

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

Request For a Standing Offer Demande d'offre à commandes

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Industrial Vehicles & Machinery Products Division

11 Laurier St./11, rue Laurier

6B1, Place du Portage, Phase III

Gatineau, Québec K1A 0S5

Title - Sujet PALLETES	
Solicitation No. - N° de l'invitation W8486-122416/A	Date 2012-07-26
Client Reference No. - N° de référence du client W8486-122416	GETS Ref. No. - N° de réf. de SEAG PW-\$\$HS-629-60923
File No. - N° de dossier hs629.W8486-122416	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-05	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Dicaire, Sylvie	Buyer Id - Id de l'acheteur hs629
Telephone No. - N° de téléphone (819)956-6629 ()	FAX No. - N° de FAX (819)956-5227
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts:

- (i) Part 1, General Information;
- (ii) Part 2, Offeror Instructions;
- (iii) Part 3, Offer Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications,
- (vi) Part 6: SACC Manual Clause
- (vii) Part 7 :
A, Standing Offer,
B, Resulting Contract Clauses; and,

the Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSO and states that the Offeror agrees to be bound by the clauses and conditions contained in all parts of the RFSO;

Part 3: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, the security requirement, if applicable, and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6 financial requirement, includes specific requirement that must be addressed by offerors; and

Part 7: (a) includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

(b) includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The annexe includes the Annex A (Montreal, Quebec) and Annex B (Edmonton, Alberta) and a Consent form to a criminal record verification (PWGSC-TPSGC 229).

2. Requirement

This requirement is to establish a National Individual Standing Offer (NISO) for the Department of National Defence for the procurement of Shipping Pallets (international) in accordance with the DDL-8486-122416 dated March 13, 2012.

This requirement will be for an initial period of two (2) years from the effective date of the NISO with an option to extend the offer for one (1) additional period of one (1) year under the same terms and conditions.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada-Columbia Free Trade Agreement and the Canada-Peru Free Trade Agreements.

2.1. Drawings

A copy of the drawings for all items will be automatically forwarded to all suppliers who request the Request for Standing Offer (RFSO) package by the Director Supply Chain Operations, DSCO, Printing Bureau. If suppliers have not received the drawings at least ten **(10) calendar days** prior to the RFSO closing date, suppliers should communicate with the Standing Offer Authority.

3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 4.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)
 Section II: Financial Offer (1 hard copy)
 Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

Section I: Technical Offer

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

Offerors may submit an offer for more than one delivery location

1. Pre-Production Sample

After issuance of the Standing Offer, and if requested in a call-up against the Standing Offer, the successful Offeror must provide one (1) pre-production sample of each item to the Technical Authority for acceptance within twenty (20) calendar days from the date of the request.

If the first sample(s) are rejected, the successful Offeror will be required to submit the second sample(s) within ten (10) calendar days of notification of rejection from the Technical Authority.

Section II: Financial Offer

1. Pricing

Offerors must submit their financial offer in accordance with the Basis of Payment specified in Part 7B and at Annex A and B- Pricing, Description and Technical Characteristics.

Offerors must submit firm prices for all items, for the 1st year and 2nd year in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise taxes included where applicable, Goods and Services Tax/Harmonized Sales Extra.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

OR

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

2. Exchange Rate Fluctuation

1. Unless otherwise specified in the bid solicitation, offers must be in Canadian currency.
2. Offerors may request Canada to assume the risk for exchange rate fluctuation. This request must be specifically made at time of submitting an offer.
3. The foreign currency component is defined as the element of the price that will be directly affected by exchange rate fluctuations. It could include the net price FOB foreign manufacturer's plant, costs associated with applicable duty, excise tax, Goods and Services Tax or Harmonized Sales Tax, if applicable, entry fees, transportation costs or delivery charges payable in a foreign currency, and any other charges associated with being the importer of record if they originated from and are required to be paid in a foreign currency.
4. The foreign value of the foreign currency component of the offer or negotiated price must be provided before issuance of the standing offer. Form PWGSC-TPSGC 9411, Claim for Exchange Rate Adjustments, may be used for this purpose. If milestone payments are proposed, it is recommended to indicate on the above form the foreign currency component associated with each milestone event.

5. All offers are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of RFSO closing, or such other date as may be specified in the bid solicitation, will be applied as the initial conversion factor for the specified currency. (Column 3 of the above form will be completed by the Standing Offer Authority.)

