

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Pacific Region  
401 - 1230 Government Street  
Victoria, B.C.  
V8W 3X4  
Bid Fax: (250) 363-3344

**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**  
Refer to Call-up

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> Logistics Support Services	
<b>Solicitation No. - N° de l'invitation</b> W0103-126509/A	<b>Date</b> 2012-11-20
<b>Client Reference No. - N° de référence du client</b> W0103-126509	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$VIC-242-6093
<b>File No. - N° de dossier</b> VIC-1-34365 (242)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-12-07</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Szczesniak, Michal	<b>Buyer Id - Id de l'acheteur</b> vic242
<b>Telephone No. - N° de téléphone</b> (250)363-8312 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Refer to Call-up	
<b>Security - Sécurité</b> 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**

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

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information:

provides a general description of the requirement;

Part 2 Offeror Instructions:

provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3 Offer Preparation Instructions:

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

Part 4 Evaluation Procedures and Basis of Selection:

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

Part 5 Certifications:

includes the certifications to be provided;

Part 6 Financial Requirements; and

Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work.

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## 2. Summary

On behalf of the Department of National Defence, this Request For Standing Offer(s) has been issued for the provision of logistics support services to support deployed naval vessels assigned to the Royal Canadian Navy, and any deployed support staffs, or other Canadian Forces elements deployed on an "if and when requested" basis within the following geographical zones:

- Zone 1: United States West Coast;
- Zone 2: Mexican and Central American West Coast;
- Zone 3: South American West Coast;
- Zone 4: South Pacific Ocean Coast;
- Zone 5: Japanese and South Korean Coasts;
- Zone 6: Chinese Coasts;
- Zone 7: South West Pacific Coasts; and
- Zone 8: Indian Ocean Coasts.

Goods and services may be requested in various ports throughout the specified geographical areas.

Offerors may submit offers for one zone, a group of zones, or all the zones.

An Offeror submitting offers for multiple zones does not necessarily have to submit separate offers for each zone but it must ensure that the offer clearly indicates the zones for which its offer is valid for. The offer must still meet the mandatory requirements for each zone.

Each zone will be evaluated separately.

Up to eight Regional Individual Standing Offers (one per Zone) may be established as a result of this solicitation.

The period of the Standing Offer(s) will be from January 1, 2013 (or the date of Standing Offer, if later) to December 31, 2013. In the event that Canada requires an extension of the period of the Standing Offer(s), the Standing Offer(s) will include a provision for Canada to authorize its use beyond the initial period for up to two additional six-month periods.

Not taking into account potentially new operational requirements, the estimated expenditures in U.S. Dollars for the period of the Standing Offer (not including extensions) for each Zone are as follows:

Zone 1:	\$1,100,000
Zone 2:	\$9,000,000
Zone 3:	\$300,000
Zone 4:	\$400,000
Zone 5:	\$300,000
Zone 6:	\$300,000

Solicitation No. - N° de l'invitation

W0103-126509/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic242

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

W0103-126509

File No. - N° du dossier

VIC-1-34365

CCC No./N° CCC - FMS No/ N° VME

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Zone 7:           \$300,000  
Zone 8:           \$300,000.

### **3.     Debriefings**

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

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## **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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 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

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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 British Columbia.

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.

#### **5. Canadian General Standards Board - Standards**

A copy of the Canadian General Standards Board Standards referred to in the bid solicitation is available and may be purchased from:

Canadian General Standards Board

Place du Portage III, 6B1

11 Laurier Street

Gatineau, Québec

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)

Fax: (819) 956-5740

E-mail: [ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca](mailto:ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca)

CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

Section I: Technical Offer (5 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, offerors are encouraged to:

- 1) use 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

In its technical offer, the Offeror must demonstrate its understanding of the requirement described in the RFSO, as well as address the Mandatory Technical Criteria and each Technical Evaluation criterion as detailed in Part 4, Article 1.1.1 (Mandatory Technical Criteria) and Article 1.1.2 (Point Rated Technical Criteria).

The Offer should provide evidence of good organization, management practices and project administration, such as the Offeror's:

- (a) Company/project organization charts;
- (b) Availability of assigned personnel and backup resources;
- (c) Implementation schedules;
- (d) Financial budgets/cost controls, accounting practices.

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## Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Basis of Payment and Annex C. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

## Section III: Certifications

Offerors must submit the certifications required under Part 5.

### **2. 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 \_\_\_\_\_

- (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.

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## **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 Criteria**

- 1) The Offeror must have a minimum of 36 months experience (as of the Solicitation closing date) in the provisioning of logistics support services through a Project Coordinator to naval vessels of similar size and scope (as per Annex A) at multiple ports within the specified geographical zone being offered.
- 2) The Offeror must demonstrate that each individual acting as Project Coordinator possesses a minimum of sixty (60) months of experience (as of the Solicitation closing date) in the provisioning of project coordinator services (as per Annex A) to naval vessels of similar size and scope within the specified geographical zone being offered.
- 3) Proof in the form of a letter from a financial institution to verify that the Offeror has access to sufficient financial resources to finance \$500,000.00 USD for a thirty-day period. The letter must be on letterhead of the financial institution and dated within 45 calendar days prior to the Solicitation closing date. The Offeror is required to finance Standing Offer requirements until such payment is made in accordance with the terms and conditions of the Standing Offer.

##### **1.1.2 Point Rated Technical Criteria**

Each offer will be subject to the following point rated criteria and will be evaluated on the basis of how well the offer addresses the criteria. Offerors should ensure their offer addresses the following criteria in sufficient depth:

- 
- 1) Demonstrated relevant experience and competence proven by work/projects (of similar size and scope as Annex A (Statement of Work)) by both the Offeror and the Project Coordinator within the specified geographical zone being offered.

(A) Relevant experience of the Offeror

Including the number of work/projects (of similar size and scope as Annex A (Statement of Work)) the Offeror currently has in process or recently completed (November 1, 2009 or later) within the specified geographical zone being offered.

To be evaluated, each work/project must include:

- (a) Current reference(s) (i.e. contact names, phone numbers, etc.);
- (b) Identification of the actual Project Coordinator(s); and
- (c) An outline of the description, time frame, size and dollar value of the work/project.

The Offer includes the information requested to show evidence of the Offeror's experience in the provision of Project Coordinator services to naval vessels for X separate port visits (within the specified geographical zone being offered) by one or more vessels since November 1, 2009.

Point Criteria:

0 Points: When number of visits (X) is less than five.

5 Points: When X is five plus  
(X minus 5) additional points (up to a maximum of 25 additional points).

Maximum Points Available: 30 Points.

- (B) Offer includes positive feedback from references for Y out of the X separate port visits used in 1(A) above.

Point Criteria:

0 Points when number of port visits (Y) is zero.

Points = Y divided by X multiplied by 5 (up to the maximum points available).

Maximum Points Available: 5 Points.

- (C) Relevant experience of Project Coordinator(s)

The Offer supports the relevant experience of the Project Coordinator(s) with their resume(s) reflecting the individual's roles and responsibilities during each work/project (of similar size and scope as Annex A (Statement of Work)) and the location, time frame, size, and dollar value of such projects within the specified geographical zone being offered.

The Offer demonstrates that, as of the solicitation closing date, the identified Project Coordinator has Z months of relevant experience as a Project Coordinator for naval vessels in the specified geographical zone being offered.

Should more than one Project Coordinator be identified for the specified zone, the experience of the most experienced Project Coordinator will be evaluated.

Point Criteria:

0 Points when number of months (Z) is less than 60.

Points = Z divided by 120 multiplied by 15 (up to the maximum points available).

Maximum Points Available: 15 Points.

- 2) "Problem and Solution" Scenarios

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The Offer identifies up to ten (10) different problems the Offeror has encountered while providing logistics support services and project coordinator services to naval vessels within the specified geographical zone being offered and the solution provided in each case. Scenarios must be relevant to the scope of Annex A (Statement of Work).

Up to 3 points will be given for each relevant "Problem and Solution" scenario provided, up to a maximum of 30 points. These 30 points are limited in the following manner:

- The maximum score for problem synopses is 10 points;
- The maximum score for solutions provided is 20 points; where each "Problem and Solution" scenario is to include a synopsis of the problem (maximum of 1 point) and its solution (maximum of 2 points).

Maximum Points Available: 30 Points.

### 3) Procedures

- (A) Adequacy of the Offeror's sourcing methods for requested goods and services.

Maximum Points Available: 3 Points.

- (B) Adequacy of the Offerer's evaluation criteria and selection method of suppliers or sub-contractor service providers to ensure best value to Canada.

Maximum Points Available: 3 Points.

- (C) Adequacy of the inspection, quality control, and audit procedures used by the Offeror to ensure compliance of the Offeror's selected suppliers and/or sub-contractor service providers.

Maximum Points Available: 4 Points.

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#### 4) Communications / Support Plan

- (A) Adequacy of the inspection, quality control, and audit procedures used by the Offeror to ensure compliance of the Offeror's selected suppliers and/or sub-contractor service providers.

Maximum Points Available: 5 Points.

- (B) Adequacy of the Offeror's Project Coordinator / On-Site Representative Work Plan/Support Process.

Maximum Points Available: 5 Points.

Maximum Total Points Available: 100 Points

References may be contacted to confirm the information provided in the Offer.

Evaluated point scores will be rounded to two decimal points (i.e. 1.564 will be scored as 1.56 while 1.565 will be scored as 1.57).

### 1.2 Financial Evaluation

Offerors must submit rates in accordance with Annexes B and C.

Offerors may submit a separate pricing schedule for each geographical zone.

