

REQUEST FOR STANDING OFFER (RFSO)

IMPORTANT NOTICE TO OFFERORS

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

TABLE OF CONTENTS

SPECIAL INSTRUCTIONS TO OFFERORS (SI)

- SI01 Introduction
- SI02 Enquiries During the Solicitation Period
- SI03 Contracting authority / Departemental representative
- SI04 Quantity
- SI05 PWGSC obligations
- SI06 Site Visit
- SI07 Revision of Offer
- SI08 Offer Validity Period
- SI09 Security Requirement
- SI10 Web Sites

GENERAL INSTRUCTIONS TO OFFERORS (GI)

- GI01 Code of Conduct and Certifications - Offer
- GI02 Completion of the Offer
- GI03 Identity or Legal Capacity of the Offeror
- GI04 Goods and Services Tax/Harmonized Sales Tax
- GI05 Capital Development and Redevelopment Charges
- GI06 Listing of Subcontractors and Suppliers
- GI07 Submission of Offer
- GI08 Revision of Offer
- GI09 Rejection of Offer
- GI10 Offer Costs
- GI11 Procurement Business Number
- GI12 Compliance With Applicable Laws
- GI13 Approval of Alternative Materials
- GI14 Performance Evaluation
- GI15 Conflict of Interest-Unfair Advantage

STANDING OFFER PARTICULARS (SOP)

- SOP01 General
- SOP02 Period of the Standing Offer
- SOP03 Call-Up Limitation
- SOP04 Call-Up Procedure

SUPPLEMENTARY CONDITIONS (SC)

- SC01 Security Access Requirements for Canadian Contractors

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

APPENDIX 1 - COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS OF THE OFFEROR

APPENDIX 2 - STATEMENT OF WORK

APPENDIX 3 - PRICE PROPOSAL FORM

APPENDIX 4 - MANDATORY REQUIREMENTS

APPENDIX 5 - PERIODIC REPORTS

APPENDIX 6 - SECURITY REQUIREMENT CHECKLIST (SRCL)

SPECIAL INSTRUCTIONS TO OFFERER'S (SI)

SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize one (1) Standing Offer, for a period of three (3) years. The total dollar value of the Standing Offer is estimated to be \$400,000.00 (GST or HST included). Individual call-ups will vary, up to a maximum of \$60,000.00 (**GST or HST included**). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; DND will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.
3. This procurement is subject to the provisions of the Agreement on Internal Trade (AIT).

SI02 ENQUIRIES DURING THE SOLICITATION PERIOD

- 1) Enquiries regarding this offer must be submitted in writing to the Contracting Officer named on the Request for Standing Offer (RFSO). Enquiries should be received no later than five [5] calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
- 2) To ensure consistency and quality of the information provided to Offerors, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
- 3) All enquiries and other communications related to this offer sent throughout the solicitation period are to be directed **ONLY** to the Contracting Officer named on the RFSO - Page 1. Failure to comply with this requirement may result in the offer being declared non-responsive.

SI03 CONTRACTING AUTHORITY / DEPARTMENTAL REPRESENTATIVE

1. The Contracting Authority for this Request for Standing Offer is:

Elaine Anderson
Public Works and Government Services Canada
Acquisitions, Real Property Contracting
401-1230 Government St.
Victoria, BC V8W 3X4
Phone: (250)363-3298; Fax. (250)363-0395
E-Mail: elaine.anderson@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the establishment of the Standing Offer, its administration, and any contractual issues relating to individual call-ups.

2. A Departmental Representative will be identified at time of each individual Call-Up. The Departmental Representative will be responsible for all matters concerning the technical content of the work under the Call-Up.

SI04 QUANTITY

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements given in good faith. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

SI05 PWGSC OBLIGATION

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

SI06 SITE VISIT

It is recommended that the Offeror or a representative of the Offeror visit the work site. Offerors who do not attend or send a representative will not be precluded from submitting a bid. Any clarifications or changes to the Request for Standing Offers resulting from the site visit will be included as an amendment to the RFSO.

Contact: Nigel Pollard at (250)339-8211 Ext. 8462.

SI07 REVISION OF OFFER

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors". The facsimile number for receipt of revisions is (250)363-3344.

SI08 OFFER VALIDITY PERIOD

- 1) The offer cannot be withdrawn for the period of [120] days following the RFSO closing date.

-
- 2) Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
 - 3) If the extension referred to in paragraph 1) of SI08 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
 - 4) If the extension referred to in paragraph 1) of SI08 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
 - (a) continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
 - (b) cancel the invitation to tender.
 - 5) The provisions expressed herein do not in any manner limit Canada's rights in law or under GI09 "General Instructions to Offerors".