6. Rates proposed by offerors will not be accepted for the purposes of this exchange rate adjustment provision.

7. If there are two (2) identical offers, and provided that the offer selected would still be considered the most advantageous to Canada, preference will be given to the Offeror who assumes all or part of the exchange rate adjustment risk over a Offeror who does not assume any of this risk. Furthermore, preference will be given to the Offeror who assumes all of the exchange rate adjustment risk over an Offeror who assumes only part of this risk.

8. Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada or, as applicable, in accordance with one of the following clauses: C3015C, C3020C, C3025C, or C3030C.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

1. Additional Information

Canada requests that the Offerors provide the following information:

1.1 Delivery lead time

While delivery is requested within fifteen (15) calendar days from receipt of a call-up document against the Standing Offer the best delivery that could be offered is as follows:

Item 1 - within _____ calendar days from receipt of a call-up against the Standing Offer.

Item 2 - within _____ calendar days from receipt of a call-up against the Standing Offer.

Item 3 - within _____ calendar days from receipt of a call-up against the Standing Offer.

Item 4 - within _____ calendar days from receipt of a call-up against the Standing Offer.

Item 5 - within _____ calendar days from receipt of a call-up against the Standing Offer.

Item 6 - within _____ calendar days from receipt of a call-up against the Standing Offer.

Item 7 - within _____ calendar days from receipt of a call-up against the Standing Offer

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W8486-122416/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs629

Client Ref. No. - N° de réf. du client

W8486-122416

File No. - N° du dossier

hs629W8486-122416

CCC No./N° CCC - FMS No/ N° VME

2.2 Offeror's Representatives

General enquiries

Name: _____

Telephone No.: _____

Facsimile No.: _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No.: _____

Facsimile No.: _____

E-mail address: _____

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Evaluation Criteria

The Offeror must demonstrate it has directly related experience in process/manufacture of at least ten thousand (10,000) heat treated shipping pallets per year for at least 3 years within the last 5 years.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Evaluation Criteria

The price of the offer must be in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable, Goods and Services Tax or the Harmonized Sales Tax extra.

Offerors must submit firm prices for all items for the first and second year of the initial period.

Offerors do not have to submit an offer for all items identified in the bid solicitation. However, Offerors must submit an offer for all items by delivery location specified in Annex A (Montreal, QC) and Annex B (Edmonton, AB) in order to be evaluated.

2. Basic of Selection

An offer must comply with all the requirements of the RFSO and meet all mandatory financial evaluation criteria to be declared responsive. The responsive offer with the lowest aggregate evaluated price for all items per delivery location will be recommended for issuance of a Standing Offer.

More than one Standing Offer may be issued.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify the Offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Bidders must submit with their bid, by the bid solicitation closing date:

(a) a complete list of names of all individuals who are currently directors of the Bidder;

(b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

For information purposes an electronic copy of the Consent to a Criminal Record Verification can be found at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>

2. Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

2.1 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than

100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

a. () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

b. () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

c. () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

d. () is subject to FCP, and has a valid certificate number as follows: _____

Further information on the FCP is available on the HRSDC Website.

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CCC No./N° CCC - FMS No/ N° VME

W8486-122416

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PART 6 - FINANCIAL REQUIREMENT

1. Financial Capability

SACC Reference

M9033T

Title

Financial Capability

Date

2011-05-16

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A" and "B" and the Design Data List (DDL-8486-122416 dated March 13, 2012).

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data electronically in portable document format (PDF) and in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The reporting requirements includes, but is not limited to, the following information:

- a. Standing Offer Number;
- b. Standing Offer Title and Description;
- c. Reporting Period (Quarter and Per Fiscal Year);
- d. Total Number of Orders and associated value (GST/HST included) for the Reporting Period (Quarter);
- e. Total Number of Orders and associated value (GST/HST included) (Per Fiscal Year);
- f. Total Number of Orders and associated value (GST/HST included) (For the duration of the Standing Offer)

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer.

2.3 Standing Offers Final Report

On completion or termination of the National Individual Standing Offer, the offer must produce a final report that details all cumulative date of the call-ups. Data must include all purchases paid for by a Government of Canada Acquisition Card.

The final report must be completed and forwarded electronically to the Standing Offer Authority and to the Procurement Authority, no later than fifteen (15) calendar days after the end of the completion or termination of the Standing Offer.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the issuance of the Standing Offer to **(to be inserted by PWGSC)**.