The Offer will be evaluated based on the scenario of having two (2) vessels in port for four (4) consecutive days.

An aggregate total will be calculated by multiplying the quoted all-inclusive rates by the usage in the scenario. All extension periods will be included in the evaluated aggregate total.

The price of offers will be evaluated in United States (U.S.) Dollars, the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded, FOB Destination (INCOTERMS 2000), Customs duties and Excise taxes included.

## 2. Basis of Selection for Each Zone

For the purposes of this requirement, the delivery of services has been divided into eight geographical zones.

The geographical zones are:

- Zone 1: United States West Coast;
- Zone 2: Mexican and Central American West Coast;
- Zone 3: South American West Coast;
- Zone 4: South Pacific Ocean Coast;
- Zone 5: Japanese and South Korean Coasts;
- Zone 6: Chinese Coasts;
- Zone 7: South West Pacific Coasts; and
- Zone 8: Indian Ocean Coasts.

The Zones are defined in greater detail in Annex A.

Offerors may submit offers for one zone, a group of zones, or all the zones.

An Offeror submitting offers for multiple zones does not necessarily have to submit separate offers for each zone but it must ensure that the offer clearly indicates the zones for which its offer is valid for. The offer must still meet the mandatory requirements for each zone.

Each zone will be evaluated separately.

Up to eight National Individual Standing Offers (one per Zone) may be established as a result of this solicitation.

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

1. To be declared responsive, an offer must:
  - (a) comply with all the requirements of the Request for Standing Offers; and
  - (b) meet all mandatory technical evaluation criteria.
2. Offers not meeting (a) or (b) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a standing offer.

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## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation 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 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, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

### **1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

#### **1.1 Code of Conduct and Certifications - Related documentation**

**1.1.1** By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer. Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been

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received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror provide properly completed and Signed

Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms

within the time period provided will result in the offer being declared non-responsive.

## **2. Additional 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 - Certification**

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: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site:  
<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>.

### 3. Former Public Servant – Competitive Requirements

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below.

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## Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the FPS . It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act , 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act , R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES** ( ) **NO** ( )

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

#### **4. Status and Availability of Resources**

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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VIC-1-34365

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If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

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## **PART 6 - FINANCIAL REQUIREMENTS**

### **1. Financial Capability**

1. **Financial Capability Requirement:** The Offeror must have the financial capability to fulfill this requirement. To determine the Offeror's financial capability, the Standing Offer Authority may, by written notice to the Offeror, require the submission of some or all of the financial information detailed below during the evaluation of offers. The Offeror must provide the following information to the Standing Offer Authority within five (5) working days of the request or as specified by the Standing Offer Authority in the notice:
  - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Offeror's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Offeror's last three fiscal years, or for the years that the Offeror has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
  - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Standing Offer Authority, the Offeror must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Standing Offer Authority requests this information.
  - c. If the Offeror has not been in business for at least one full fiscal year, the following must be provided:
    - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
    - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Standing Offer Authority requests this information.
  - d. A certification from the Chief Financial Officer or an authorized signing officer of the Offeror that the financial information provided is complete and accurate.

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- e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Offeror outlining the total of lines of credit granted to the Offeror and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Standing Offer Authority requests this information.
2. If the Offeror is a joint venture, the financial information required by the Standing Offer Authority must be provided by each member of the joint venture.
3. If the Offeror is a subsidiary of another company, then any financial information in 1. (a) to (e) above required by the Standing Offer Authority must be provided by the ultimate parent company. Provision of parent company financial information does not satisfy the requirement for the provision of the financial information of the Offeror, and the financial capability of a parent cannot be substituted for the financial capability of the Offeror itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
4. Financial Information Already Provided to PWGSC: The Offeror is not required to resubmit any financial information requested by the Standing Offer Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
- a. the Offeror identifies to the Standing Offer Authority in writing the specific information that is on file and the requirement for which this information was provided; and
- b. the Offeror authorizes the use of the information for this requirement.
- It is the Offeror's responsibility to confirm with the Standing Offer Authority that this information is still on file with PWGSC.
5. Other Information: Canada reserves the right to request from the Offeror any other information that Canada requires to conduct a complete financial capability assessment of the Offeror.
6. Confidentiality: If the Offeror provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the Access to Information Act, R.S., 1985, c. A-1, Section 20(1) (b) and (c).

7. **Security:** In determining the Offeror's financial capability to fulfill this requirement, Canada may consider any security the Offeror is capable of providing, at the Offeror's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

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## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A" and Annexes "B" through "J" with delivery of services to Zone(s) \_\_\_\_\_.

#### **2. Security Requirement**

There is no security requirement associated with the requirement.

#### **3. 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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

##### **3.1 General Conditions**

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **3.2 Periodic Usage Reports - Standing Offer**

1. 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.
2. The Offeror must provide this data in accordance with the reporting requirements detailed in Annex J. 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.
3. The Offeror must submit monthly reports of total usage to date, against the standing offer. Reports must be received no later than the 10th day of the following month. Reports must reflect dollar values of goods and services provided to each individual vessel and support staff.

4. New transactions shall be added to the report previously submitted.
5. Currency figures provided in the reports must be in United States Dollars only.
6. Reports to be submitted electronically to the Standing Offer Authority and \_\_\_\_\_.

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the date of the Standing Offer to December 31, 2013.

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) six-month periods 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Public Works and Government Services Canada  
Acquisitions, Victoria  
1230 Government Street, Suite 401  
Victoria, BC V8W 3X4 Canada

Attention: Michal Szczesniak  
Telephone: 1.250.363.8312  
E-mail: [michal.szczesniak@pwgsc-tpsgc.gc.ca](mailto:michal.szczesniak@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.

## 5.2 Site Authority

1. The Site Authority for any resulting standing offer will be:
  - a. vessel's Logistics Officer;
  - b. vessel's Logistics Departmental Coordinator;
  - c. designated support staff (i.e.. J4 Logistics, F4 Logistics, Maritime Operations Group 4 Logistics, Base Logistics contracting authorities);
  - d. authorized contracting authorities involving any Canadian Forces deployed elements.
2. Specific information relating to site authorities to be provided during pre-deployment meetings.
3. The Site 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.

## 5.3 Offeror's Representative

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

## 5.4 Offeror's Project Coordinator(s)

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

**6. Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer are the:

- a. vessel's Logistics Officer;
- b. vessel's Logistics Departmental Coordinator;
- c. designated support staff (i.e.. J4 Logistics, F4 Logistics, Maritime Operations Group 4 Logistics, Base Logistics contracting authorities);
- d. authorized contracting authorities involving any Canadian Forces deployed elements.

The Authority for the Department of National Defence elements to utilize this standing offer must be obtained from the following named individual(s):

\_\_\_\_\_  
Department of National Defence

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

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

**7. 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 or electronic document.

**8. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$400,000.00 with the exception of individual call-ups for bulk fuel which must not exceed \$1,000,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

Should an individual requirement exceed the above limits, a detailed requisition must be submitted to PWGSC for processing as a separate requirement on a competitive basis within standard procedures for that type of requirement.

**9. Financial Limitation - Total**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$TBD (Goods and Services Tax or Harmonized Sales Tax included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror

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must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2035 (2012-11-19), General Conditions - Higher Complexity - Services;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Pricing Schedule;
- h) Annex D, Invoicing Instructions and Payment;
- i) Annex E, Water Taxi Inspection Cover Sheet;
- j) Annex F, Water Taxi Check List;
- k) Annex G, Canadian General Standards (CGSB) Board Naval Distillate Fuel;
- l) Annex H, Aviation Turbine Fuel (Military Grades F-34 and F-44);
- m) Annex I, Amendment - Aviation Turbine Fuel (Military Grades F-34 and F-44);
- n) Annex J, Standing Offer Usage Report;
- o) the Offeror's offer dated \_\_\_\_\_.

## 11. Certifications

### 11.1 Compliance

Compliance with the certifications and related documentation 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

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event that the Offeror does not comply with any certification, provide the related documentation or if 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.

## **11.2 Status and Availability of Resources**

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

## **12. 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 \_\_\_\_\_, Canada.

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## **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**

2035 (2012-11-19), General Conditions - Higher Complexity - Services apply to and form part of the Contract.

Section 17 Interest on Overdue Accounts, of 2035 (2012-11-19), General Conditions - Higher Complexity - Services will not apply to payments made by credit cards.

#### **2.2 Contract Cost Principles**

1031-2 (2012-07-16), Contract Cost Principles apply to and form part of the Contract.

### **3. Term of Contract**

#### **3.1 Delivery Date**

Delivery must be made in accordance with the call-up against the Standing Offer.

### **4. Payment**

#### **4.1 Basis of Payment**

Refer to Annex B (Basis of Payment).

#### **4.2 Multiple Payments**

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Canada will pay the Contractor upon completion and delivery of units 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; and
- (c) the Work delivered has been accepted by Canada.

#### **4.3 Payment by Credit Card** *(if applicable)*

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

#### **4.4 Time and Contract Price Verification**

Time charged and the contract price of incidental materials used are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

#### **4.5 Discretionary Audit - Commercial Goods and/or Services**

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

## **5. Invoicing Instructions**

Refer to Annex D (Invoicing Instructions and Payment).

## **6. 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. Excess Goods**

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

## **8. Defence Contract**

The Contract is a defence contract within the meaning of the Defence Production Act, R.S.C. 1985, c. D-1, and must be governed accordingly.

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.

