

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

**Request For a Standing Offer
Demande d'offre à commandes**

National Master Standing Offer (NMSO)
Offre à commandes principale et nationale (OCPN)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Industrial Vehicles & Machinery Products Division
11 Laurier St./11, rue Laurier
7B1, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet NMSO - MILITARY TIRES AND TUBES	
Solicitation No. - N° de l'invitation E60HS-12MILT/A	Date 2012-06-28
Client Reference No. - N° de référence du client E60HS-12MILT	GETS Ref. No. - N° de réf. de SEAG PW-\$\$HS-626-60755
File No. - N° de dossier hs626.E60HS-12MILT	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-07	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Authier, Carolle	Buyer Id - Id de l'acheteur hs626
Telephone No. - N° de téléphone (819)956-3961 ()	FAX No. - N° de FAX (819)956-5227
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D-I	As per Call-Up document	I-I	As per Call-Up document

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	NMSO- Military Tires and Tubes, ex cluding Aircraft To establish a National Standing Offer (NMSO) for Military Tires and Tubes, excluding Aircraft.	D-1	I-1	1	Each	\$	\$		See Herein	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Issuance of a Standing Offer

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement
2. Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Identified Users
6. Call-up Procedures

Solicitation No. - N° de l'invitation

E60HS-12MILT/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs626

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

E60HS-12MILT

File No. - N° du dossier

hs626E60HS-12MILT

CCC No./N° CCC - FMS No/ N° VME

7. Call-up Instrument
8. Limitation of Call-ups
9. Priority of Documents
10. Certifications
11. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. SACC Manual Clauses
- 7.. Shipping Instructions

List of Annexes:

Annex A - Discounts from Published Price List

Annex B - Pricing

Annex C - Distribution Points List

Annex D - Usage Reports

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 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; 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 Annex A - Discounts from Published Price List, Annex B - Pricing, Annex C - Distribution Points List and Annex D - Usage Reports.

2. Summary

The requirement is to establish a National Master Standing Offer (NMSO) for the procurement of specialized military vehicle tires and tubes, pneumatic, excluding tires and tubes for aircraft, pursuit tires and commercial tires in accordance with Annex A - Discounts from Published Price List, Annex B - Pricing, Annex C - Distribution Points List, and Annex D - Usage Reports.

Solicitation No. - N° de l'invitation

E60HS-12MILT/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs626

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

E60HS-12MILT

File No. - N° du dossier

hs626E60HS-12MILT

CCC No./N° CCC - FMS No/ N° VME

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.

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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (02/03/12) 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

1.1 SACC Manual Clauses

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.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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

Solicitation No. - N° de l'invitation

E60HS-12MILT/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hs626E60HS-12MILT

Buyer ID - Id de l'acheteur

hs626

CCC No./N° CCC - FMS No/ N° VME

E60HS-12MILT

"proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex A - Discounts from Published Price List and Annex B - Pricing

The Offeror must submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

1.1 SACC Manual Clauses

SACC Reference	Title	Date
C3011T	Exchange Rate Fluctuation	11/01/10

1.2 Payment by Government of Canada Fleet Cards

Canada requests that Offerors complete one of the following:

- (a) Government of Canada Fleet cards will be accepted for payment of call-ups against the Standing Offer.
- (b) Government of Canada Fleet cards will NOT be accepted for payment of call-ups against the Standing Offer.

The Offeror is not obligated to accept payment by Government of Canada Fleet cards.

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

Section III: Certifications and Additional Information

1. Certifications

Offerors must submit the certifications required under Part 5.

2. Additional Information

Canada requests that bidders submit the following information:

Solicitation No. - N° de l'invitation

E60HS-12MILT/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs626

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

E60HS-12MILT

File No. - N° du dossier

hs626E60HS-12MILT

CCC No./N° CCC - FMS No/ N° VME

2.1 Delivery Lead Time

The normal delivery lead time is as follows:

Lead Time: **(to be inserted by PWGSC)**

2.2 Offeror's Representatives

Canada requests that Offerors provide the following information:

General enquiries

Name: _____

Telephone No.: _____

Facsimile No.: _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No.: _____

Facsimile No.: _____

E-mail address: _____

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Offerors must complete Annex C - Distribution Points List before the issuance of a standing offer.

Offerers must:

Have a network of Canadian distribution points, such as but not limited to dealer networks or outlets, from which tires can be ordered and acquired and a central billing system. A hard copy and an electronic copy of all Canadian distribution points must be provided before issuance of a standing offer (see Annex C - Distribution Points List).

Offerers should:

Describe how they will provide any specialized tire not normally available through regular Canadian distribution points (ie. Limited availability tires will be available directly through the manufacturer).

1.2 Financial Evaluation

The financial offer must be completed in accordance with Annex A - Discounts from Published Price List and Annex B - Pricing.

The offer must be in firm prices, in Canadian dollars, FCA Free Carrier at Contractor's Canadian facility or Contractor's Canadian distribution points, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable, Goods and Services Tax/Harmonized Sales Tax extra, Environmental, Disposal, and/or Provincial Tire Stewardship Charges extra.

The Offeror must provide a hard copy of their current published price list and applicable discounts for tires with its proposal and an electronic copy must be provided within **seven (7) days** of issuance of a standing offer (see Annex B - Pricing).

2. Basis of Selection

An offer must comply with the requirements of the RFSO to be declared responsive. All responsive offers will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

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

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

1. 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.

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

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

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

Solicitation No. - N° de l'invitation

E60HS-12MILT/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hs626E60HS-12MILT

Buyer ID - Id de l'acheteur

hs626

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

CCC No./N° CCC - FMS No/ N° VME

E60HS-12MILT

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, 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, 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.

1.2 Certifications of Conformity

We hereby certify that the Tires, Tubes, and related services will be supplied in accordance with the Canadian Motor Vehicles Safety Standards.

Signature of Authorized Representative

Date

Solicitation No. - N° de l'invitation

E60HS-12MILT/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hs626E60HS-12MILT

Buyer ID - Id de l'acheteur

hs626

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

E60HS-12MILT

CCC No./N° CCC - FMS No/ N° VME

PART 6 - SECURITY AND FINANCIAL REQUIREMENTS

1. Security Requirement

There is no security requirement associated with the requirement.

2. Financial Capability

SACC Manual clause M9033T (16/05/11) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror offers to provide tires and tubes for specialized military vehicles, excluding tires and tubes for aircraft, commercial tires and pursuit tires for the period of the Standing Offer in accordance with Annex A - Discounts from Published Price List, Annex B - Pricing, Annex C - Distribution Points List, and Annex D - Usage Reports.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (02/03/12) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex D - Usage Reports. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from September 1, 2012 to August 31, 2013.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Carolle Authier

Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate

"HS" Division

Place du Portage, Phase III, 7B1

11 Laurier Street

Gatineau, QC K1A 0S5

Telephone: 819-956-3961

Facsimile: 819-956-5227

E-mail address: carolle.authier@pwgsc-tpsgc.gc.ca

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

4.2 Offeror's Representatives

General enquiries

Name: _____

Telephone: _____

Facsimile No. : _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone: _____

Solicitation No. - N° de l'invitation

E60HS-12MILT/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hs626E60HS-12MILT

Buyer ID - Id de l'acheteur

hs626

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

E60HS-12MILT

CCC No./N° CCC - FMS No/ N° VME

Facsimile No. : _____

E-mail address: _____

5. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

6. Call-up Procedures

Orders to supply shall be made using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer* or by using Government of Canada Fleet cards issued by PWGSC under a separate National Master Standing Offer, which will be issued to the contractor's dealer or local outlet. The requisition will be made to the contractor's name - care of the dealer or location outlet.

The Identified Users authorized to make call-ups against the Standing Offer must order from the lowest priced supplier, unless any of the following conditions can be supported:

- a) When mixing of types and sizes affects safety or raises safety concerns;
- b) The lowest priced supplier cannot meet the client delivery due to "stock out" conditions;
- c) If the lowest priced manufacturer's dealer/outlet is more than fifty (50) kilometres from the client location - this only applies when installation of the tires is required;
- d) When lower fuel consumption will result from using a tire that carries the EcoLogo symbol.
- e) Replenishing warehouse stock.

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer* or by using Government of Canada Fleet cards issued by PWGSC under a separate National Master Standing Offer.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer **must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax, Environmental, Disposal, and/or Provincial Tire Stewardship Charges included).**

9. 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) 2005 (02/03/2012), General Conditions - Standing Offers - Goods or Services
- d) 2030 (02/03/2012) General Conditions - Higher Complexity - Goods
- e) Annex A - Discounts from Published Price List;
- f) Annex B - Pricing
- g) Annex C - Distribution Points List;
- h) Annex D - Usage Reports;
- i) the Offerer's offer dated _____

10. Certifications

10.1 Compliance

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

11. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

1. Requirement

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

2. Standard Clauses and Conditions

2.1 General Conditions

2030 (02/03/12), General Conditions - Goods (Higher Complexity) apply to and form part of the Contract.

3. Term of Contract

3.1 Delivery Date

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

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in Canadian dollars, FCA Free Carrier at Contractor's Canadian facility or Contractor's Canadian distribution points, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable, Goods and Services Tax/Harmonized Sales Tax extra, Environmental, Disposal, and/or Provincial Tire Stewardship Charges extra.

4.2 SACC Manual Clauses

SACC Reference	Title	Date
C2000C	Taxes - Foreign-Base Contractor	30/11/07
C6000C	Limitation of Price	16/05/11
H1001C	Multiple Payments	12/05/08

4.3 Payment by Credit Card

The following credit cards are accepted: **(to be inserted by PWGSC)**.

5. Invoicing Instructions

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

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the consignee for certification and payment.

6. SACC Manual Clauses

SACC Reference	Title	Date
A9006C	Defence Contract (for DND only)	12/05/08
C2800C	Priority Rating	11/01/10
C2801C	Priority Rating - Canadian-based Contractors	11/01/10
D2025C	Wood Packaging Materials	12/12/08
D5545C	ISO 9001:2008 - Quality Management Systems - Requirements (QAC C) (for DND only)	16/08/10
D6010C	Palletization	30/11/07
D9002C	Incomplete Assemblies	30/11/07
G1005C	Insurance	12/05/08
W0002D	Delivery Requirements Outside a CLCSA	01/12/00

7. Shipping Instructions

Delivery is to be FCA Free Carrier at Contractor's Canadian facility and Contractor's Canadian distribution points, Incoterms 2000. Transportation beyond this point will be the responsibility of the consignee.

Solicitation No. - N° de l'invitation

E60HS-12MILT/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs626

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

E60HS-12MILT

File No. - N° du dossier

hs626E60HS-12MILT

CCC No./N° CCC - FMS No/ N° VME

ANNEX A - DISCOUNTS FROM PUBLISHED PRICE LIST

<u>TIRE</u>	<u>% DISCOUNT FROM RETAIL PRICE</u>
PASSENGER CAR TIRES	_____
LIGHT TRUCK TIRES	_____
HEAVY TRUCK TIRES	_____
OFF THE ROAD TIRES	
-AGRICULTURAL	_____
-IMPLEMENT TIRES	_____
-EARTHMOVER TIRES	_____
-GRADER TIRES	_____
-LOADER AND DOZER	_____
-LOG SKIDDER TIRES	_____
-INDUSTRIAL TIRES	_____
OTHER TYPES OF TIRES	
- _____	_____
- _____	_____
- _____	_____
- _____	_____
- _____	_____
- _____	_____

***Please include any additional tires or information on any of the tires offered.**

****Requests for volume discounts (rvd) may be requested for large quantities of tires.**

Solicitation No. - N° de l'invitation

E60HS-12MILT/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hs626

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

E60HS-12MILT

File No. - N° du dossier

hs626E60HS-12MILT

CCC No./N° CCC - FMS No/ N° VME

ANNEX B - PRICING

<u>Brand Name</u>	<u>Model #</u>	<u>Retail Price</u>	<u>Government Price</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***GST/HST Excluded!**

****Environmental, Disposal, and/or Provincial Tire Stewardship Charges Excluded.**

*****Tires may be added, discontinued, and/or replaced at any time during the period of the standing offer.**

******Please submit the information requested in a spreadsheet (ie. excel) and make any additions felt necessary (ie. size of tire to model #, etc.). (As long as the above information is included, alterations to the format are acceptable.)**

Solicitation No. - N° de l'invitation

E60HS-12MILT/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hs626E60HS-12MILT

Buyer ID - Id de l'acheteur

hs626

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

E60HS-12MILT

CCC No./N° CCC - FMS No/ N° VME

ANNEX C - DISTRIBUTION POINTS LIST

****Must include Name, Address, and telephone number.***

Solicitation No. - N° de l'invitation

E60HS-12MILT/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hs626E60HS-12MILT

Buyer ID - Id de l'acheteur

hs626

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

E60HS-12MILT

CCC No./N° CCC - FMS No/ N° VME

ANNEX D - USAGE REPORTS

-Please submit the information requested in a spreadsheet (ie. excel, lotus 123).

The spreadsheet must contain the following information:

- the Standing Offer number***
- the date of the Call-up***
- the place of delivery***
- the Call-Up number***
- indication if it was a credit card order***
- the total dollar amount of the call-up, including all applicable taxes.***



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date