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offerer offers to extend its offer for one (1) additional period of one (1) year, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at least sixty (60) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Sylvie Dicaire
Public Works and Government Services Canada
Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate
"HS" Division
Place du Portage, Phase III, 7B1
11 Laurier Street
Gatineau, QC K1A 0S5
Telephone : 819-956-6629
Facsimile: 819-956-5227
E-mail address: sylvie.dicaire@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

4.2 Project Authority

The Project Authority for the Standing Offer is:

To be inserted by PWGSC

National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa ON K1A 0K2
Attention: DLP-9-2-3-2
Telephone: _____
Facsimile: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

4.3 Offeror's Representative

General enquiries

Name: To be inserted by PWGSC

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Delivery follow-upName: **To be inserted by PWGSC**

Telephone No. _____

Facsimile No. _____

E-mail address: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is : the Department of National Defense, DLP-9 or its delegated authorized representative.

6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User using form PWGSC-TPSGC 942, "Call-up Against a Standing Offer".

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$75,000.00 (Goods and Services Tax or Harmonized Sales Tax included). All individual call-ups against the Standing Offer exceeding \$75,000.00 (Goods and Services Tax or Harmonized Sales Tax included) will be forwarded to PWGSC for authorization.

8. Priority of Documents

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

- a) the call up against the Standing Offer including any annexes;
- b) the articles of the Standing Offer;
- c) the Annex A and B - Pricing, Description and Technical Characteristics
- d) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services;
- e) the Offeror's offer dated_____.

9. Certifications**9.1 Compliance**

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

10. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010A (2012/07/16), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (12/07/16) will not apply to payments made by credit cards at point of sale.

3. Pre-production Sample

Upon request from Canada, the Contractor must provide one (1) pre-production sample of each item to the Technical Authority within twenty (20) calendar days from the request.

If the first sample(s) are rejected, the Contractor must submit the second sample(s) within ten (10) calendar days of notification of rejection from the Technical Authority.

The Contractor shall carry out all required inspections and tests on the pre-production sample to verify conformance to the requirements specified in the contract.

The Contractor must provide the sample(s) and a copy of the inspection and test report(s), when requested, to the Technical Authority, transportation charges prepaid, and without charge to Canada. The sample(s) submitted by the Contractor will remain the property of Canada.

The Technical Authority will notify the Contractor, in writing, of the conditional acceptance, acceptance, or rejection of the pre-production sample(s). A copy of this notification will be provided by the Technical Authority to the Standing Offer Authority. The notice of conditional acceptance or acceptance shall not relieve the Contractor from complying with all contractual requirements.

The Contractor must not commence the production and must not make any deliveries until the Contractor has received notification from the Technical Authority that the sample(s) is(are) acceptable. Any production before sample acceptance will be at the sole risk of the Contractor.

Rejection by the Technical Authority of the second sample(s) submitted by the Contractor for failing to meet the contract requirements, will be grounds for termination of the Contract for default and setting the Standing Offer aside.

4. Term of Contract

4.1 Delivery Date

The delivery must be made as follows:

Item 1 - within **To be insert by PWGSC** calendar days from receipt of a call-up against the Standing Offer.

Item 2 - within **To be insert by PWGSC** calendar days from receipt of a call-up against the Standing Offer.

Item 3 - within **To be insert by PWGSC** calendar days from receipt of a call-up against the Standing Offer.

Item 4 - within **To be insert by PWGSC** calendar days from receipt of a call-up against the Standing Offer.

Item 5 - within **To be insert by PWGSC** calendar days from receipt of a call-up against the Standing Offer.

Item 6 - within **To be insert by PWGSC** calendar days from receipt of a call-up against the Standing Offer.

Item 7 - within **To be insert by PWGSC** calendar days from receipt of a call-up against the Standing Offer.

5. Payment

5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, for all items, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, including Canadian customs duties and excise taxes, where applicable, Goods and Services Tax or Harmonized Sales Tax extra, in accordance with Annex A and B - Pricing, Description and Technical Characteristics.

5.2 SACC Manual Clauses

SACC Reference	Title	Date
C2000C	Taxes - Foreign-based Contractor	2007-11-30
C6000C	Limitation of Price	2011-05-16
H1001C	Multiple Payments	2008-05-12

5.3 Payment by Credit Card

Canada requests that bidders complete one of the following:

() Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.
The following credit card(s) are accepted:

- () VISA
() MasterCard

OR

() Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by credit card.