## **9. Site Regulations**

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

## **10. Proactive Disclosure of Contracts with Former Public Servants**

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By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

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## **Annex A - STATEMENT OF WORK**

### **1. SCOPE**

This statement of work defines the scope of work required to provide deployed logistics support services to IROQUOIS, HALIFAX, PROTECTEUR, KINGSTON, VICTORIA, ORCA and miscellaneous classes of naval vessels and support staff assigned to Maritime Forces Pacific and, on an occasional basis, those vessels and support staff assigned to Maritime Forces Atlantic, and other Canadian Forces elements when deployed within the geographical areas described below. Services are to be provided on an "if and when requested" basis.

### **2. REQUIREMENT**

2.1 The Offeror is to provide deployed logistics support services for the period of the Standing Offer through a Project Coordinator. The requirement is to provide goods and services to support deployed naval vessels assigned to the Royal Canadian Navy, and any deployed support staffs, or other Canadian Forces elements deployed within the specified geographical areas on an "if and when requested" basis. Goods and services may include fuel and may be requested in various ports throughout the specified geographical areas.

2.2 The eight geographical areas for this standing offer are as follows:

**a. Zone 1 - United States West Coast:**

The United States (U.S.) West Coast includes all U.S. ports on the Pacific Ocean and within all adjoining bodies of water, including the Bering Sea and the Gulf of Alaska, Washington, Oregon, and Californian coastal waters, and the waters surrounding the Hawaiian Islands. Typical ports include, but are not limited to Dutch Harbor, Seattle, Everett, Portland, San Francisco, San Diego, and Pearl Harbor.

**b. Zone 2 – Mexican and Central American West Coast:**

The Mexican and Central American West Coast includes all those ports on the Pacific Ocean and all adjoining bodies of water from the U.S./Mexican border to southern Panama, including the Golfo de California and the Golfo de Panama. Typical ports include, but are not limited to Manzanillo, Rodman and Balboa.

**c. Zone 3 – South American West Coast:**

The South American West Coast includes all those ports on the Pacific Ocean and all adjoining bodies of water from the northern point of the west coast of Columbia to the southern west coast of Chile, including the

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Galapagos Islands and the Golfo de Isla Santa Clara. Typical ports include, but are not limited to Guayaquil, Callao and Valparaiso.

**d. Zone 4 – South Pacific Ocean Coast:**

The South Pacific Ocean Coast includes all those ports on the South Pacific and all adjoining bodies of water (e.g. Tasman Sea, Coral Sea, Solomon Sea, Arufa Sea, Timor Sea) including ports in Australia, New Zealand, New Caledonia, Fiji, including the Mariana Islands, the Marshall Islands, and Caroline Island. Typical ports include, but are not limited to Guam, Sidney, Darwin, and Auckland.

**e. Zone 5 – Japanese and South Korean Coasts:**

The Japanese and South Korean Coasts include all Japanese and South Korean ports on the North Pacific Ocean and all adjoining bodies of water (e.g. Sea of Japan, Yellow Sea, and East China Sea). Typical ports include, but are not limited to Yokosuka.

**f. Zone 6 – Chinese Coasts:**

The Chinese Coasts include those People's Republic of China and Republic of China's ports on the North Pacific Ocean and all adjoining bodies of water (e.g. South China Sea, Formosa Strait, East China Sea, Yellow Sea) for Taiwan and the Southern and East Coast of China. Typical ports include, but are not limited to Shanghai and Hong Kong.

**g. Zone 7 – South West Pacific Coasts:**

The South West Pacific Coasts include all ports on the South West Pacific Ocean and all adjoining bodies of water (e.g. South China Sea, Philippine Sea, Strait of Malacca, Andaman Sea, and the Bay of Bengal) from the Northern point of the East Coast of Vietnam to the Northern point of the West Coast of Burma including New Guinea, Philippines, Vietnam, Thailand, Singapore, Cambodia, Malaysia, Indonesia, East Timor, Brunei, and Burma. Typical ports include, but are not limited to Singapore and Phuket.

**h. Zone 8 – Indian Ocean Coasts:**

The Indian Ocean includes all ports on the Indian Ocean and all adjoining bodies of water (e.g. Bay of Bengal, the Arabian Sea, Persian Gulf, Gulf of Oman, Persian Gulf, and Gulf of Aden) from the southern point of Bangladesh to Djibouti. Typical ports include, but are not limited to Jebbel Ali.

2.3. Upon receipt of a Call-up Against a Standing Offer, the Offeror will be a contractor of Canada, and will NOT be an agent of Canada.

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2.4. The successful offeror(s) must provide deployed logistics support services, per the specifications listed below, over the entire period of the standing offer(s) on an “if and when requested” basis.

### **3. DEFINITIONS**

#### **3.1 Call-up Against a Standing Offer (Call-up)**

A Call-up Against a Standing Offer (or Call-up) means an order issued by an Identified User duly authorized to issue a call-up against a particular standing offer. Issuance of a call-up to the Offeror constitutes acceptance of its offer and results in the creation of a contract between Her Majesty the Queen in right of Canada and the Offeror for the goods, services or both described in the Call-up.

#### **3.2 Contract**

A Call-up forms a contract provided that such Call-up is made in accordance with the provisions of the Standing Offer.

#### **3.3 Contractor**

The Contractor is the person, entity or entities named in the Contract to supply goods, services or both to Canada.

#### **3.4 Offeror**

The Offeror is the person or entity whose name appears on the signature page of the Standing Offer and who offers to provide goods, services or both to Canada under the Standing Offer. It does not include the parent, subsidiaries or other affiliates of the Offeror, or its sub-contractors.

#### **3.5 On-Site Representative**

The On-Site Representative is the individual engaged by the Project Coordinator to meet the vessel upon arrival in port and to ensure all requests for goods and services identified in the Call-up are delivered and carried out to the satisfaction of the Site Authority.

#### **3.6 Project Coordinator**

The Project Coordinator is the individual employed by the Offeror and identified in the Standing Offer to act as a liaison between the Site Authority and the On-Site

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Representative to provide goods and services as requested for the duration of the Standing Offer.

### **3.7 Refuse**

Refuse includes all recyclable plastics, metals and paper products, organic waste (compost) and garbage such as debris, rubbish and other similar waste material, and anything else delivered to the vessel, but not taken onboard due to spoilage, etc., even though such refuse was not on board the vessel when it arrived in port. Not included are explosives and incendiary waste, contaminated waste from medical and radiological processes, or hazardous material.

### **3.8 Refuse Receptacles or Containers**

Refuse receptacles or containers include cans, drums, bins, or similar receptacles that can be handled easily, and multiple containers that are handled by mechanical truck-mounted hoists.

### **3.9 Site Authority**

The Site Authority is the vessel's Logistics Officer identified in the Call-up. The Site Authority may designate representatives to act on his/her behalf for certain tasks.

### **3.10 Sub-contractor**

The sub-contractor is one who takes portion of a contract from principal contractor or another subcontractor. One who takes from the principal or prime contractor a specific part of the work undertaken by the principal or prime contractor. The sub-contractor is one who actually performs the service or provides the goods to the vessel and its support staff, regardless of the number of layers between the Contractor and the actual provider of requested goods and services.

## **4. DELIVERABLES**

4.1 When a deployment within the specified geographical area is identified, Maritime Forces Pacific will determine the support mechanism(s) to be utilized for logistical support during the deployment. Support can be obtained through the use of North American military agreement or memoranda of understanding, use of the vessel's Commanding Officer's authority to contract directly with other contractors, use of this standing offer, or any other standing offers or combination thereof.

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4.2 When the determination is made to utilize this standing offer prior to the deployment of one or multiple vessels and any deployed support staff within the specified geographical area, a pre-deployment meeting may be arranged by Maritime Forces Pacific. Representatives from the vessels(s) (i.e., logistics officer and/or other representatives) and the Project Coordinator may be required to participate in such meetings, in addition to other Department of National Defence (DND) members as required.

4.3 The principal individual for identification of and payment for the required goods and services is the Site Authority as identified at the pre-deployment meeting. Whenever possible, the Site Authority will liaise in advance with the Project Coordinator to identify anticipated requirements. The Project Coordinator must provide a written cost estimate within 48 hours of receiving such a request. If the pricing is acceptable, the Site Authority is to advise the Project Coordinator to proceed with the request by means of a Call-up Against a Standing Offer using form PWGSC 942.

4.4 The Site Authority will liaise with the Project Coordinator to identify the exact nature of requirements no later than four (4) days prior to the anticipated arrival in port. Requirements to be provided at the time and location specified. If an amendment to the Call-up is required, the Site Authority must obtain pricing from the Project Coordinator and raise an amendment to the Call-up.

4.5 Requirements and delivery locations are subject to change. Scheduled port visits may be cancelled, redirected, or amended on short notice. The Project Coordinator must remain flexible and maintain close liaison with the Site Authority in order to successfully meet the requirements of the naval vessel/support staff. Changes, such as adjustments in quantity, product substitutions or additional requirements, may be made by the Site Authority. Requested changes may be initiated by e-mail, telephone or fax submitted to the Contractor. The Project Coordinator is to provide a written cost estimate as soon as possible, and no later than 24 hours after receipt of such amendment requests. An amendment to the Call-up is to be issued by the Site Authority when such amendments are initiated.

4.6 Full/partial orders may be cancelled up to 48 hours prior to the scheduled delivery with no cost to be incurred by Canada. If such modifications/cancellations occur less than 48 hours prior to scheduled delivery, the Site Authority will authorize the Contractor's direct expenses, when supported by appropriate documentation (i.e. original sub-contractor invoices).

4.7 The Project Coordinator is responsible for identifying Site Authority requirements to an On-Site Representative. The Project Coordinator must provide the name, address, contact telephone numbers and e-mail address of the On-Site Representative as soon as the Site Authority identifies the requirement for a port visit to the Project

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Coordinator.