SI09 SECURITY REQUIREMENT

This document contains a mandatory security requirement for the performance of the subsequent contract (refer to clause SC01 of the Supplementary Conditions included herein).

- 1) **The Offeror must hold a valid** [as per clause 1 of the security clauses: i.e. Designated Organization Screening (DOS) / Facility Security Clearance at level of RELIABILITY STATUS as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the Offer non-compliant and no further consideration will be given to the Offer.
- 2) The successful offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful offeror's non-compliance with the mandatory security requirement.
- 3) For any enquiries concerning the project security requirement, during the bidding period, the Offeror must follow the instructions as detailed in SI02 "Enquiries during the Solicitation Period". Additional information on PWGSC security can also be found on the following web site: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html> or by dialling 1-866-368-4646 (Toll free)

SI10 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Solicitation No. - N° de l'invitation

W0133-13N001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWY-2-35393

Buyer ID - Id de l'acheteur

pw011

CCC No./N° CCC - FMS No/ N° VME

W0133-13N001

[Contracts Canada \(Buy and Sell\) https://www.achatsetventes-buyandsell.gc.ca/eng/welcome](https://www.achatsetventes-buyandsell.gc.ca/eng/welcome)

[Canadian economic sanctions http://www.international.gc.ca/sanctions/index.aspx?lang=eng](http://www.international.gc.ca/sanctions/index.aspx?lang=eng)

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)_____
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Certificate of Insurance (form PWGSC-TPSGC 357)_
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Schedules of Wage Rates for Federal Construction Contracts__
http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml

PWGSC, Industrial Security Services <Http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>
PWGSC, Code of Conduct and Certifications
<Http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>

PWGSC Consent to a Criminal Record Verification (PWGSC-TPSGC 229)
<Http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>

GENERAL INSTRUCTIONS TO OFFERORS (GI)

GI01 CODE OF CONDUCT AND CERTIFICATIONS - OFFER

1. Offerors must comply with the Code of Conduct for Procurement. In addition to the Code of Conduct for Procurement, offerors must a) respond to Requests for Standing Offers (RFSO) in an honest, fair and comprehensive manner, b) accurately reflect their capacity to satisfy the requirements stipulated in the RFSO, Standing Offer and resulting contracts, c) submit offers and enter into contracts only if they will fulfill all obligations of the Contract.

2. Offerors further understand that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences will render them ineligible to be issued a Standing Offer and awarded a contract. Canada will declare non-responsive any offer in respect of which the information herein requested is missing or inaccurate, or in respect of which the information contained in the certifications specified hereinafter is found to be untrue, in any respect, by Canada. If it is determined, after issuance of a Standing Offer, that the Offeror made a false declaration, Canada will have the right to set aside the Standing Offer and to terminate for default any resulting contracts. The Offeror will be required to diligently maintain up-to-date the information herein requested. 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 period of any Standing Offer arising from this RFSO and any call-ups made against the Standing Offer.

3. For the purpose of this section, everyone, including but not limited to organizations, bodies corporate, societies, companies, firms, partnerships, associations of persons, parent companies and subsidiaries, whether partly or wholly-owned, as well as individuals and directors, are Offeror's affiliates if:

- a. directly or indirectly either one controls or has the power to control the other, or
- b. third party has the power to control both.

Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the acts or convictions specified in this section which has the same or similar management, ownership, or principal employees, as the case may be.

4. 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 with their offer or promptly thereafter the name of the owner. Offerors submitting offers as societies, firms, or partnerships do not need to provide lists of names. If the required names have not been 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 a Standing Offer to be issued.

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) 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.

5. The Offeror must diligently maintain an up-to-date list of names by informing Canada in writing of any change occurring during the validity period of the offer as well as during the period of any Standing Offer arising from this RFSO and any call-ups made against the Standing Offer. The Offeror must also, when so requested, provide Canada with the corresponding Consent Forms.

5. The Offeror must diligently maintain an up-to-date list of names by informing Canada in writing of any change occurring during the validity period of the offer as well as during the period of any Standing Offer arising from this RFSO and any call-ups made against the Standing Offer. The Offeror must also, when so requested, provide Canada with the corresponding Consent Forms.

6. 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.

7. By submitting an offer, the Offeror certifies that neither the Offeror nor any of the Offeror's affiliates have directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay a contingency fee to any individual for the solicitation, negotiation or obtaining of the Standing Offer and any call-ups made against the Standing Offer if the payment of the fee would require the individual to file a return under section 5 of the Lobbying Act.