Acceptance or credit cards for payment of invoices will not be considered as an evaluation criterion.

The following credit card is accepted: **(To be inserted by PWGSC)**.

6. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified on the invoice is completed.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the consignee for certification and payment;
(b) One (1) copy must be forwarded to the following address:

Department of National Defence
National Defence Headquarters
Mgen. George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Attention: **to be inserted by PWGSC**

6.1 SACC Manual Clauses

SACC Reference	Title	Date
A9006C	Defence Contract	2012-07-16
B7500C	Excess Goods	2006-06-16
C2800C	Priority Rating	2011-05-16
C2801C	Priority Rating - Canadian Contractor	2011-05-16
D2001C	Labelling	2007-11-30
D2025C	Wood Packaging Materials	2008-12-12
D5545C	ISO 9001:2000 - Quality Management Systems - Requirements (QAC C)	2010-08-16
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance	2008-05-12

W0002D

Delivery Requirements Outside a CLCSA

2000-12-01

7. Preparation for Delivery

The Contractor must prepare all items for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package items in bundles/strapped together in quantities not to exceed a height of 90 inches.

8. Shipping Instructions - Delivery and Destination

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid at destination. Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

2. The Contractor must deliver the goods to Canadian Forces (CF) Supply Depots by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Depot Traffic Section at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

- (a) 7 CF Supply Depot Lancaster Park
CFB Edmonton
195 Ave & 82nd St., Bldg 236
Edmonton, AB, T5J 4J5
Telephone: 780-973-4011, ext. 4524

- (b) 25 CF Supply Depot Montreal
CFB Montreal
6363 Rue Notre Dame Est
Montreal, Qué., H1N 1V9
Telephone: 1-866-935-8673 (toll free), or
514-252-2777, ext. 2363 / 4673 / 4282

ANNEX A - Montreal, Quebec
PRICING, DESCRIPTION AND TECHNICAL CHARACTERISTICS

Item	Nato Stock Number	Estimated Quantity
1	3990-20-001-4354	12,000
2	3990-20-001-4357	9,000
3	3990-20-001-5177	1,000
4	3990-20-004-3341	4,500
5	3990-20-004-3339	5,100
6	3990-20-004-3335	1,000
7	3990-20-001-5177	600

Definitions:

Year 1 means the period from issuance of standing offer to (to be inserted by PWGSC)

Year 2 means the period from (to be inserted by PWGSC) to (to be inserted by PWGSC)

Extended period means the period from (to be inserted by PWGSC) to (to be inserted by PWGSC)

		FIRM PRICE PER ITEM (GST/ HST EXTRA)	
Item	Description	Year 1 and Year 2	Extended Period
1	PALLET 40X48 OVER SEAS NSN: 3990-20-0014354 Technical Characteristics : PALLET 40X48 OVER SEAS. OVERALL LENGTH 48.000 INCHES NOMINAL; OVERALL WIDTH 40.000 INCHES NOMINAL; GENERAL CHARACTERISTICS ITEM DESCRIPTION USED SPECIFICALLY FOR SHIPPING GOODS OUT OF COUNTRY; SPECIAL FEATURES PALLETS WILL BE IN ACCORDANCE WITH IPPC (INTERNATIONAL PLANT PROTECTION CONVENTION); STANDARD ISPM (INTERNATIONAL STANDARD PHYPOSANTARY MEASURES) Delivery: CFB Montreal Part No.: 9775213-2 NSCM: 35907 Part No. Offered: _____ NATO Supply Code for Manufacturers (NSCM) Offered: _____	Year 1 \$ _____ Year 2 \$ _____	\$ (to be <u>inserted by</u> <u>PWGSC</u>