4.8. Goods or services delivered by the Contractor must be receipted by the Site Authority.

4.9 The On-Site Representative must be available (either in person or by phone) 24 hours a day, seven days a week (24/7) during the time frame of the port visit and must visit all vessels as necessary but at least once a day, unless directed otherwise by the Site Authority. Such availability of the On-Site Representative is also to be provided to any deployed support staff.

4.10 Individuals identified as Project Coordinator(s) must be available 24 hours a day, seven days a week (24/7), during the period of the Standing Offer.

4.11 The Contractor is responsible for the procurement of all goods and services as requested by the Site Authority.

4.12 The Contractor is responsible for the provision of all equipment and operators required for delivery and loading of provisions and materiel.

4.13 The quality of all services rendered must conform to the highest standards in the relevant profession, trade, or field of endeavour. All services must be rendered by or supervised directly by individuals fully qualified and licensed in the relevant profession, trade, or field. Without additional expense to Canada, the Contractor must be responsible for obtaining any necessary insurance, licenses, and permits, and for complying with any applicable laws, codes, and regulations, in connection with the performance of the work. Further, the Contractor is responsible for ensuring that proper safety and health precautions are taken to protect the work, the workers, the public, and the property of others.

4.14 An important requirement of services under the Standing Offer is to ensure a prompt exchange of information between the Project Coordinator/On-site Representative and the Site Authority. In coordinating the needs of a naval vessel port visit, particularly when more than one vessel is visiting the same port at the same time, the Contractor can expect to encounter a very busy logistics environment. A great deal of information exchange between the Contractor and each vessel will be necessary to cover details and modifications as conditions change. Problems, delays in service, schedule changes, conflicts in schedule and any other issues the Offeror encounters should be brought to the attention of the Site Authority as soon as possible so that the situation can be resolved.

## 5. PROJECT COORDINATOR RESPONSIBILITIES

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5.1 The Project Coordinator must be fluent in English (i.e., they must speak and understand conversational English and be able to discuss technical aspects of naval vessel requirements and services available in port).

5.2 The Project Coordinator must be capable of coordinating requirements for multiple ships, in multiple ports, at the same time within the specified geographical area(s).

5.3 The Project Coordinator must provide the name, address, contact telephone numbers and e-mail address of the On-Site Representative(s) to the Site Authority a minimum of 48 hours prior to the vessel's arrival in port. There is no additional charge under the per diem rate for the On-Site Representative.

5.4 The Project Coordinator must coordinate activities with the On-Site Representative.

## **6. ON-SITE REPRESENTATIVE RESPONSIBILITIES**

6.1. The On-Site Representative, and all other personnel who deal directly with the vessel or support staff, must be fluent in English (i.e., they must speak and understand conversational English and be able to discuss technical aspects of naval vessel requirements and services available in port).

6.2 The On-Site Representative must meet the vessel(s) and any deployed support staff upon arrival at all ports where goods and/or services are requested under this standing offer, as deemed necessary by the Site Authority. The On-Site Representative must board each vessel upon arrival. For multiple Canadian naval vessel arrivals on the same day and in the same port, the On-Site Representative must board the vessels upon arrival or as soon as practical thereafter, but in any case within one hour after arrival of each vessel. The Site Authority may waive the above requirement for individual boarding by the On-Site Representative, and schedule a joint "Arrival Conference". This conference does not relieve the On-Site Representative from the initial boarding of any vessel not represented at the conference.

6.3 The On-Site Representative must, upon initial boarding, provide the Site Authority with a copy of the completed Water Taxi Inspection Checklist, if such services have been requested.

6.4 The On-Site Representative must provide the Site Authority, upon initial boarding, detailed information relating to local emergency services. Such information must include the location and telephone numbers for standard emergency services.

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6.5 The On-Site Representative must, if requested by the Site Authority, upon initial boarding, be prepared to brief vessel personnel on available athletic and recreational facilities in the vicinity of the port in which the vessel is berthed. Such information shall include the location, hours of operation, and cost of facilities including but not limited to soccer fields, basketball courts, swimming areas, and the availability of local teams for competitive athletics.

6.6 The On-Site Representative must monitor the delivery of supplies and rendering of services to ensure performance is as requested by the Site Authority. The On-Site Representative must ensure that all requested requirements are in place at the required delivery point and time. The On-Site Representative must keep the Site Authority informed of the delivery status of goods and services. For example, any delays in delivery of any good or service, schedule changes, or schedule conflicts from those originally requested must be reported immediately to the Site Authority.

6.7 The On-Site Representative must visit the vessel or support staff daily on subsequent days unless the Site Authority advises otherwise. No daily fee shall apply to days that the On-Site Representative is not requested to visit the vessel or support staff, if advised a minimum of 12 hours in advance by the Site Authority that a subsequent daily visit is not required.

6.8 When requested, the Project Coordinator and/or On-Site Representative must act as liaison and assist in coordinating the arrangement of goods and services provided by or to other commercial and military concerns (fuel suppliers, port authorities, local Navy).

6.9 Coordination is required to avoid duplication of services, or the obstruction of performance by any of the parties involved. If required, any disputes or discrepancies arising from other orders will be resolved directly between the On-Site Representative and the sub-contractor(s).

6.10 When requested, goods and services must be provided prior to a vessel's arrival to any advance deployed support staff as identified by the Site Authority. When required to support advance deployed support staff, two week's notification will normally be provided to the Project Coordinator.

## **7. SPECIFICATIONS**

7.1 Deployed logistical support services are to include, but are not be limited to, the provision of the following goods and services:

- a. Customs Clearance:

The Contractor may be requested to assist with customs clearance of inbound and outbound transshipment air/sea cargo for the vessel or deployed support staff that may arrive in advance of the scheduled port visit or arrival of support staff. The Contractor is responsible for providing secure/bonded storage for all inbound cargo and mail, estimated at 300 to 500 square feet. Anticipated usage for all classes of naval vessels is for two to three days per port visit. The Contractor is also responsible for accounting for receipt of inbound material, storage, and the delivery of inbound air/sea cargo to the vessel. The Contractor is responsible for retaining proof of delivery documentation for a period of six months after the time of material delivery to the vessel/deployed support staff for the purpose of reconciling with invoices.

b. Rations:

- (1) As requested by the Site Authority, the Contractor must arrange for the timely acquisition of the requested subsistence items.
- (2) Products to be supplied must be the latest production date available. Shelf life or best before date must be clearly marked in a conspicuous location and any condition affecting the product must be clearly stated at the time of ordering. Canadian General Standards Board (CGSB) specifications or equivalent are to be complied with.

The following conditions are required:

- (a) frozen products must be individually quick frozen (IQF) and to be delivered with an internal temperature not greater than minus 18 degrees Celsius;
- (b) chilled products must be delivered with an internal temperature not greater than four degrees Celsius and not less than one degree Celsius;
- (c) all frozen and canned fruits and vegetables supplied must be graded in accordance with Canadian Standards or equivalent;
- (d) fresh fruit and vegetables must be of good quality and meet the following specific standards:
  - i. must not be grown (cultivated) using night soil;

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- ii. must be free of deterioration, spoilage, filth, and pest and/or insect infestation;
      - iii. must be fresh not yet overripe;
    - (e) The Contractor must ensure the procurement of all meat products is USDA or Canada Grade A and in accordance with current Canadian Food Inspection Agency directives, and if required, to arrange proper disposal of food waste products.
  - (3) Unless otherwise indicated at the time of placement of the order with the Contractor, orders are to be palletized and wrapped. Orders must not be mixed (i.e., pallets to carry all dry commodities, all frozen, all meat, etc.). Returnable pallets or shipping containers are the responsibility of the On-Site Representative.
  - (4) Submarines have specific packaging requirements, which must be strictly followed. Due to limitations posed by hatches, no rations packages can exceed 21 inches square.
  - (5) Final inspection and acceptance will rest solely with the Site Authority. The Site Authority will have the right to reject products at the time of delivery and unacceptable products must be removed immediately by the Contractor.
- c. Refuse Coordination
- (1) The Contractor must furnish all labour, tools, materials, equipment and supervision necessary for the performance of all operations incidental to the collection and disposal of refuse, including liquid, semi-liquid, or solid garbage generated by vessels or deployed support staff when requested.
  - (2) The Contractor must comply with all laws, ordinances, statutes and regulations pertaining to the collection, transportation, and disposal of refuse and must obtain such permits, licenses or other authorizations as may be required.
  - (3) For vessels pier side, unless prohibited by port regulations, the Contractor must furnish dedicated refuse containers/barges near the naval vessel (within 25 meters) or alongside the vessel. If port regulations prohibit this proximity, the containers/barges must be placed as close as permitted. The emptying of containers/barges

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must be organized by the Contractor with sufficient frequency to allow garbage disposal by the naval vessel whenever required.

- (4) Insofar as practicable, naval vessel crews shall separate refuse into recyclable plastics, metals, and paper products, organic waste (compost) and garbage categories. Any separation desired by the Contractor over and above this must be arranged by the Contractor at no additional cost or time lost to Canada.
- (5) All refuse from naval vessels in plastic bags or cardboard boxes must be collected as requested. Pickup of all other loose refuse, such as cardboard boxes, cartons, bundled and tied newspapers and magazines, and packing containers, pallets, etc., which are placed adjacent to the refuse must be arranged by the Contractor. Cleanup of any spillage of refuse in the course of the handling operation must be arranged immediately by the Contractor. Refuse containers must be returned to their original position with the lids replaced thereon when emptied. All refuse collected must be hauled in barges or suitable vehicles and disposed of as outlined below.
- (6) Barge Crews
- (a) The crews of the refuse disposal barges utilized by the Contractor must have in their possession the necessary security clearance from the appropriate port authorities. The crew members must not engage in any business activity other than refuse removal during performance of refuse removal services. The barge crew must be entirely responsible for the tending of lines and for barge security. The movement of refuse from the vessel to the barge shall be performed with care by the naval vessel's sailors and in a manner ensuring the safety of the Contractor's crews and barges. Any instances of unsafe practices must be brought to the attention of the Site Authority immediately in order to ensure that corrective and preventive action is taken.
- (b) If a refuse barge must be removed because of bad weather conditions, the Contractor will be paid for the specific collection, or, in the case of a dedicated barge, for the balance of the day. Should bad weather occur, the Site Authority will contact the Contractor to direct that the barge be removed as a potential hazard to navigation.

