of Directors.

Surname	Given name(s)
Position title	Telephone number (include country code and extension number if any)
Facsimile number if applicable (include country code)	Email address
Signature	Date

**FOR USE BY THE PSPC’S CONTRACT SECURITY PROGRAM**

Recommendations		
Recommendation by analyst (Name)	Signature	Date
Approval (Name)	Signature	Date