Solicitation No. - N° de l'invitation

W8486-122416/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs629

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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		FIRM UNIT PRICE (GST/ HST EXTRA)	
Item	Description	Year 1 and Year 2	Extended Period
2	<p>PALLET 40x24 OVER SEAS NSN: 3990-20-0014357</p> <p>Technical Characteristics : PALLET 20X40 OVER SEAS. OVERALL LENGTH 40.000 INCHES NOMINAL; OVERALL WIDTH 24.000 INCHES NOMINAL; GENERAL CHARACTERISTICS ITEM DESCRIPTION USED SPECIFICALLY FOR SHIPMENT OF GOODS OUT OF COUNTRY; SPECIAL FEATURES PALLETS WILL BE IN ACCORDANCE WITH IPPC (INTERNATIONAL PLANT PROTECTION CONVENTION); STANDARD ISPM (INTERNATIONAL STANDARD PHYPOSANTARY MEASURES)</p> <p>Delivery: CFB Montreal</p> <p>Part No.: 9775214-2 NSCM: 35907</p> <p>Part No. Offered: _____ NATO Supply Code for Manufacturers (NSCM) Offered: _____</p>	<p>Year 1 \$ _____</p> <p>Year 2 \$ _____</p>	<p>\$ (to be inserted by PWGSC</p>

Solicitation No. - N° de l'invitation

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		FIRM UNIT PRICE (GST/ HST EXTRA)	
Item	Description	Year 1 and Year 2	Extended Period
3	<p>PALLET AMMUNITION OVER SEAS NSN: 3990-20-0015177</p> <p>Technical Characteristics : MATERIAL WOOD OVERALL LENGTH 48.000 INCHES NOMINAL; OVERALL WIDTH 40.000 INCHES NOMINAL; GENERAL CHARACTERISTICS ITEM DESCRIPTION PALLETS WILL BE IN ACCORDANCE WITH IPPC (INTERNATIONAL PLANT PROTECTION CONVENTION); STANDARD ISPM (INTERNATIONAL STANDARD PHYPOSANTARY MEASURES); USED SPECIFICALLY FOR SHIPMENT OF GOODS OUTSIDE OF COUNTRY</p> <p>Delivery: CFB Montreal</p> <p>Part No.: 8697039-2 NSCM: 35907</p> <p>Part No. Offered: _____ NATO Supply Code for Manufacturers (NSCM) Offered: _____</p>	<p>Year 1 \$ _____</p> <p>Year 2 \$ _____</p>	<p>\$ (to be inserted by PWGSC</p>

For the extended period, the firm prices for each item will be determined by calculating and applying the percentage difference between the previous year and the current year of the industrial product price index from catalogue no. 62-011-X under table 2.9 for Pallets, Skids, Bins, Crates, Wooden (v53433593) published by Statistics Canada each month of the year. The year to year calculation will be based on the reference month of February.

$$P(\text{ext}) = P(X) \times (\text{INDEX}(X) / \text{INDEX}(X-1)),$$

where:

$P(\text{ext})$ = Firm Price for the extended period;

$P(X)$ = Firm Price for second year of the initial period;

$\text{INDEX}(X)$ = Index for the reference month of February of the second year of the initial period;(i.e. for 2011 the index is 100.2)

$\text{INDEX}(X-1)$ = Index for the reference month of February of the first year of the initial period. (i.e. for 2010 the index is 100.4)

The adjustment derived from the ratio $\text{INDEX}(X) / \text{INDEX}(X-1)$ must not be lower than 1.00.

Examples

The following randomly selected firm prices and indexes are for example purposes only:

Example	$P(X)$	Index (X)	Index (X-1)
1	\$65.07	102.4	99.7
2	\$65.07	100.4	102.4

Example 1

$$P(\text{ext}) = \$65.07 \times (102.4 / 99.7)$$

$$P(\text{ext}) = \$65.07 \times 1.027$$

$$P(\text{ext}) = \$66.83$$

In this example, the firm price for the extended period would be \$66.83.

Example 2

$$P(\text{ext}) = \$65.07 \times (100.4 / 102.4)$$

$$P(\text{ext}) = \$65.07 \times 0.980$$

$$P(\text{ext}) = \$63.77$$

In this example, the adjustment derived from the ratio $\text{INDEX}(X) / \text{INDEX}(X-1)$ is 0.980 which is lower than 1.00. The firm price for the extended period would remain at \$65.07.

In this example, the adjustment derived from the ratio $\text{INDEX}(X) / \text{INDEX}(X-1)$ is 1.060 which is higher than 1.05. The firm price for the extended period would be \$68.32.