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- (c) Should a naval vessel with a dedicated barge alongside experience an emergency wherein the vessel must depart, the Site Authority will advise the Contractor at least four hours in advance for barge removal at no additional cost to the Crown.
- d. Collection, Holding and Transfer (CHT) / Sewage Removal
- (1) The Contractor must arrange for sewage removal services, when requested. These sewage removal services involve the collection of collection holding transfer (CHT) bacteriological/chemical liquids generated. This liquid waste will be pumped from the naval vessel into a barge/truck as arranged by the Contractor, and will include all wastewater generated by the vessel (i.e. grey water and black water).
- (2) The Contractor must arrange for the disposal of this liquid waste as required by local and national laws and regulations at authorized locations.
- (3) All equipment used for sewage removal must be in mechanically sound condition and meet all safety standards as required by all local laws and regulations. Hoses and connections for sewage removal supplied through the Contractor must be compatible with Canadian naval vessels' requirements.
- (4) Unless otherwise arranged with the Site Authority, the Contractor must:
- (a) provide numbers of barges/trucks with sufficient capacity to assure that the CHT tanks are emptied prior to reaching 90% of capacity; and
- (b) that service begins within one hour of the naval vessel's arrival and until to one hour before the vessel's departure.
- (5) Cost must include all operating expenses including, tugs, barges, tanks, fuel, discharge cost, insurance, drivers, crew members, all costs related to service performed in overtime, at night, Saturdays, Sundays, and holidays.

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- (6) The Contractor must have the capability of servicing no less than four vessels on a daily basis at anchorage and/or pier side as appropriate.
- (7) The Contractor must be able to provide an accurate flow meter/depth chart to document the amount of CHT removed from the vessel. The CHT removal figures must be certified by the Site Authority prior to payment for services rendered.
- e. Waste Oil and Aggregate Water Removal
- (1) The Contractor must arrange for waste oil services, when requested. The waste oil services involve the collection of oil and aggregate water generated by naval vessels, as identified by the Site Authority. The waste oil shall be pumped by the naval vessel into tanks arranged through the Contractor. The Contractor must arrange for disposal of this liquid waste as required by local and national laws and regulations.
- (2) The Contractor must be able to provide an accurate flow meter/depth chart to document the amount of waste oil removed from the vessel. The waste oil removal figures must be certified by the Site Authority prior to payment for services rendered.
- f. Disposal of Hazardous Materials
- (1) The Contractor must provide hazardous waste disposal services when requested. The hazardous waste services involve the collection and disposal of hazardous wastes generated by naval vessels, as identified by the Site Authority. The Contractor must furnish all labour, tools, materials, equipment and supervision necessary for the performance of all operations incidental to the collection and disposal of hazardous materiel. The Contractor must arrange for the removal and disposal of hazardous waste as required by local and national laws and regulations.
- (2) All equipment used for hazardous waste removal must be mechanically sound and meet all safety standards as required by all local laws and regulations. The price offered must include the costs for drivers or operators (and any helpers or other crew members, as required), overtime charges, all insurance, fuel, customs clearance, and other operating costs.

- (3) The hazardous waste removal figures must be certified by the Site Authority prior to payment for services rendered.

g. Fresh Potable Water.

Potable Water is defined as water that is drinkable and usable for culinary purposes, as a result of being free of pathogenic organisms or their indicators, toxic substances, objectionable taste, odour, and colour, and other undesirable physical, chemical, and biological characteristics.

The Contractor must supply fresh potable water when requested.

h. Pilots, Tugboats, Line Handlers and Berthing Services

- (1) The Contractor must arrange for pilots, tugboats, line handler, and berthing services, when requested. The Contractor must liaise with Port Authorities as necessary to ensure that the services are available as required and at the times requested.
- (2) Berthing information to include allocations of berthing assignments and charts, and sounding and tidal ranges relating to the assigned berth.
- (3) The Contractor must notify the Site Authority one day in advance of the time the pilot and tugs are scheduled to arrive to assist with vessel departure.

i. Cargo Lighterage

- (1) The Contractor must arrange cargo lighterage services, when requested. Requirements for lighterage may cover a wide variety of uses such as but not limited to movement of aircraft engines, motor vehicles, and general cargo. The Contractor must verify that the correct size and type of craft is used for the purpose intended. Services are calculated from the time the barge departs from the pier to the time of re-berthing.
- (2) Vessel's tackle may be used with the permission of the Site Authority, for loading or off-loading the cargo. However, the Contractor must arrange for adequate personnel on board the boat or barge to fully assist with slings, hoists, lines, and handling of cargo. The incidental handling of cargo in conjunction with loading or off-loading between the vessel and barge shall not be

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separately charged. Charges for lighterage services will be assessed per hour, rounded up to the nearest hour. All invoices for lighterage services will state the actual time period conveyance was utilized. The Contractor, for invoicing purposes, may round up to the nearest hour. Prices must include all ancillary charges.

- (3) Unless otherwise directed, the Contractor must arrange for the lighter of fresh provisions and perishables on a preferential basis. Once an order for the lighterage of fresh provisions has been placed, the Contractor must ensure that the perishables reach the vessel with a minimum of delay. Should perishable provisions fail to be delivered within sufficient time to assure their preservation as the result of negligence on the part of the Contractor, the Contractor shall be liable and chargeable for the shipment damage.
- (4) All equipment including boats, barges and lighters used in the lighterage operation must be maintained in an orderly and sanitary condition, free of debris and/or food substances, and must be washed down regularly with fresh water. No dogs or other animals are to be permitted aboard the cargo lighters. The boats and barges utilized by the Contractor for the performance of lighterage services must not be utilized for any other purpose that might serve to contaminate foods carried thereon. Under no circumstances shall the Contractor hire boats/barges and equipment for the purposes of refuse or sewage removal.
- (5) Canada reserves the right to perform pier side inspection of lighters for security or other reasons, whenever such inspection is considered necessary.

j. Crane Services

- (1) The Contractor must provide cranes with operators, when requested. Requirements for cranes may cover a wide variety of uses such as, but not limited to, movement of aircraft engines, motor vehicles, and general cargo. The Contractor must verify that the correct size and type of crane is used for purpose intended. Service charges are calculated from the time the crane commences.
- (2) Charges for crane services will be assessed by the hour, rounded up to the nearest hour. All invoices for crane services will state the actual time period conveyance was utilized. The Contractor, for

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invoicing purposes, may roundup to the nearest hour. Prices must include all ancillary charges.

- (3) Unless otherwise directed, the Contractor must arrange for the on-loading of fresh provisions and perishables on a preferential basis. Once an order for the loading of fresh provisions has been placed, the Contractor must ensure that the perishables reach the vessel with a minimum of delay. Should perishable provisions fail to be delivered within sufficient time to assure their preservation as the result of negligence on the part of the Contractor, the Contractor shall be liable and chargeable for the shipment damage.

K. Brows (Gangways)

Canadian naval vessels, with the exception of submarines, carry brows. However, the use of their own brow is dependent upon the type of mooring obtained and other vessel considerations. The Contractor must provide brows (various sizes and categories), if required by the vessel. Prices offered must include all set-up and removal charges.

I. Cargo Drayage/Free Time/Demurrage/Detention

- (1) The Contractor must provide for cargo drayage when requested for use within a two-hundred (200) kilometre radius of the vessel. The price must include driver (and helpers, as required), all insurance, fuel, tools, and all incidental expenses. Inside storage is defined as supplies and/or material stored inside a secure warehouse or other inside facility. Outside storage is defined as supplies and/or material stored outside in a secure storage yard. Bonded storage is defined as supplies and/or material stored within any "bonded" warehouse, inside storage and/or outside storage yard.
- (2) Free Time is the time allowed to the consignee(s) for the pickup and return of containers to the carrier's berth or ocean terminal at discharge point. Upon expiration of Free Time at the carrier's ocean marine terminal, demurrage/detention will be charged to the consignor for each day, or portion thereof, including Saturdays, Sundays, and local holidays, that the container(s) remains at the carrier's ocean marine terminal and continue until container(s) is/are returned in clean and undamaged condition to

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discharging terminal or other carrier designated point after discharge of its contents.

m. Water Taxi Service

- (1) The Contractor must provide water taxi transportation services when requested by the Site Authority. All equipment used for transportation services under this standing offer must be in sound mechanical condition and meet all safety standards as required by all local laws and regulations. The prices must include driver or operator (and any helpers or crew members, as required), insurance required by local law, fuel, and other operating expenses.
- (2) The Contractor must arrange for the pre-inspection of the water taxis proposed for use for each order using the attached Water Taxi Inspection Cover Sheet and Check List at Annex F. The completed pre-inspection checklist must be provided to the Site Authority. The Contractor must ensure that all water taxis are fully licensed, registered, and insured, including liability insurance.
- (3) Water taxis provided must meet the following specifications:
  - (a) The following information must be conspicuously posted in the English:
    - i. current operator's/captain's license and qualifications;
    - ii. passenger/weight capacity limit notice;
    - iii. location and number of life jackets and other life saving equipment;
    - iv. location of all exits indicated in large letters (if not obvious); and
    - v. emergency procedures.
  - (b) Each water taxi must be equipped with at least one clean and serviceable life jacket for each passenger and crew member, and all jackets shall be stowed in a readily accessible place.
  - (c) Except as otherwise specified herein, the service must include all equipment needed to transport personnel between the vessel anchored in the outer harbour or in the

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inner harbour and fleet landing or any designated pier or berth within the port. If it becomes necessary to change the landing point of the water taxi (pier or berth), docking at the new landing point is to occur at no additional cost to Canada.

