

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works and Government Services Canada**  
**Telus Plaza North/Plaza Telus Nord**  
**10025 Jasper Ave./10025 ave. Jaspe**  
**5th floor/5e étage**  
**Edmonton**  
**Alberta**  
**T5J 1S6**  
**Bid Fax: (780) 497-3510**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Rotary Mower	
<b>Solicitation No. - N° de l'invitation</b> W0134-12L205/A	<b>Date</b> 2012-06-19
<b>Client Reference No. - N° de référence du client</b> W0134-12L205	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-007-9451	
<b>File No. - N° de dossier</b> EDM-2-35067 (007)	<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 2012-07-30</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Anthony, Mary	<b>Buyer Id - Id de l'acheteur</b> edm007
<b>Telephone No. - N° de téléphone</b> (780) 497-3588 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> WING COMMANDER 4 WING COLD LAKE, AB MCD BLDG 171 , ATTN: CE SUPPLY PO BOX 4280, STN FORCES COLD LAKE ALBERTA T9M 2C6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<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/ 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. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The requirement is detailed under Article 2 of the resulting contract clauses.

### 3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 12 of 2003 entitled Rejection of Bid is amended as follows:

Replace subsection 1. (a) and (b) with the following:

Canada may reject a bid where any of the following circumstances is present:

- a. the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Bidder ineligible to bid on the requirement;
- b. an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform.

### 2. Submission of Bids

Bids 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 bid solicitation.

### 3. Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is

eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### 4. **Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

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

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### 1. **Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid ( 3 hard copies)
- Section II: Financial Bid ( 1 hard copy)
- Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

- 1) use 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 Bid**

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

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

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

## 1.1 SACC Manual Clauses

C3011T (2010-01-11), Exchange Rate Fluctuation

### Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration.

- Compliance with the terms and conditions contained in this document.
- Ability to meet the full Requirement & Minimum Technical Specifications as described in Annex A.
- Provision of pricing as per Annex B, Basis of Payment.

#### 1.2 Financial Evaluation

SACC Manual Clause A0220T (2007-05-25) Evaluation of Price

### 2. Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated Total Bid Price will be recommended for award of a contract.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

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

## 1. Certifications Precedent to Contract Award

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

### 1.1 Federal Contractors Program - Certification

#### 1.1.1 Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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 bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Bidder 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;
- (d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP is available on the HRSDC Web site.

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The Contractor must provide the items detailed under the Requirement & Minimum Technical Specifications at Annex A.

### 3. Standard Clauses and Conditions

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All clauses and conditions identified in the Contract by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

### 3.1 General Conditions

2010A (2012-03-02), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

## 4. Term of Contract

### 4.1 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_, 2012 .(Bidder to fill in.)

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Mary Anthony**

Supply Officer

Public Works and Government Services Canada

Acquisitions Branch

5th Floor, Telus Plaza North, 10025 Jasper Avenue, Edmonton, Alberta

Telephone: (780) 497-3588

Facsimile: (780) 497-3510

E-mail address: mary.anthony@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 5.2 Project Authority

The Project Authority for the Contract is: *(to be inserted at award)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the

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Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**5.3 Contractor's Representative** (*bidder to fill in*)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

**6. Payment**

**6.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B, Basis of Payment for a cost of \$ \_\_\_\_\_ (*to be inserted at award*) Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

**6.2 Limitation of Price**

SACC Manual clause C6000C (2011-05-16), Limitation of Price

**6.3 Single Payment**

SACC Manual clause H1000C (2008-05-12), Single Payment

**6.4 SACC Manual Clauses (if applicable)**

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

C2002C (2010-01-11), Duties and Taxes - Foreign-based Contractor - State of California

**7. Invoicing Instructions**

Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.

2. Invoices must show:

(a) the date, the name and address of the client department, item or reference numbers, deliverable and/or description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);

(b) details of expenditures in accordance with the Basis of Payment, exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable);

(c) deduction for holdback, if applicable;

(d) the extension of the totals, if applicable; and

(e) if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.

3. If applicable, the GST or HST must be specified on all invoices as a separate item. All items that are zero-rated, exempt or to which the GST or HST does not apply, must be identified as such on all invoices.

4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

## 8. Certifications

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

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

## 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 Articles of Agreement;
- (b) the general conditions 2010A, (20), General Conditions Goods (Medium Complexity);
- (c) Annex A, Requirement & Minimum Technical Specifications
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated *(to be inserted by bidder)*.

## 11. SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations

B7500C (2006-06-16), Excess Goods

G1005C (2008-05-12), Insurance

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## **ANNEX A REQUIREMENT & MINIMUM TECHNICAL SPECIFICATION**

### **Description:**

The Department of National Defence, 4 Wing Cold Lake, has a requirement for the supply, delivery and off-loading of one (1), new, rotary mower as per the minimum technical specifications below and the terms and conditions herein.

The rotary mower offered must have a bat wing configuration that folds up for travel to a maximum width of 14 feet and be capable of cutting between 26 - 30 feet of cutting width. The rotary mower must fit through a 15 foot (from point to point) gate.

Due to restrictions at the access points, a six aircraft tire configuration is required. Eight tire configurations will not fit through the gates. Aircraft tires are mandatory for the control of foreign object debris (FOD) from collecting on the tire tread. Military aircraft have very serious restrictions with regard to FOD due to the configuration of the air intake.

The rotary mower offered must have walking beam suspension, which rolls over rough terrain with less bouncing of the mower deck. Spring suspension is not acceptable because in rough terrain it doesn't allow a level cut. 4 Wing will not accept spring suspension as a suitable substitute.

### **Background:**

4 Wing has several hundred hectares of grass to cut and a very limited time allocated by Wing Operations to keep the grass at an acceptable length. DND employs personnel full time during the summer months, their only duties are to keep the grass at a manageable length, therefore, due to time restrictions, a rotary mower smaller than a 26 foot is unacceptable. Currently inventory is old and needs replacement. The mower must be compatible with the prime mover (tractor). The revolutions per minute (RPM) of the power take off (PTO) must be 1000 not 750. Tractor PTO is 1000 RPM.

### **Warranty:**

The product offered must be covered by a minimum one year manufacturer's warranty.

### **Codes and Standards:**

All applicable standards and manufacturing codes, as most recently amended, must apply.

All Material supplied must be new and conform to the latest issue of the applicable drawing, specification and/or part number that is in effect on the bid solicitation closing date.

### **Manuals:**

One (1) English instruction manual and one (1) French instruction manual must be provided.

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**Minimum Technical Specifications Matrix:**

To be considered responsive an offer must clearly indicate compliance or noncompliance with each article below by inserting "Yes" or "No" under the "Comply" Column .

To demonstrate compliance, Bidders must also include and appropriately cross reference published technical information that confirms compliance with each mandatory criteria specified herein (unless stipulated as "not applicable for this item").

To ensure compliance is clear, the bidder must utilize a numbering system that corresponds to the numbering system below. An example of an acceptable system would be to indicate the specification reference number on a Tab stuck to the appropriate page of the technical documentation. The appropriate article of the technical documentation that demonstrates compliance should then be highlighted or underlined.

If published technical documentation does not exist for a specific requirement, then a written Narrative explaining how the product offered meets the specification must be included with the Proposal. Failure to comply with any of the mandatory technical requirements will disqualify the bid from further consideration.

Reference Section	Technical Requirement	Comply (Bidder shall indicate Yes or No)	Supporting Information (Bidder shall indicate cross-reference)	Comments (For use by Evaluation Team Only)
ROTARY MOWER:				
1.	dimension minimum 26 feet; maximum 30 feet			
2.	must fit through a 15 foot access gate while in travel mode			
3.	cutting capacity 2 inch maximum			
4.	cutting height 1 inch minimum; 14 inch maximum			
5.	must be 6 tire support with aircraft tires			
6.	must have a minimum 1000 revolutions per minute (RPM) power take off (PTO)			
7.	blade carrier pan must support mulching blade system			
8.	must have walking beam suspension (spring suspension is not acceptable)			
9.	must have double row chains			

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Make and Model of product being offered: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Bids which do not meet all of the Minimum Specifications listed above will be deemed non-compliant and given no further consideration.  
If, upon delivery and acceptance, the product is found to not meet the Minimum Specifications, the product will be returned at the supplier's expense and the Contract will be terminated for default.

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**Annex B  
Basis of Payment**

For the supply, delivery and off-loading of the item described below:

- Prices must be in Canadian Dollars;
- Shipping charges must be prepaid and shown on the invoice as a separate item;
- All shipments are to include packing slips with reference to the contract number;
- GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice;
- Prices are FOB Destination to :
  - Department of National Defence
  - 4 Wing Cold Lake
  - Wing Commander
  - Material Distribution Centre
  - 171 Timberline Road - MDC
  - Cold Lake, Alberta, Canada T9M 2C6
  - Attn: CE Supply Bldg 7

ITEM	DESCRIPTION	QTY	UNIT OF ISSUE	UNIT PRICE	EXTENDED PRICE
1	Rotary Mower as per Annex A, Requirement & Minimum Technical Specification	1	each	\$ _____	\$ _____
2	Shipping Charges	1	lot	\$ _____	\$ _____
<b>TOTAL BID PRICE:</b>					\$ _____