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Buyer ID - Id de l'acheteur

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Client Ref. No. - N° de réf. du client

W8486-122416

CCC No./N° CCC - FMS No/ N° VME

ANNEX B - Edmonton, Alberta
PRICING, DESCRIPTION AND TECHNICAL CHARACTERISTICS

Item	Nato Stock Number	Estimated Quantity
1	3990-20-001-4354	12,000
2	3990-20-001-4357	9,000
3	3990-20-001-5177	1,000
4	3990-20-004-3341	4,500
5	3990-20-004-3339	5,100
6	3990-20-004-3335	1,000
7	3990-20-001-5177	600

		FIRM UNIT PRICE (GST/ HST EXTRA)	
Item	Description	Year 1 and Year 2	Extended Period
4	<p>PALLET, MATERIAL HANDLING NSN: 3990-20-0043341</p> <p>Technical Characteristics : MATERIAL WOOD OVERALL LENGTH 40.0 INCHES NOMINAL; OVERALL WIDTH 24.0 INCHES NOMINAL; OVERALL HEIGHT 5.375 INCHES NOMINAL; SPECIAL FEATURES WOOD (HEAT TREATED); PALLETS WILL BE IN ACCORDANCE WITH IPPC (INTERNATIONAL PLANT PROTECTION CONVENTION); STANDARD ISPM (INTERNATIONAL STANDARD PHYLOSANTARY MEASURES); USED FOR SHIPPING PACKAGED GOODS INTERNATIONALLY EDMONTON DEPOT (7CFSD) PART NAME ASSIGNED BY CONTROLLING AGENCY; PALLET 40X24 INTERNATIONAL</p> <p>Delivery: CFB Edmonton</p> <p>Part No.: DL-0876505-2 NSCM: 35907</p> <p>Part No. Offered: _____ NATO Supply Code for Manufacturers (NSCM) Offered: _____</p>	<p>Year 1 \$ _____</p> <p>Year 2 \$ _____</p>	<p>\$ (to be inserted by PWGSC)</p>

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs629

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8486-122416

hs629W8486-122416

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		FIRM UNIT PRICE (GST/ HST EXTRA)	
Item	Description	Year 1 and Year 2	Extended Period From (to be inserted by PWGSC) to (to be inserted by PWGSC)
5	<p>PALLET, MATERIAL HANDLING NSN: 3990-20-0043339</p> <p>Technical Characteristics : MATERIAL WOOD OVERALL LENGTH 48.0 INCHES NOMINAL; OVERALL WIDTH 40.0 INCHES NOMINAL; OVERALL HEIGHT 5.75 INCHES NOMINAL; SPECIAL FEATURES WOOD (HEAT TREATED); PALLETS WILL BE IN ACCORDANCE WITH IPPC (INTERNATIONAL PLANT PROTECTION CONVENTION); ISPM (INTERNATIONAL STANDARD PHYPOSANTARY MEASURES); USED FOR SHIPPING PACKAGED GOODS INTERNATIONALLY EDMONTON DEPOT (7CFSD) PART NAME ASSIGNED BY CONTROLLING AGENCY; PALLET 40X48 INTERNATIONAL</p> <p>Delivery: CFB Edmonton</p> <p>Part No.: DL-0876506-2 NSCM: 35907</p> <p>Part No. Offered: _____ NATO Supply Code for Manufacturers (NSCM) Offered: _____</p>	<p>Year 1 \$ _____</p> <p>Year 2 \$ _____</p>	<p>\$ (to be inserted by PWGSC</p>

		FIRM UNIT PRICE (GST/ HST EXTRA)	
Item	Description	Year 1 and Year 2	Extended Period
6	<p>PALLET, MATERIAL HANDLING NSN: 3990-20-0043335</p> <p>Technical Characteristics : MATERIAL WOOD OVERALL LENGTH 24.000 INCHES NOMINAL; OVERALL HEIGHT 5.0 INCHES NOMINAL; OVERALL WIDTH 24.00 INCHES NOMINAL; STRINGER QUANTITY 2 STRINGER WIDTH 5.50 INCHES NOMINAL STRINGER HEIGHT 0.75 INCHES NOMINAL; SPECIAL FEATURES WOOD (HEAT TREATED); PALLETS WILL BE IN ACCORDANCE WITH IPPC (INTERNATIONAL PLANT PROTECTION CONVENTION); ISPM (INTERNATIONAL STANDARD PHYPOSANTARY MEASURES); USED FOR SHIPPING PACKAGED GOODS INTERNATIONALLY EDMONTON DEPOT (7CFSD) PART NAME ASSIGNED BY CONTROLLING AGENCY; PALLET 24X24</p> <p>Delivery: CFB Edmonton</p> <p>Part No.: DL-0876504-2 NSCM: 35907</p> <p>Part No. Offered: _____ NATO Supply Code for Manufacturers (NSCM) Offered: _____</p>	<p>Year 1 \$ _____</p> <p>Year 2 \$ _____</p>	<p>\$ (to be inserted by PWGSC</p>