- (d) All water taxis hired used by the Contractor must have emergency lighting, both permanent and hand held, must be available and in working order at all times.
- (e) Operation of the water taxi must be in a safe and seaworthy manner.
- (f) The consumption of alcoholic beverages must not be permitted aboard the water taxis.
- (g) Requirements for the material condition of the water taxis:
  - i. Hull:

watertight integrity of weather decks, bulkheads, watertight closures and interior hull structure; superstructure (including masts and stacks); railings, bulwarks, guard-rails, and lifelines shall be soundly attached to the hull; and provisions for drainage of sea water from exposed decks.
  - ii. Machinery:

main propulsion and auxiliary machinery essential to operation of craft shall be in satisfactory condition and operating properly; sea and bulkhead closure valves in satisfactory working order; bilge suction strainers and dewatering systems - bilge pumps to be tested by operation; bilges free of flammable liquids; and steering apparatus operates satisfactorily.
  - iii. Electrical:

cables and wiring in satisfactory condition, free of crimping, exposed bare wires and connections; navigation, deck and emergency lighting tests

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satisfactorily;  
all lighting and electrical fixtures properly mounted and connected;  
emergency lighting appropriate to water taxis' size and design is readily available and functions properly (a substantial hand held battery powered light may be adequate);  
rotating electrical machinery, e.g., generators and motors in satisfactory condition and good working order; and  
storage batteries properly vented, securely strapped and properly connected.

iv. Lifesaving Equipment:

life preservers/jackets in sufficient number for maximum passenger capacity plus crew, stowed in accessible and identifiable locations, and in good repair;  
first aid kit(s) in satisfactory condition and readily identifiable (minimum of one per water taxi);  
life rings with automatically activated distress light, readily deployable, in good condition, and sufficient number for size of water taxi (minimum of one per water taxi);  
life raft(s) and hydrostatic release (where applicable) - sufficient for maximum water taxi capacity; and  
distress signalling devices should be sufficient in number and type of pyrotechnic for the class of vessel (portable air horn, flares, etc.).

v. Fire Fighting Equipment:

fire pump with appropriate water pressure;  
portable fire extinguishers, properly charged, accessible, sufficient number for size and configuration of water taxi (minimum of one located near engine compartment and at least one extinguisher for each passenger area); and fixed systems, e.g., CO2 cylinders in satisfactory condition.

vi. Miscellaneous Systems and Equipment:

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harbour charts and either a lighted compass and/or a boat compass with sufficient portable lighting available;  
ground tackle and mooring lines in good condition and of appropriate size;  
low visibility signalling device (whistle, fog horn, or bell) in satisfactory working order;  
compass;  
operational radar;  
two-way radio capable of bridge-to-bridge communications plus a battery back-up; and  
current licenses.

- (h) All personnel or employees operating water taxis must have all certifications required and issued by the law of the country in which the port is located for the operation of the type, class, or size of water taxi being operated by such personnel. In addition, all such personnel must have requisite experience, skill, knowledge, and familiarity with the water area in which the water taxis are to be operated to ensure the water taxis are operated in a safe and seaworthy manner.
- (i) During the period of the Call-up, the vessel(s) to be serviced will provide adequate and sufficient security personnel for maintaining the orderly transportation of its personnel and such civilians who may be transported. Such military personnel will be assigned at the discretion of the Site Authority. When a Boat Officer designated from the vessel's crew is embarked in a water taxi hired by the Contractor, he/she will be responsible for the good order and discipline of Canadian military personnel onboard. He/she will also have the authority from the vessel's Commanding Officer to refuse the contracted boat to be boarded and/or sail under conditions the Boat Officer considers to be unsafe and, once the contracted water taxi is underway, to direct the return of the taxi to its previous mooring due to conditions deemed unsafe by the Boat Officer.
- (j) In the event of a water taxi breakdown, immediately prior to, or during a trip, the Contractor must arrange for a replacement water taxi that complies in all respects with this standing offer, at no additional cost to Canada.

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- (k) Any personal articles or items found on the water taxi after completion of each trip must be turned over to the Site Authority.
- (l) Any water taxi damage or destruction caused by Canada must be reported immediately to the Site Authority. The damage must be inspected by Site Authority prior to the water taxi returning to service. No claims will be accepted after the vessel has left port.
- (m) For purposes of the water taxi, the following definitions apply:
- i. "Full day service" is defined as 18 hours of continuous service from the hours of 0600 to 2400 local time;
  - ii. "Additional hour" is defined as each additional hour of continuous service over and above 18 hours/day. Must be continuous following initial 18 hours of service;
  - iii. Fees will apply in the event service is cancelled due to adverse weather conditions, late arrival/early departure of the vessel;
  - iv. Actual passenger capacity at the time of the rendering of services will be determined by the Site Authority, notwithstanding the advertised or licensed passenger capacity. Determination of actual passenger capacity will be based on the consideration of many factors, including, but not limited to, the condition of the water taxi as determined through an inspection, local weather or sea conditions, and any other factors affecting safety.
- (n) The Commanding Officer or designated representative as identified by the Site Authority shall inspect and accept all liberty boats/water taxis prior to transporting any personnel. Each request for liberty boat/water taxi service is made on the basis that the request is to be considered a final order/obligation of the ordering activity only after each water taxi has been inspected and accepted by the vessel's representative. The vessel's Commanding Officer is solely

responsible for the safety of the crew and the subsequent acceptance of liberty boat/water taxi services. If the water taxi's condition is not in accordance with the requirements of the contract, the vessel's Commanding Officer or designated representative as identified by the Site Authority may reject the water taxi. In the event an item of critical safety equipment listed above is missing from the water taxi offered for service, the vessel's Commanding Officer or designated representative as identified by the Site Authority will have the option of either furnishing the missing item(s), with reimbursement from the Contractor at cost, or rejecting the water taxi. Listed in Annex G – Water Taxi Check List, are the guidelines to be used by Commanding Officers or their designated representative as identified by the Site Authority in the inspection of water taxis prior to acceptance.

- (o) In the event the water taxi is determined unacceptable or deficiencies are found, the Contractor must replace the water taxi or correct the deficiencies within one hour after receipt of notification. Failure to replace the water taxi or correct the deficiencies may result in the reduction of the contracted price. If Canada rejects a water taxi, Canada must not be liable for any costs the Contractor incurs in presenting said water taxi for inspection.

n. Vehicle Rental

- (1) Vehicle management is of highest concern during port visits. Utmost attention is drawn to the requirement for coordination between the Contractor, the Site Authority and drivers to ensure the best possible service. The Contractor's responsibilities to ensure smooth service include the following:

and (a) identification of vehicles (by sign or other method);

(b) in the case of vehicles provided with drivers:

- i. fully discuss vessel's vehicle control plan at arrival meeting and with all drivers for cooperation with the vessel's control procedure;

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- ii. advise the Site Authority of the driver and vehicle rotation plan and the driver's meal schedule; and
    - iii. provide written guidance to bus drivers, and other drivers if necessary, for the planned schedule and any other instructions desired by the vessel.
  - (2) All furnished vehicles must be provided with or without drivers as specified by the Site Authority, and provided fully fuelled.
  - (3) All vehicles provided under this standing offer must be in sound mechanical condition and meet all safety standards required by local laws and regulations so as to preclude breakdown and injury. If the vehicles do not meet these requirements as determined by the Site Authority, Canada shall have the right to reject the vehicle for performance of service. The Contractor must ensure that all vehicles are at all times fully licensed, registered and insured as required by local laws and regulations. In the event of a vehicle breakdown, the Contractor must provide, at no additional expense to Canada, a replacement vehicle that complies in all respects with the Standing Offer.
  - (4) The Contractor must, however, make recommendations to the Site Authority of possible alternatives to requested vehicles, when such requested vehicles are inappropriate for the port visited. For example, when vans are requested by a Site Authority, but are not available in the port at a reasonable cost, the Contractor must notify the Site Authority of the unavailability of such vehicles, and advise of reasonable alternatives (i.e., two or three sedans in lieu of one van, alternative use of buses, etc).
  - (5) When requested, drivers must be licensed to operate assigned vehicles, and must be available during the entire rental period of the vehicle. English language speaking drivers are required. The Contractor must be responsible for ensuring that the vehicles are jointly inspected by the Contractor and the Site Authority prior to beginning service.

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No claim for damages or distribution can be submitted without prior conditions inspected.

- (6) Rental of vans and sedans must be either on a 24-hour per day basis (starting from the time the vehicle is rented) or, in the case of those provided with drivers, a 16 hour per day basis (usually between 0800 and 2400 hours), with an hourly charge in excess of 16 hours. Vehicles may be required at any time for official functions, and the vehicles (and drivers) must be available during the entire rental period. Daily rental charges must include driver (where applicable), fuel and mileage. Sedans must be 4-door vehicles, air conditioned, accommodating at least four persons. One or two sedans are usually required per vessel. Vans must be as specified by the Site Authority but normally are either seven pax (mini van) or 12 to 14 pax (full sized van). Two to five vans are normally required per vessel.
- (7) The Contractor must be liable for, and must indemnify and hold harmless Canada and its employees against all actions or claims for loss of or damage to property or the injury or death of persons, resulting from the fault, negligence, or wrongful act or omission of the Contractor, its sub-contractors, its contractors, or employees.

o. Bus Services

- (1) The Contractor must provide air-conditioned or non air-conditioned bus services as requested by the Site Authority for vessels at pier side, or at fleet landing for vessels at anchorage. The price must include drivers or operators (any helpers or other crew members, as required), all insurance, fuel, holiday surcharges, other operating expenses, and mileage. English language speaking drivers are required.
- (2) The Contractor must ensure that the bus is in sound mechanical condition and meets all safety standards required by local laws and regulations to preclude breakdown and injury. Further, the bus must be in a clean condition when presented for service and shall be free of debris. The bus must be sufficiently clean so as not to soil passengers, their clothing, or possessions with dirt, grease, oil, or other matter. If the bus does not meet the

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requirements of this standing offer as determined by the Site Authority, Canada must have the right to reject the bus for performance of services.

- (3) The Contractor must ensure that all buses provided are at all times fully licensed, registered, and insured (including adequate passenger liability insurance), as may be indicated elsewhere in this standing offer.
- (4) In the event of a bus breakdown immediately prior to or during a trip, the Contractor must provide, at no additional expense to Canada, a replacement bus that complies in all respects with this standing offer.
- (5) Any personal articles or items found on the bus after completion of each trip must be turned over to the Site Authority.
- (6) The Contractor must be responsible for ensuring that each bus is jointly inspected before and after a trip by the On-Site Representative and the Site Authority. Canada will not consider any claim for damage to a bus that has not been inspected.
- (7) Rental of buses must be on either a 24-hour per day basis (starting from the time the bus is rented) or a 16-hour per day basis (usually between 0800 and 2400 hours), with an hourly charge-in of 16 hours. Vehicles may be required at any time for official functions, and the vehicles and drivers must be available during the entire rental period.
- (8) It is the responsibility of the Contractor to arrange access to secure facilities when authorization from a special entry authority is required.
- (9) The Contractor must be liable for, and must indemnify and hold harmless Canada and its employees against all actions or claims for loss of or damage to property or the injury or death of persons, resulting from the fault, negligence, or wrongful act or omission of the Contractor, its sub-contractors, its contractors, or employees.

p. Paint Float Rental

- (1) The Contractor must furnish paint floats with the following measurements on an "if and when requested" basis:

	<b>Small</b>	<b>Medium</b>	<b>Large</b>
<b>Length</b>	3 - 5 metres	5 - 12 metres	over 12 metres
<b>Width</b>	2 metres	3 metres	5 metres

- (2) Scaffolding, when requested, must cover from two to three metres freeboard (from deck of paint float) and must be no higher than 3.5 metres from the waterline. Rental must be on a daily basis and it is the vessel's responsibility to secure the float to the ship if rented for more than one day. Transportation from and to the vessel is the responsibility of the Contractor.

q. Forklift Services

- (1) When requested, the Contractor must provide forklifts (with qualified and experienced drivers) and other incidental material handling equipment (i.e., nylon slings/chokers with hardware sufficient to lift up to forklift capacity) able to operate on the pier to load and unload cargo from/to trucks, or from/to the vessel when required.

r. Telephone Service

- (1) Landlines. When requested, landlines must be made available for official, local and international use, whether installed on a permanent or temporary basis. Installation charge must be inclusive of all costs for installation and removal of landlines. Usage charge must be the actual charges computed in accordance with the local or national tariff.
- (2) Cellular Phones. When requested, the Contractor must provide cellular telephones of the handheld type that are new (less than two years old), mechanically sound and in full compliance with local or national telephone regulations upon arrival. The exact number of telephones to be provided at that time shall be addressed in the Call-up. The phones must be delivered fully charged with battery charger (110V, 60Hz), a transformer (110 to 220V), a spare charged battery, an adapter that permits use of the charger in the

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vessel's electrical outlets, and usage instructions written in the English language.

- (3) Vessels requesting these services shall pay the Contractor the daily rental price. The daily rental charge must be inclusive of all costs for installation and removal. Phone usage unit charge must be based on phone meter reading or billing statement from the local or national phone company. Long distance plans must be made available for both landlines and cellular phones, and where possible, long distance texting plans for cellular phones, and the details identified to the Site Authority upon arrival in port at the latest.
- (4) Telephone bills received after the departure of the vessel must be forwarded to the applicable invoicing address for payment purposes.
- (5) Reimbursement for telephone usage charges must be the actual costs charged by the phone company.

s. Internet

- (1) Where available and if and when requested, the Contractor must provide for Internet access by providing either for LAN connection or dedicated telephone landline(s). Internet usage charge must be based on the billing statement from the Internet Service Provider.

t. Fenders

- (1) The Contractor must furnish fenders or camels in sizes as ordered by the Site Authority. The camels must be flat surface barges for position at the stern or side of the vessel to be placed alongside the pier for use in breasting the vessel away from the pier. Fenders must be of the commercial cylinder type (Yokohama Fenders), made of hard rubber, free of cracks and cuts. Specific fender requirements for each submarine include two catamarans 3.3 metres wide by 12 metres long by four metres deep. Catamaran sides touching the submarine's hull are protected by "D" shaped rubbers of 0.3 metre sections placed no more than 1.2 metres apart extending the length of the catamaran. Alternate means of provision of fenders includes using a barge, minimum five metres wide with deep

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enough draft that the submarine pressure hull is in contact with the fenders and not the casing.

u. Airport Services

- (1) Airport services will be coordinated using DND resources wherever possible. When requested, the Contractor must organize airport services with the Site Authority. These services will be required intermittently and may or may not coincide with the presence of Canadian naval vessels and/or support staff. These support services could be required on any day, including Canadian and U.S. holidays, at any time, and may be in support of either military or commercial aircraft arrivals. Services shall be billed at an hourly rate. Any portion of an hour shall be rounded to the next whole hour for billing purposes.
- (2) When requested, the Contractor must arrange for the following air cargo transshipment handling services including, but not limited to:
  - (a) Outbound cargo transshipment processing such as accepting cargo/mail from conveyance when tendered for shipment; ensuring all documents for cargo shipment are complete and accurate; arranging for loading of aircraft within established ground times.
  - (b) Inbound cargo transshipment processing such as arranging for off loading, transportation, and delivery of cargo/mail, and ensuring accuracy of shipping documents to verify cargo arrival and departure.

v. Passenger Handling

- (1) Passenger handling will be coordinated using DND resources wherever possible. When requested, the Contractor must arrange any required administration relating to passenger travel with the Site Authority to ensure there is no duplicity of effort. Travel / accommodation arrangements requested by a Site Authority are to be in accordance with existing Canadian Forces Temporary Duty Travel Instructions.
- (2) Inbound passengers, either vessel's crew or personnel to assist with vessel repairs may arrive by air in the port ahead

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of the vessel. The Contractor may be requested to arrange transportation and accommodations. Transportation and accommodation requirements requested by a Site Authority are to be in accordance with existing Canadian Forces Temporary Duty Travel Instructions.

(3) Outbound passenger handling will be conducted as follows:

(a) Routine and Emergency Departures. The Contractor may be requested to arrange transportation to departure airport and arrange accommodations, if required. The Contractor will be compensated for transportation expenses to the airport at the rate specified. The Contractor must assist in immigration processing for those travellers without passports. Military personnel will travel on official orders, but still may require immigration processing.

(b) Medical Emergencies. If requested, the Contractor may be required to make arrangements for emergency medical treatment of vessel's crew. In cases where a member is air lifted into a port, the Project Coordinator, in coordination with the Site Authority, will arrange for proper medical care until the member can be returned to the vessel or evacuated appropriately.

(4) Costs shall be billed at an hourly rate. Any portion of an hour shall be rounded to the next whole hour for billing purposes.

w. Electrical and Steam Connections and Service

(1) Electrical and steam connections and service must be provided by the Contractor when requested by the Site Authority. When requested, Canadian naval vessels require steam for generating domestic heat and hot water production only. Shore power connections will be as specified in the Call-up and/or as discussed at the pre-deployment meeting.

x. Cable TV Connections and Service

(1) Cable TV connections and service must be provided by the Contractor if and when requested by the Site Authority.

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- y. Provision of Force Protection Services
- (1) Force protection services must be provided by the Contractor if and when requested by the Site Authority.
- z. Coordination of Laundry and Dry Cleaning
- (1) Laundry and dry cleaning services must be coordinated by the Contractor when requested by the Site Authority.
- aa. Banking and Currency Requirements
- (1) Banking and currency services must be provided by the Contractor if and when requested by the Site Authority.
- ab. Fuel
- (1) Vessel's fuel will normally be obtained through fuel agreements or host nation support. Before any requirement for fuel is processed through this standing offer, Maritime Forces Pacific J31-1 Maritime Operations will be contacted by the vessel/and or support staff to determine if another means for the provision of fuel exists. When fuel is to be obtained through this standing offer, it will normally be F-76, which is the type of fuel utilized by Canadian naval ships. There may also be a requirement for F-44/JP5 to support helicopters. Specifications for fuel are available from the Canadian General Standards Board (CGSB), as follows:
- (a) F-76 Naval Distillate Fuel: CGSB-3.11.2010 dated September 2010
- (b) Aviation Turbine Fuel (Military Grades F-34 and F-44: CGSB-2.24-2008 dated November 2008 and its amendment CGSB-3.24-2008 Amendment 1, dated March 2010.
- (2) The Contractor must be responsible for ensuring the fuel provider properly uses oil spill booms whenever available, and in every situation when required by law or regulation. The Contractor must to ensure that all laws or regulations relating to the provision of fuel are adhered to. The Contractor must ensure the invoice price is for the fuel from the refinery, Delivery Duty Paid (DDP) Incoterms 2000 at the specified delivery address.

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- (3) F-76 is not available in many ports. The Contractor must therefore find the closest available alternative. Information with detailed specifications is to be provided to the Site Authority for acceptance prior to arranging any delivery.
  - (4) In recognition of the fact that fuel is sold by weight (metric tons) and by volume (cubic meters), the Contractor must ensure that all vessels are provided with a fuel invoice and the appropriate customs certification demonstrating the quantity of fuel provided in metric tons.
  - (5) Fuel procured through this standing offer must be ordered with a call-up separately from any other requirements for a given port visit.

ac. Containment Booms

Fuel containment/anti-pollution booms are to be utilized by Canadian naval vessels when available. The Contractor must advise the Site Authority on the availability of booms. Booms must be removed one hour prior to a vessel's scheduled departure.

ad. Coordination of Local Repair for Vessel Equipment

- (1) The Contractor must be responsible for arranging any requirements for repair of equipment if and when requested by the Site Authority.

ae. Coordination of Accommodations

- (1) The Contractor may be required to arrange for accommodations of deployed staff as required by the Site Authority. Accommodations requested by a Site Authority are to be in accordance with existing Canadian Forces Temporary Duty Travel Instructions.

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## **Annex B - BASIS OF PAYMENT**

### **1. Basis of Payment - Firm Daily Rates – Project Coordinator Services**

- (A) The Contractor will be paid firm all-inclusive daily rates as specified in Annex C (Pricing Schedule), for work performed in accordance with the Contract. The daily rates constitute total consideration for performance of logistics support services performed in accordance with the Standing Offer and resulting contract. The daily rates include the services of the Project Coordinator(s) and On-Site Representatives(s), and all local port / vessel / husbanding agent services fees, labour, sub-contractor fees, sub-contractor overtime fees, customs duties, foreign taxes, overhead, fringe benefits, direct and indirect costs, office expenses, photocopying, postal / courier charges, telephone / facsimile charges, Internet / e-mail charges, general administration fees, travel, accommodations, living expenses, and profit. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable. The daily rate must be provided in United States Dollars.
- (B) The Contractor will be paid the “Subsequent Day in Port” Daily Rate (for one vessel only) as specified in Annex C (Pricing Schedule), for work performed in accordance with the Contract to support advance deployed support staff.
- (C) The Contractor will be paid the “Subsequent Day in Port” (for one vessel only) as specified in Annex C (Pricing Schedule), for work performed in accordance with the Contract to participate in a pre-deployment meeting as defined in Article 4.2 of Annex A (Statement of Work).

### **2. Basis of Payment – No Fees – Goods and Services (Other than Project Coordinator Services)**

- (A) The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work specified in the Call-up. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers that are in accordance with Annex D (Invoicing Instructions and Payment).
- (B) The Contractor must not charge prices for any services in excess of published Port Tariff Rates or other publicly established prices (e.g. telephone service, pilots, tugs, etc.).
- (C) Prices for all services must be inclusive of all necessary equipment, labour, licensed operators, all liability insurance as required by local law, holiday and overtime costs, customs clearances, fuel and operating expenses, and any applicable taxes per international agreement.

## **ANNEX C - PRICING SCHEDULE**

### **1. Typical Port Visit**

A typical port visit is four days in total. This includes the day of arrival, two full days in port, and the day of departure.

### **2. PERIOD ONE**

In accordance with Annex B (Basis of Payment), the firm all-inclusive daily rates for Project Coordinator Services for **non-naval** ports (civilian facility) in **Zone** \_\_\_\_\_ are as follows:

- (A) First Day in Port: \$\_\_\_\_\_ USD; **(for one vessel only)**
- (B) Subsequent Day in Port: \$\_\_\_\_\_ USD; **(for one vessel only)**
- (C) Final Day in Port: \$\_\_\_\_\_ USD; **(for one vessel only)** and
- (D) Surcharge for Each Additional Vessel in Port: \_\_\_\_\_%.

### **3. EXTENSION PERIOD ONE**

In accordance with Annex B (Basis of Payment), the firm all-inclusive daily rates for Project Coordinator Services for **non-naval** ports (civilian facility) in **Zone** \_\_\_\_\_ are as follows:

- (A) First Day in Port: \$\_\_\_\_\_ USD; **(for one vessel only)**
- (B) Subsequent Day in Port: \$\_\_\_\_\_ USD; **(for one vessel only)**
- (C) Final Day in Port: \$\_\_\_\_\_ USD; **(for one vessel only)** and
- (D) Surcharge for Each Additional Vessel in Port: \_\_\_\_\_%.

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#### 4. EXTENSION PERIOD TWO

In accordance with Annex B (Basis of Payment), the firm all-inclusive daily rates for Project Coordinator Services for **non-naval** ports (civilian facility) in **Zone** \_\_\_\_\_ are as follows:

- (A) First Day in Port: \$\_\_\_\_\_ USD; **(for one vessel only)**
- (B) Subsequent Day in Port: \$\_\_\_\_\_ USD; **(for one vessel only)**
- (C) Final Day in Port: \$\_\_\_\_\_ USD; **(for one vessel only)** and
- (D) Surcharge for Each Additional Vessel in Port: \_\_\_\_\_%.

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## **ANNEX D - INVOICING INSTRUCTIONS AND PAYMENT**

1. The Site Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.
2. 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.

As applicable, each invoice must be supported by:

- a. time sheets to support the time claimed;
  - b. release documents and any other documents as specified in the Contract;
  - c. invoices, receipts, vouchers for all direct expenses.
3. Original invoices for all goods and services (including all sub-contractor invoices and receipt vouchers) must be submitted to the Site Authority prior to the departure from port when possible. Where this requirement cannot be met for reasons beyond the control of the Contractor and to the satisfaction of the Site Authority, the invoice(s) must be provided as soon as possible and no later than 14 calendar days after departing the port.
  4. Invoices relating to fuel must be processed separately.
  5. Invoices which lack the identification of the currency used for pricing will be deemed to be utilizing the official currency of the port's nation.
  6. The Contractor must demonstrate to the satisfaction of the Site Authority that pricing for all goods and services is fair and reasonable prior to the vessel's departure from port.
  7. The most recent published copy of the Port Tariff Rates must be provided by the Contractor to the Site Authority when invoices are submitted and to the Canadian Fleet Pacific, F4 Logistics Resource Manager:

CFB Esquimalt  
PO Box 17000 Stn Forces  
Victoria, BC  
Canada

V9A 7N2

Attn: F4 Resource Manager

8. All services provided will be paid in United States Dollars.
9. The Contractor must accept the following methods of payment:
  - (a) Government of Canada Payment Cards, either VISA or MasterCard, or
  - (b) cheques upon 30 days of receipt of invoice.

Solicitation No. - N° de l'invitation

W0103-126509/A

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

W0103-126509

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-1-34365

Buyer ID - Id de l'acheteur

vic242

CCC No./N° CCC - FMS No/ N° VME

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**Annex E - WATER TAXI INSPECTION COVER SHEET**

CRAFT NAME: \_\_\_\_\_

VESSEL CLASS: \_\_\_\_\_ VOYAGE CLASS: \_\_\_\_\_

OWNER: \_\_\_\_\_ OFFICIAL NUMBER: \_\_\_\_\_

LENGTH: \_\_\_\_\_ BEAM: \_\_\_\_\_ DEPTH: \_\_\_\_\_

TONS: \_\_\_\_\_ CREW: \_\_\_\_\_ PAX: \_\_\_\_\_

CERTIFICATE #: \_\_\_\_\_ ISSUED: \_\_\_\_\_ EXP: \_\_\_\_\_

ISSUING AUTHORITY: \_\_\_\_\_

VENDOR'S AGENT: \_\_\_\_\_

CAPTAIN'S NAME: \_\_\_\_\_

CAPTAIN'S LICENSE NO: \_\_\_\_\_ EXP: \_\_\_\_\_

**NOTES:**

CHECK ONE: [ ] APPROVED [ ] DISAPPROVED

\_\_\_\_\_

APPROVING OFFICIAL'S NAME AND TITLE

\_\_\_\_\_

DATE

### **Annex F - Water Taxi Check List**

A copy can be obtained by e-mailing your request to the Standing Offer Authority.

### **Annex G - Canadian General Standards (CGSB) Board Naval Distillate Fuel**

A copy can be obtained by e-mailing your request to the Standing Offer Authority.

### **Annex H - Aviation Turbine Fuel (Military Grades F-34 and F-44)**

A copy can be obtained by e-mailing your request to the Standing Offer Authority.

### **Annex I - Amendment - Aviation Turbine Fuel (Military Grades F-34 and F-44)**

A copy can be obtained by e-mailing your request to the Standing Offer Authority.

Solicitation No. - N° de l'invitation

W0103-126509/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic242

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

W0103-126509

File No. - N° du dossier

VIC-1-34365

CCC No./N° CCC - FMS No/ N° VME

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**Annex J - Standing Offer Usage Report (example)**

Standing Offer Number: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Value of Standing Offer: \_\_\_\_\_

Call-Up Number	Date of Call-Up	Site Authority	Port Name	Date of Port Visit	Commodity	Call-Up Value	Balance of Funding Available