8. By submitting an offer, the Offeror certifies that no one convicted under any of the provisions under a) or b) are to receive any benefit under a Standing Offer arising from this RFSO and any call-ups made against the Standing Offer. In addition, the Offeror certifies that except for those offences where a criminal pardon or a record suspension has been obtained or capacities restored by the Governor in Council, neither the Offeror nor any of the Offeror's affiliates has ever been convicted of an offence under any of the following provisions:

Paragraph

- a. 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or section 154.01 (Fraud against Her Majesty) of the Financial Administration Act, or
- b. section 121 (Frauds on the government and Contractor subscribing to election fund), section 124 (Selling or Purchasing Office), section 380 (Fraud) for fraud committed against Her Majesty or section 418 (Selling defective stores to Her Majesty) of the Criminal Code of Canada, or
- c. section 462.31 (Laundering proceeds of crime) or sections 467.11 to 467.13 (Participation in activities of criminal organization) of the Criminal Code of Canada, or
- d. section 45 (Conspiracies, agreements or arrangements between competitors), 46 (Foreign directives) 47 (Bid rigging), 49 (Agreements or arrangements of federal financial institutions), 52 (False or misleading representation), 53 (Deceptive notice of winning a prize) under the Competition Act, or
- e. section 239 (False or deceptive statements) of the Income Tax Act, or
- f. section 327 (False or deceptive statements) of the Excise Tax Act, or
- g. section 3 (Bribing a foreign public official) of the Corruption of Foreign Public Officials Act, or
- h. section 5 (Trafficking in substance), section 6 (Importing and exporting), or section 7 (Production of substance) of the Controlled Drugs and Substance Act.

9. In circumstances where a criminal pardon or a record suspension has been obtained, or capacities have been restored by the Governor in Council, the Offeror must provide with its offer or

promptly thereafter a copy of confirming documentation from an official source. If such documentation has not been 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

10. Offerors understand that Canada may contract outside of the present solicitation process with a supplier who has been convicted of an offense enumerated under c) to h) of the paragraph hereinabove, or who is affiliated with someone who has been convicted of an offense enumerated under c) to h) of the paragraph hereinabove, when required to do so by law or legal proceedings, or when Canada considers it necessary to the public interest for reasons which include, but are not limited to:

Only one person is capable of performing the contract;

- Emergency;
- National security;
- Health and safety;
- Economic harm.

Canada reserves the right to impose additional conditions or measures to ensure the integrity of the procurement process.

GI02 COMPLETION OF OFFER

- 1) The offer shall be
 - a) Submitted in accordance with the instructions contained in the RFSO;
 - b) correctly completed in all respects;
 - c) signed by a duly authorized representative of the Offeror; and
 - d) accompanied by any other document or documents specified elsewhere in the RFSO where it is stipulated that said documents are to accompany the offer.
- 2) Any alteration to the pre-printed or pre-typed sections of the Price Proposal Form, or any condition or qualification placed upon the offer shall be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Price Proposal Form by the Offeror shall be initialled by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialled shall be deemed void and without effect.
- 3) Unless otherwise noted elsewhere in the RFSO, **facsimile copies of bids are not acceptable.**

GI03 IDENTITY OR LEGAL CAPACITY OF THE OFFEROR

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- (a) such signing authority; and
- (b) the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

GI04 GOODS AND SERVICES TAX/HARMONIZED SALES TAX

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, and the GST/HST shall not be included when calculating the amount of any offer security or contract security that may be required. Any amount levied in respect of the GST/HST shall be billed as a separate item in a progress claim submitted by the Offeror, and shall be paid to the Offeror in addition to the amount approved by Canada for work performed under the Contract. The Offeror shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

GI05 CAPITAL DEVELOPMENT AND REDEVELOPMENT CHARGES

Building permits fees (if applicable) will be applied to call-ups. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

GI06 LISTING OF SUBCONTRACTORS AND SUPPLIERS

Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within forty-eight (48) hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

GI07 SUBMISSION OF OFFER

- 1) Canada requests that offerors provide their offer as follows:
 - Front page of tender package
 - Appendix 1: List of Bidders Board of Directors
 - Appendix 3: Price Proposal form.
 - Appendix 4: Mandatory Criteria
- 2) Canada requests that offerors follow the format instructions described below in the preparation of their offer.
 - (a) use 216 mm x 279 mm (8.5 x 11 inch) paper;
 - (b) use a numbering system that corresponds to that of the Request for Standing Offers;

- 3) Offerors must submit their financial offer in accordance with Appendix 2 - Price Proposal Form. The total amount of GST or HST is to be shown separately, if applicable.

The offer envelope shall be addressed and submitted to the office designated on the Front Page "Request for Standing Offer" for the receipt of the offers. The offer must be received on or before the date and time set for solicitation closing. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:

- (a) Solicitation Number;
- (b) Name of Offeror;
- (c) Return address; and
- (d) Closing Date and Time.

The offer shall be in Canadian currency. Exchange rate fluctuation protection is not offered. Any request for exchange rate fluctuation protection shall not be considered.

- 7) Timely and correct delivery of offers is the sole responsibility of the Offeror.

GI08 REVISION OF OFFER

- 1) An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall on the Offeror's letterhead or bear a signature that identifies the Offeror.
- 2) A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
- 3) A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.
- 4) Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

GI09 REJECTION OF OFFER

- 1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
- 2. Without limiting the generality of paragraph 1. of GI10, Canada may reject an offer if any of the following circumstances is present:
 - a. the Offeror's bidding privileges are suspended or are in the process of being suspended;
 - b. The Offeror's bidding privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to make an offer on the Work, or the portion of the Work the employee or subcontractor is to perform;

-
- c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
- d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
- e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
- f. with respect to current or prior transactions with Canada
- i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
- ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offered on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2.f.i & ii. GI10, Canada may consider, but not be limited to, such matters as:
- a. the quality of workmanship in performing the Work;
- b. the timeliness of completion of the Work;
- c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
- d. the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1., 2. and 3. of GI10, Canada may reject any offer based on an unfavourable assessment of the
- a. adequacy of the offer price to permit the work to be carried out and, in the case of an offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
- b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
- c. Offeror's performance on other contracts.

5. When Canada intends to reject an offer pursuant to a provision of paragraphs 1., 2., 3. or 4. of GI10, other than subparagraph 2.a. of GI10, the Contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.

6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Bidders

GI10 OFFER COSTS

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

GI11 PROCUREMENT BUSINESS NUMBER

Offerors are required to have a Procurement Business Number (PBN) before contract award. Offerors may register for a PBN in the Supplier Registration Information system on the [Contracts Canada](#) Web site. For non-Internet registration, Offerors may contact the [nearest Supplier Registration Agent](#).

GI12 COMPLIANCE WITH APPLICABLE LAWS

- 1) By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing call-up for the performance of the work.
- 2) For the purpose of validating the certification in paragraph 1) of GI12, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
- 3) Failure to comply with the requirements of paragraph 2) of GI12 shall result in disqualification of the offer.

GI13 APPROVAL OF ALTERNATIVE MATERIALS

When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Officer at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

GI14 PERFORMANCE EVALUATION

-
- 1) Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

GI15 CONFLICT OF INTEREST - UNFAIR ADVANTAGE

- 1) In order to protect the integrity of the procurement process, offerors are advised that Canada may reject an offer in the following circumstances:
 - (a) if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - (b) if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
- 2) The experience acquired by a offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This offeror remains however subject to the criteria established above.
- 3) Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

STANDING OFFER PARTICULARS

SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
 - a) a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
 - b) Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
 - c) Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
 - d) the Standing Offer cannot be assigned or transferred in whole or in part;
 - e) the Standing Offer may be set aside by Canada at any time.

SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be from 1 June, 2013 to 31 May, 2016.

SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$60,000.00 **(GST or HST included)**.

SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
 - a) The Departmental Representative will establish the scope of services to be performed.
 - b) For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of the work as specified

including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision as offered in the RFSO including building permits as per local regulations.

2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form [Click here to type text for Link. 942.](#)
3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

SUPPLEMENTARY CONDITIONS (SC)

SC01 SECURITY ACCESS REQUIREMENTS FOR CANADIAN CONTRACTORS

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex F;
 - (b) Industrial Security Manual (Latest Edition).

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

- 1) The following are the call-up's contract documents:
 - (a) The call up against the Standing Offer, including any annexes;
 - (b) General Conditions and clauses :

GC1 General Provisions	R2810D	(2012-11-19);
GC2 Administration of the Contract	R2820D	(2012-07-16);
GC3 Execution and Control of the Work	R2830D	(2010-01-11);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment	R2550D	(2010-01-11);
GC6 Delays and Changes in the Work	R2860D	(2012-07-16);
GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8 Dispute Resolution	R2884D	(2008-05-12);
GC9 Insurance	R2590D	(2011-05-16);
Supplementary Conditions		
Fair Wages and Hours of Labour - Labour Conditions	R2940D	(2012-07-16);
Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2007-05-25);
Schedules of Wage Rates for Federal Construction Contracts;		
 - (c) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
- 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site: http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml.
- 4) The language of the contract documents is the language of the Price Proposal Form submitted.

Solicitation No. - N° de l'invitation

W0133-13N001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWY-2-35393

Buyer ID - Id de l'acheteur

pw011

CCC No./N° CCC - FMS No/ N° VME

W0133-13N001

**APPENDIX 1 - COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS OF
THE OFFEROR**

**NOTE TO BIDDERS
WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS**

APPENDIX 2 - SCOPE OF WORK

1. GENERAL

A. Work under this standing offer includes the furnishing of all labour, material, tools, supervision, travel and equipment required to perform electrical construction work and/or maintenance as and when requested by Dept. Of National Defence, 19 Wing Comox, Lazo, BC. Work to be performed at 19 Wing Comox, HMSC Quadra, Seal Bay and Detachment Holberg. .

b. The Contractor shall be in possession of a valid Class "A" Electrical license.

c. The Contractor shall ensure that a qualified electrician with a Journeyman's license be on the job site at all times.

d. The Contractor shall ensure that each tradesman has all the tools and equipment required to complete any job. Technical direction will be the responsibility of the Wing Construction Engineering Officer or his delegated representative.

e. It will be necessary to obtain a security clearance of your company and selected employees.

2. F1005D SECURITY REQUIREMENTS.

See Herein.

3. DEFINITIONS

a. The 'Engineer' is defined as the Wing Construction Engineering Officer or the delegated representative.

b. A "normal working day" is considered to be Monday to Friday from 0730 hours to 1530 hours.

4. JOB PERFORMANCE

Services shall be performed to the satisfaction of the Engineer.

5. CALL-UP AGAINST A STANDING OFFER

The Contractor shall ensure that there are adequate qualified personnel available. Work will be requested on an "as and when required basis" and shall be authorized on a Call-up Against a Standing Offer form CF 942.

6. TRANSPORTATION

The Contractor shall provide transportation, on and off site, for his employees and their tools and equipment required for the completion of work under this agreement.

7. CONTRACTOR'S RESPONSIBILITIES

a. Workmanship and Materials

The Contractor shall replace defective and improperly installed materials at his own expense when notified by the Engineer. All work covered in this agreement shall be performed by skilled tradesmen. It is the Contractor's responsibility to complete the work as requested for the amount that was originally quoted. The work is not considered complete until the Engineer has inspected and approved all work.

b. Manufacturer's Instructions

It shall be the Contractor's responsibility to follow manufacturer's instructions for application or installation of a material or product. If these instructions conflict with the original scope of work contact the Engineer and wait for further directions before completing the work.

c. Reporting Deterioration or Damage

Any damage or deterioration discovered during the agreement, but not included in the scope of work, shall be reported to the Engineer.

d. Weather

The Contractor shall ensure that weather conditions do not inhibit the application and/or storage of materials.

e. Codes, Standards and Regulations

It shall be the Contractor's responsibility to abide by all current codes, standards and regulations that may govern and/or restrict the manner in which the agreement is completed. In the event of a conflict of codes and standards, the most stringent one shall apply unless directed otherwise by the Engineer. It is the Contractor's responsibility to inform the Engineer, before work begins, of any deviation from current codes, standards and/or regulations which may be present in the Project Scope of Work and/or Specifications.

f. Construction Safety

The Contractor shall comply with applicable Sections of Part 8, Construction Safety Measures, of the National Building Code of Canada, and with all other applicable provisions of Federal, Provincial and Municipal safety laws to prevent accident or injury to persons on, about or adjacent to the site of the work.

g. WHMIS

i. Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.

-
- ii. Deliver copies of WHMIS data sheets to Engineer on delivery of materials.

h. Protection

The Contractor shall provide continual protection from his work to personnel, vehicles, equipment or other surrounding facilities by using drop sheets, barricades, warning signs, lights or other protective devices considered necessary by the Engineer.

i. Making Good

It shall be the responsibility of the Contractor to make good any damage to DND or private property resulting from, or attributable to his work, at his own expense.

j. Termination

Defects in material, unsatisfactory workmanship and unauthorized departure from specifications may result in termination of the agreement.

k. Clean Up

All work areas shall be left clean and tidy at the completion of each day's work. All scrap materials, debris, empty cans, etc., shall be removed from the confines of DND property. The base garbage dumpsters shall not be used. If a requirement arises for disposal of waste material in Pigeon Lake Sanitary Landfill, the tipping receipts shall be attached to and included with the invoice at the current tipping fee rate. Only upon receipt of invoice will tipping fees be paid. Under no condition will invoices be accepted for tipping recyclable materials.

l. Permits and Licenses

It shall be the Contractor's responsibility where applicable to obtain:

- i. Provincial permits and licenses when required.
- ii. Department of National Defence Permits, and Licenses.
- iii. Canadian Forces Base permits and licenses. (Base permits are required for work in confined areas and for all hot work.)

m. Contractor's Inspections

The Contractor shall complete his work allowing sufficient time to notify the Engineer and have his work inspected and approved prior to the completion date.

n. Site Security

Contractors are required to take all reasonable precautions regarding lock up of empty buildings and secured sites while in his care. Keys should be returned immediately on completion of job. Failure to

return keys by completion date could result in the Contractor being held responsible for the cost of lock replacement involved.

o. Sub Contracting

- i. All subcontractors shall be the sole responsibility of the General Contractor.
- ii. All subcontractors must be pre-approved by the Engineer.
- iii. All subcontractors must be fully current and licensed/qualified in their respective trades for the specific job(s).

p. Services

- i. Services shall be provided on an "as required" basis and shall be available within five calendar days excluding emergencies.
- ii. The contractor shall act upon emergency calls within a two (2) hour period.
- iii. The Contractor shall accept all calls from the Engineer or the Engineer's authorized representative for inspections and/or repairs as may be required. All requests for services will be confirmed, in writing, by form CF 942 (Call-up Against a Standing Offer).
- iv. Trades people provided on this agreement must be fully qualified in their respective trade with proven experience at the licensed journeyman level.
- v. Apprentices must have proven experience in the respective trades and be under the supervision of a licensed journeyman.

7. INVOICES AND PAYMENTS

a. Quotations

- i. If a "Quote" is requested, a written quote shall be faxed or emailed to the Engineer's Contracts Inspector requesting it, at no cost to DND, and shall reflect (if applicable) all information requested in paragraph 7.b.ii.
- ii. Any work on a call-up that may go over \$1,000, requires special approval authority within DND. Therefore, other than in an emergency, the Contractor must provide a written estimate (a fax is acceptable) for any work that is expected to go over this limit prior to carrying out work. During an emergency, the contractor is expected to provide at least a verbal estimate to the Engineer's Contracts Inspector as soon as possible.

b. Invoices

- i. All invoices submitted for payment must include the CF 942 (Call-up Against a Standing Offer) number.

- ii. Invoices are to include a breakdown as follows:
 - .1 Rates of pay and hours of work for each tradesperson.
 - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
 - .3 Extended total.
 - .4 Goods and Services Tax (GST) to be shown as a separate item.
 - .5 Where sub-contracting is involved, a copy of sub-contractor's invoice shall accompany the invoice against the requisition.
 - .6 Where discount or mark-up is applicable, please indicate separately.

iii. Invoices submitted for payment against this agreement that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

8. TEMPORARY SERVICES

Temporary electric power and water may be supplied free of charge at existing points of delivery subject to the discretion and approval of the Engineer.

9. SALVAGED MATERIALS

All salvaged or scrap materials shall become the property of the Contractor unless otherwise specified by the Engineer.

10. GUARANTEE

The Contractor shall guarantee both materials and work for a period of one year after completion of the agreement.

-----END-----

APPENDIX 3 - PRICE PROPOSAL FORM

.1 Each item specified in the Unit Price Schedule includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.

.2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in the Price Schedule of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.

.3 The prices inserted in the Price Schedule of this Offer include all applicable federal, provincial, and municipal taxes.

.1 However, they do not include any amount for the Goods and Services Tax Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.

.2 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.

.3 Pricing

The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

- .1 labour including supervision, allowances and liability insurance;
- .2 travel time;
- .3 transportation/vehicle expenses;
- .4 tools and tackle;
- .5 overhead and profit;
- .6 any other incidental expenses other than supply of materials and

replacement parts relating to the delivery of labour.

4. PRICES

The Offeror agrees that the following are the prices referred to above:

4.1 Unit Price Schedules - Rates

A) Years 1 & 2

Call out Rates: All inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractors plant (direct return trip). Full rates shall be charged only once for each call out.

Call out rates DO NOT include productive labour, See next table. If call out rates do not apply, please fill in rate as zero (0).

Item	Firm call out rates	ETT*	Estimated Number of Trips	Unit Price	Estimated total price
1	Detachment Holberg (approx. 330 km from 19 Wing Comox)		2	\$	\$

ETT - Estimated Travel Time (in minutes) is one way from suppliers base to the job site above.
Suppliers base is located at: _____

Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$	Estimated total price \$
2.	Hourly rate, including travel time and all related expenses. a) During Regular Hours: 07:30 - 15:30 hours, Monday through Friday i) Qualified Journeyman Electrician ii) Apprentice Electrician b) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays. I) Qualified Journeyman Electrician li) Apprentice Electrician C) Emergency Firm Rates: Anytime as requested, on site within maximum of 4 hours from call. I) Qualified Journeyman Electrician li) Apprentice Electrician	per hour per hour per hour per hour Per hour Per hour	1000 200 40 40 8 8		

3.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$97,000.00 + % mark up =)	\$97,000.00	_____ %	\$
Sub Total A): Estimated Total Amount Years 1&2 GST/HST Extra				\$

B) Year 3

Call out Rates: All inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractors plant (direct return trip). Full rates shall be charged only once for each call out.

Call out rates DO NOT include productive labour, See next table. If call out rates do not apply, please fill in rate as zero (0).

Item	Firm call out rates	ETT*	Estimated Number of Trips	Unit Price	Estimated total price
1	Detachment Holberg (approx. 330 km from 19 Wing Comox)		1	\$	\$

ETT - Estimated Travel Time (in minutes) is one way from suppliers base to the job site above.
Suppliers base is located at: _____

Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$	Estimated total price \$
2.	Hourly rate, including travel time and all related expenses. a) During Regular Hours: 07:30 - 15:30 hours, Monday through Friday i) Qualified Journeyman Electrician	per hour	500		

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0133-13N001/A

pw011

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0133-13N001

PWY-2-35393

ii) Apprentice Electrician	per hour	100		
b) Outside Regular Hours:				
Monday through Sunday, including all day Saturday, Sunday and holidays.				
I) Qualified Journeyman Electrician	per hour	20		
ii) Apprentice Electrician	per hour	20		
C) Emergency Firm Rates:				
Anytime as requested, on site within maximum of 4 hours from call.				
I) Qualified Journeyman Electrician	Per hour	4		
ii) Apprentice Electrician	Per hour	4		

3.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$48,500.00 + % mark up =)	\$48,500.00	_____ %	\$
Sub Total B): Estimated Total Amount Year 3 GST/HST Extra				\$

TOTAL EVALUATED PRICE:

Sub Total A 1st & 2nd Year Term	Sub Total B <u>3rd Year</u>	Total Evaluated Price (col.1 + col.2 = col.3)
\$ _____	\$ _____	\$ _____ — GST/HST Extra

Cost will be evaluated on the Total Evaluated Price in Column 3. It is anticipated that 1 standing offer will be issued to the lowest compliant offeror.

Travel and Living Expenses - Meals and Accommodations: (For work at Holberg area only)

The Contractor will be reimbursed for the authorized living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, and incidental expense allowances specified in Appendix C of the Treasury Board Travel

Solicitation No. - N° de l'invitation

W0133-13N001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pw011

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

W0133-13N001

File No. - N° du dossier

PWY-2-35393

CCC No./N° CCC - FMS No/ N° VME

Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". web site:

[Http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp)

All travel must have the prior authorization of the Project Manager - Nigel Pollard (250)339-8211 ext. 8462.

SIGNATURE:

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

SUPPLIER CONTACTS: The names, titles and telephone numbers of the Offeror's permanent staff members cleared to receive call-ups from Identified Users:

NAME	TITLE	TELEPHONE NO.	E-MAIL

Solicitation No. - N° de l'invitation

W0133-13N001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWY-2-35393

Buyer ID - Id de l'acheteur

pw011

CCC No./N° CCC - FMS No/ N° VME

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

W0133-13N001

APPENDIX 4 - MANDATORY REQUIREMENTS

- Contractor must be in possession of a valid Class "A" electrical license **YES** **NO**

A copy must be provide with your bid

- Journeyman electrician to be on site at all times work is being performed **YES** **NO**

Solicitation No. - N° de l'invitation

W0133-13N001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWY-2-35393

Buyer ID - Id de l'acheteur

pw011

CCC No./N° CCC - FMS No/ N° VME

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

W0133-13N001

APPENDIX 5 - PERIODIC REPORTS

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Elaine Anderson	(250)363-3298	elaine.anderson@pwgsc-tpsgc.gc.ca
Name	Phone Number	E-mail

at:

Publid Works and Government Services Canada

401-1230 Government St.

Victoria, BC V8W 3X4

BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call up #	Total Billing

NIL REPORT: We have not done any business with the federal government for this period. _____

PREPARED BY: _____

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

APPENDIX 6 - SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine										2. Branch or Directorate / Direction générale ou Direction										
3. a) Subcontract Number / Numéro du contrat de sous-traitance										3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant										
										Address - adresse										
4. Brief Description of Work / Brève description du travail Electrical Trades - The provision of qualified electrical tradesmen and materials for electrical construction work, inspection and/or maintenance for Canadian Forces Base Comox, HMCS Quadra, Seal Bay and any other remote sites at which the Wing Construction Engineering Officer determines work must be performed.																				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?															<input checked="" type="checkbox"/>	N	O	Y	e	s
															N	O	Y	e	s	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?															<input checked="" type="checkbox"/>	N	O	Y	e	s
															N	O	Y	e	s	
6. Indicate the type of access required / Indiquer le type d'accès requis																				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)															<input checked="" type="checkbox"/>	N	O	Y	e	s
															N	O	Y	e	s	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.															<input checked="" type="checkbox"/>	N	O	Y	e	s
															N	O	Y	e	s	
6. c) Is this a commercial courier or delivery requirement with no overnight storage?															<input checked="" type="checkbox"/>	N	O	Y	e	s

Solicitation No. - N° de l'invitation

W0133-13N001/A

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

W0133-13N001

Amd. No. - N° de la modif.

File No. - N° du dossier

PWY-2-35393

Buyer ID - Id de l'acheteur

pwY011

CCC No./N° CCC - FMS No/ N° VME

S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit?

Non
Ou
i

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada	NATO / OTAN	Foreign / Étranger
---------------	--------------------	---------------------------

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions	All NATO countries	No release restrictions
Not releasable		
Restricted to: / Limité à :	Restricted to: / Limité à :	Restricted to: / Limité à :
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A	NATO UNCLASSIFIED	PROTECTED A
PROTÉGÉ A	NATO NON CLASSIFIÉ	PROTÉGÉ A
PROTECTED B	NATO RESTRICTED	PROTECTED B
PROTÉGÉ B	NATO DIFFUSION RESTREINTE	PROTÉGÉ B
PROTECTED C	NATO CONFIDENTIAL	PROTECTED C
PROTÉGÉ C	NATO CONFIDENTIEL	PROTÉGÉ C
CONFIDENTIAL	NATO SECRET	CONFIDENTIAL
CONFIDENTIEL	NATO SECRET	CONFIDENTIEL
SECRET	COSMIC TOP SECRET	SECRET
SECRET	COSMIC TRÈS SECRET	SECRET
TOP SECRET		TOP SECRET
TRÈS SECRET		TRÈS SECRET
TOP SECRET (SIGINT)		TOP SECRET (SIGINT)
TRÈS SECRET (SIGINT)		TRÈS SECRET (SIGINT)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité:

No
Yes
N
Oui

Solicitation No. - N° de l'invitation

W0133-13N001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pw011

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

W0133-13N001

File No. - N° du dossier

PWY-2-35393

CCC No./N° CCC - FMS No/ N° VME

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

- Category
- Catégorie
- PROTECTED
- PROTÉGÉ
- CLASSIFIED CLASSIFIÉ
- NATO
- COMSEC
- A
- B
- C
- CONFIDENTIAL
- CONFIDENTIEL
- SECRET
- TOP
- SECRET
- TRÈS SECRET
- NATO
- RESTRICTED
- NATO
- DIFFUSION
- RESTREINTE
- NATO
- CONFIDENTIAL
- NATO
- CONFIDENTIEL
- NATO
- SECRET
- COSMIC
- TOP
- SECRET
- COSMIC
- TRÈS SECRET

Solicitation No. - N° de l'invitation

W0133-13N001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pw011

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

W0133-13N001

File No. - N° du dossier

PWY-2-35393

CCC No./N° CCC - FMS No/ N° VME

PROTECTED
PROTÉGÉ

CONFIDENTIAL

CONFIDENTIEL

SECRET
TOP

SECRET

TRÈS

SECRET

A

B

C

Information /Assets

Renseignements / Biens

adfgasdf

Production
IT Media /

Support TI
IT Link /
Lien électronique

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No

Yes

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No

Yes

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).