		(FIRM UNIT PRICE GST/ HST EXTRA)	
Item	Description	Year 1 and Year 2	Extended Period
7	<p>PALLET, AMMUNITION, OVERSEAS NSN: 3990-20-0015177</p> <p>Technical Characteristics : MATERIAL WOOD OVERALL LENGTH 48.000 INCHES NOMINAL; OVERALL WIDTH 40.0000 INCHES NOMINAL; GENERAL CHARACTERISTICS ITEM DESCRIPTION; PALLETS WILL BE IN ACCORDANCE WITH IPPC (INTERNATIONAL PLANT PROTECTION CONVENTION); ISPM (INTERNATIONAL STANDARD PHYLOSANTARY MEASURES); USED SPECIFICALLY FOR SHIPMENT OF GOODS OUTSIDE OF COUNTRY</p> <p>Delivery: CFB Edmonton</p> <p>Part No.: 8697039-2 NSCM: 35907</p> <p>Part No. Offered: _____ NATO Supply Code for Manufacturers (NSCM) Offered: _____</p>	<p>Year 1 \$ _____</p> <p>Year 2 \$ _____</p>	<p>\$ (to be inserted by PWGSC</p>

For the extended period, the firm prices for each item will be determined by calculating and applying the percentage difference between the previous year and the current year of the industrial product price index from catalogue no. 62-011-X under table 2.9 for Pallets, Skids, Bins, Crates, Wooden (v53433593) published by Statistics Canada each month of the year. The year to year calculation will be based on the reference month of February.

$$P(\text{ext}) = P(X) \times (\text{INDEX}(X) / \text{INDEX}(X-1)),$$

where:

$P(\text{ext})$ = Firm Price for the extended period;
 $P(X)$ = Firm Price for second year of the initial period;

INDEX(X) = Index for the reference month of February of the second year of the initial period;(i.e. for 2011 the index is 100.2)

INDEX(X-1) = Index for the reference month of February of the first year of the initial period. (i.e. for 2010 the index is 100.4)

The adjustment derived from the ratio INDEX(X) / INDEX(X-1) must not exceed 1.05 or be lower than 1.00.

Examples

The following randomly selected firm prices and indexes are for example purposes only:

Example	P(X)	Index (X)	Index (X-1)
1	\$65.07	102.4	99.7
2	\$65.07	100.4	102.4

Example 1

$$P(\text{ext}) = \$65.07 \times (102.4 / 99.7)$$

$$P(\text{ext}) = \$65.07 \times 1.027$$

$$P(\text{ext}) = \$66.83$$

In this example, the firm price for the extended period would be \$66.83.

Example 2

$$P(\text{ext}) = \$65.07 \times (100.4 / 102.4)$$

$$P(\text{ext}) = \$65.07 \times 0.980$$

$$P(\text{ext}) = \$63.77$$

In this example, the adjustment derived from the ratio INDEX(X) / INDEX(X-1) is 0.980 which is lower than 1.00. The firm price for the extended period would remain at \$65.07.



**FOR GOVERNMENT USE ONLY
POUR USAGE DU GOUVERNEMENT SEULEMENT**

Special Investigations Directorate File No.
N° de dossier de la Direction des enquêtes spéciales

Date Received (Y-A M D-J)
Date de réception

**CONSENT TO A CRIMINAL RECORD VERIFICATION
CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE**

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

**A PRIVACY ACT STATEMENT
ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

**B BIOGRAPHICAL INFORMATION - Must be completed by the individual
RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu**

Family Name (Last Name) - Nom (de famille)

Family Name at Birth - Nom de famille à la naissance

Full Given Names (No initials) - Prénoms au complet (aucune initiale)

All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames)
Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)

Gender - Sexe

☐

Male
Masculin

☐

Female
Féminin

Date of Birth - Date de naissance (Y-A M D-J)

**Current Residential Information
Information résidentielle actuelle**

Apartment No. - N° d'appartement

Street No. - N° civique

Street Name - Nom de la rue

City - Ville

Province

Postal Code - Code postal

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
----------	---

I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource	