



PARLIAMENTARY PROTECTIVE SERVICE  
SERVICE DE PROTECTION PARLEMENTAIRE  
CANADA

# INVITATION TO TENDER (ITT)

ITT-24-8433 - Ammunitions 2024

Date of Solicitation: Monday, June 17, 2024

**Date & Time of Closing: Tuesday, July 2, 2024, before 2:00 p.m.**

Contracting Authority: Benoit Raymond

Email: [proposals-soumissions@pps-spp.parl.gc.ca](mailto:proposals-soumissions@pps-spp.parl.gc.ca)



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Appendix A – Instructions to Bidders

Appendix B – General Conditions

# 1. TERMS OF REFERENCE

## 1.1 Interpretation

In this ITT, the following definitions shall apply and take precedence over definitions included in any other document(s). When the context requires, references to the singular shall be considered to include the plural, the plural to include the singular, and the neuter gender to include the masculine and the feminine.

- 1.1.1 Amendment: means the items that may impact the ITT and its associated documents, such as answers to significant questions, clarifications, modifications, or corrections, which will be issued through an Amendment.
- 1.1.2 Bid: means the Bidder's written response to this ITT with any requested attachments, documentation and/or certification to complete everything that is necessary to be done, furnished or delivered by the Contractor to perform the Work in accordance with the ITT Documents.
- 1.1.3 Bidder: means the person or entity that submits a Bid, it is the legal entity authorized to enter into Contract and will have full contractual responsibility and liability for the delivery of the required services.
- 1.1.4 CanadaBuys: means the Portal to be used by the Bidders to access the solicitation documents or submit their questions.
- 1.1.5 Closing Date and Time: means the time and date set out in the covering page of this ITT at which no further Bids could be submitted pursuant to the PPS' ITT.
- 1.1.6 Contractor: means the person, firm, agency, entity, supplier, or contractor who is registered, licensed, or otherwise authorized to practise in the province or territory of the Place of the Work, and will be engaged by the PPS to provide goods, labor, materials, equipment, plant and/or services, for the completion of the Work.
- 1.1.7 Contract: means the Purchase Order sent to the Contractor or a written agreement executed by the PPS and the Contractor in accordance with the ITT documents, including all issued Amendments, the General Conditions, any negotiation or changes (as the PPS may in its sole discretion approve), annexes or other documents specified or referred to as forming part of the Contract, all as amended by agreement of the parties.
- 1.1.8 Deliverables: means the goods, services and/or deliverables set out in the ITT Documents.
- 1.1.9 Invitation to Tender (ITT): means this Invitation to Tender which is comprised of the following (collectively called the ITT Documents, and subsequently called the Contract Documents):
  - 1. This ITT document and its associated Forms,
  - 2. Instructions to Bidders,
  - 3. General Conditions,
  - 4. Plans and Specifications or SOW document(s),
  - 5. Technical document(s),

6. Attachments, Supplements and/or Appendices applicable to this ITT,
  7. Any Amendment issued by the PPS in accordance with this ITT, and/or
  8. Any other information issued for the benefit of the Bidders to prepare their Bid.
- 1.1.10 Mandatory Requirement: means the requirement(s) identified as such within this ITT. Failure to respond to a Mandatory Requirement or to substantiate how the Bidder meets the Mandatory Requirement within a Bid will cause a Bid to be deemed non-compliant and not considered.
- 1.1.11 Place of the Work: means the designated site or location of the Project for the Work identified in the ITT Documents.
- 1.1.12 Project: means the total work of which the Work may be a whole or a part.
- 1.1.13 Subcontractor: means those permitted persons, entities and specialist hired by the Contractor to perform part of the Work on their behalf and for whom the Contractor is solely and fully liable.
- 1.1.14 Work: means all services, activities, deliverables, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract (i.e. the total Work described in the ITT Documents).

## 1.2 Intent

- 1.2.1 The Parliamentary Protective Service (the PPS) is inviting firms to submit their Bids for the supply of ammunitions to be delivered to Ottawa, Ontario (2303 Chemin Stevenage Drive, K1G3W1), in accordance with the ITT Documents.
- 1.2.2 The PPS will enter into a Contract with the successful Bidder in accordance with the ITT Documents.
- 1.2.3 The successful Contractor will be required to deliver the Work described in the ITT Documents including, but is not necessarily limited to, the supply and delivery of the following ammunition:
- 1) 9mm – 147 grain, copper jacketed, semi wad cutter, hollow point.
  - 2) 5.56mm – 77 grain, hollow point boat tail.

## 2. BID SUBMISSION REQUIREMENTS

### 2.1 Closing Date and Time

- 2.1.1 Bids must be received **before** the Closing Date and Time stated in the ITT.
- 2.1.2 The PPS may, by Amendment, extend the Closing Time, Closing Date or any other scheduled dates relating to this ITT. The PPS shall not be responsible for any costs incurred by the Bidders related to any change in any of the scheduled dates in the ITT or any other delays regarding this ITT.

### 2.2 Submission of Bids

- 2.2.1 This is a one-document process, Bidders shall submit the following:

a) The Bid Form.

- 2.2.2 The Bid Form contained in this ITT shall be fully completed, signed and submitted on the form provided in a clear and legible manner. Signatures and all other entries shall be written in ink or entered and signed electronically. All pages and spaces of the Bid Form shall be completed and included with the submission of the Bid.
- 2.2.3 The ITT Documents may not be altered, except for adding the information requested. Bids which contain omissions, write-ins, strikeouts, conditions or qualifying statements will be rejected by the PPS in its sole discretion.
- 2.2.4 All submitted prices shall be firm and quoted in Canadian funds. The prices quoted in the Bid shall remain in effect during the term of the Contract and shall represent full payment for all Work and other matters necessary to perform the Contract.
- 2.2.5 Bids must be received **before** the specified Closing Date and Time by email: [proposals-soumissions@pps-spp.parl.gc.ca](mailto:proposals-soumissions@pps-spp.parl.gc.ca)

**Refer to the Instructions to Bidders for all associated details.**

- 2.2.6 The Bidders should ensure that the Bidder's name, return address and the "ITT number" appear clearly in their Bids.
- 2.2.7 Each Bidder shall bear all costs associated with or incurred in the preparation and submission of its Bids, including, if applicable, costs incurred for any presentation(s).

### **3. BID EVALUATION**

#### **3.1 Evaluation Process**

- 3.1.1** Subject to the Instructions to Bidders, it is the intent of the PPS to award the Contract to the lowest compliant Bidder.

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## BID FORM

**Project Title** : **Ammunition 2024**  
**Project Address** : **2303 Chemin Stevenage Drive,  
 Ottawa, ON, K1G 3W1**  
**Project Number** : **ITT-24-8433**  
**To** : **The Parliamentary Protective Service, Ottawa, Ontario**

**WE**, the undersigned, having examined to our satisfaction the Bid and the ITT Documents for the above-named Project, including all modifications set forth in the **issued Amendment(s)**, and fully informed ourselves of existing limitations and difficulties that may arise during the execution of the Work, **hereby accept the offer** of the PPS to perform the Work in a diligent, faithful, careful and workmanlike manner, complete in all respects to the entire satisfaction of the PPS, and in accordance with all the terms and conditions of the ITT Documents for the total bid price of:

Item	Description	Quantity	Amount
A.	9mm – 147 Grain, Copper Jacketed, Semi Wad Cutter, Hollow Point	<b>300,000</b>	\$ _____
B.	5.56mm - 77 Grain, Hollow Point Boat Tail	<b>300,000</b>	\$ _____

**Total bid price inclusive of (A) to (B) in Canadian dollars** including all delivery charges and environmental fees, as applicable, - delivery duty paid to: \$ \_\_\_\_\_  
 2303 Stevenage Drive, K1G 3W1 (excluding GST/HST/PST/QST)

Bidders should note that where unit rates are required, the unit rates provided shall take precedence over the extension rates should an error in the extension be discovered. If an arithmetic error is noted in the addition of the line items, the line items shall take precedence and the Total Bid Price will be changed to reflect the correct sum.

**WE, the undersigned, declare that:**

1. We have full knowledge of the locality of the proposed Work, the conditions pertaining to the proper and successful performance of the Work and the materials to be furnished and used including, without limitation, every condition which may affect execution of the Work, both within the Place of the Work and adjoining areas.
2. We have not relied on any information or documents provided by or on behalf of the PPS other than the ITT Documents.
3. We have included the information that was required to be submitted which forms an integral part of our Bid.
4. We are skilled in the performance of the Work required by the ITT Documents, are able to perform the Work in accordance therewith and have experience in work of a similar type and scope to the work required herein.
5. We shall deliver to the PPS, in accordance with the ITT Documents, all bonds, insurance and warranties.
6. We agree to perform the Work within the required completion schedule specified in the ITT Documents.
7. We have arrived at this Bid without any connection, knowledge, comparison of figures or arrangement with any other person who might submit a Bid for the same Work and is in all respects fair and without collusion or fraud.

8. The Work will be completed in a good and workmanlike manner, with a standard of quality above or equivalent to that expected under all applicable statutory, regulatory and customary codes and industry standards of workmanship.
9. We certify that we comply with the occupational health and safety provisions as stipulated in the ITT Documents and those required by provincial or territorial legislation, or those that would otherwise be applicable to the Place of the Work.
10. We confirm that we are in good standing with the Workers' Compensation Board in effect in the province or territory of the Place of the Work, and that our employees have certificate of qualification issued by the regulatory body that governs trades in effect in the province or territory of the Place of the Work. The PPS reserves the right to request any of the certifications prior to award and failure to comply with this request may result in our Bid being disqualified.
11. Upon request, we will provide the PPS with our Occupational Health & Safety Plan and Records. The Plan and Records will be subject to the PPS' review and may result in the rejection or acceptance of our Bid.
12. We understand that this Project must be completed no later than **60 calendar days** after notification of contract award. If our Bid is accepted, we agree to start work immediately upon notification of contract award and to work vigorously and continuously to complete the Project within this prescribed time.

**AND WE HEREBY AGREE THAT:**

13. If we withdraw our Bid before the PPS shall have considered the Bids or before or after we have been notified that our Bid has been selected by the PPS, or if the PPS awards us the Contract and we should fail to execute the Contract and return it to the PPS together with all of the bond or bonds and the certified copies of the insurance policies, all as required by the PPS prior to the commencement of the Work, the PPS shall have the right to retain the Bid deposit for the use of the PPS and may accept any Bid, advertise for new Bids, negotiate a Contract with any other Bidder who has submitted a Bid acceptable to the PPS. The Bidder who originally failed to enter into the Contract shall be responsible for any damages, costs and expenses incurred by the PPS over and above the Bid deposit. We acknowledge and agree that the PPS shall be entitled to rely on this provision even if the Contractor has commenced the Work in accordance with section 5 of the General Conditions.
14. If the Bid Form is executed by more than one person, firm or corporation, then all persons, firms or corporations executing the Bid are jointly and severally liable under and bound by the Bid and any contract arising upon acceptance of the Bid.
15. Until a formal agreement is prepared and executed, this Bid Form together with the formal letter of acceptance shall constitute a binding contract between the parties.

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**Name and title of authorized signing officer**

Bidder's Legal Name

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Bidder's Business Name

**Address:**

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Street address or Postal Box Number

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City, Province and Postal Code

**Phone:**

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**Email:**

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**Signature of Authorized Representative\*      Date**

\*By signing above we certify that:

1. we are authorized to sign this Bid on behalf of the corporation, partnership, joint venture or sole proprietorship and bind the Bidder to it.
2. our Bid is inclusive of all obligations as required by this and the preceding pages of this Bid Form without change. And
3. we comply with and agree to the terms of the Integrity (Clause 33) and Non-Disclosure (Clause 34) of the Instructions to Bidders.