

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

Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

**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**  
Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> OCIR: Équipement de cuisines...	
<b>Solicitation No. - N° de l'invitation</b> W3380-11S708/A	<b>Date</b> 2012-07-19
<b>Client Reference No. - N° de référence du client</b> W3380-11-S708	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTA-739-12093
<b>File No. - N° de dossier</b> MTA-1-34336 (739)	<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 2012-08-29</b>	
<b>Time Zone</b> Fuseau horaire Heure Normale du l'Est HNE	
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Carpentier, Patricia	<b>Buyer Id - Id de l'acheteur</b> mta739
<b>Telephone No. - N° de téléphone</b> (514)496-3505 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE GARNISON ST-JEAN, SERV. DU GENIE HANGAR 102 RICHELAIN Québec J0J1R0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

#### **B. RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance Requirements
7. SACC Manual Clauses

#### **List of Annexes:**

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Inventory
- Annex D - Preventive maintenance table
- Annex E - Form PWGSC-TPSGC 229

## **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            6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Inventories of equipment to be serviced and repaired as needed, the Preventive maintenance schedule for equipment and the form PWGSC-TPSGC 229.

### **2. Summary**

#### **Description**

Request for a Regional Individual Standing Offer (Riso) for the goods and services to be provided for performance of preventive maintenance and repair of kitchen equipment on behalf of the Department of National Defence (DND), Engineering Service, 5 Area Support Group (5ASG).

#### **Period of the standing offer**

From date of issue until March 31, 2013 with possibility of 2 options of one year each.

#### **Consent to a Criminal Record Verification Form**

Pursuant to section 01 of Standard Instructions 2006 and 2007, a Consent to a Criminal Record Verification form, must be submitted with the offer, by Request for Standing Offers closing date, for each individual who is currently on the Offeror's Board of Directors.

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### Applicable trade agreements

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

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

### 2. Submission of Offers

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

### 3. Enquiries - Request for Standing Offers

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 4. Applicable Laws

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

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

Section I: Technical Offer ( 2 hard copies)

Section II: Financial Offer ( 1 hard copy)

Section III: Certifications ( 1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors are encouraged to:

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

#### Section I: Technical Offer

In 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 the Annexe B - Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_  
Master Card \_\_\_\_\_

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

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

Solicitation No. - N° de l'invitation

W3380-11S708/A

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-1-34336

Buyer ID - Id de l'acheteur

mta739

CCC No./N° CCC - FMS No/ N° VME

W3380-11-S708

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

**Section III: Certifications**

Offerors must submit the certifications required under Part 5.

**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 to be met on tendering**

Each technician proposed must meet the following criteria:

**1.1.1.1 Specialized technician in all of these areas:**

- electrical appliances
- natural gas or propane appliances
- low-pressure steam appliances

**1.1.1.2 Each technician must hold:**

- DEP (college diploma) in automated electro-mechanical systems (provide a photocopy of the diploma)
- TAG-2 gas card - certificate in gas appliance techniques (provide a photocopy of the card)

Provide technical/descriptive documents on tendering in order to demonstrate compliance with all mandatory technical characteristics listed in the foregoing points.

The technical offer must clearly and adequately demonstrate that the criteria on which the bid will be evaluated have been met.

Failure to demonstrate compliance with the mandatory criteria will render the bid non responsive.

## **1.2 Financial Evaluation**

The calculation method used for the financial evaluation method is as follows:

### **1.2.1 LABOUR COST CALCULATION (YEARLY)**

(Estimated number of hours per year) times (hourly rate per technician)

### **1.2.2 TRANSPORTATION COST CALCULATION (YEARLY) FOR ST-JEAN**

(Number of hours per round trip) times (technician's hourly rate) times (yearly number of round trips) + (fixed charge per round trip) times (yearly number of round trips)

### **1.2.3 TRANSPORTATION COST CALCULATION (YEARLY) FOR FARNHAM**

(Number of hours per round trip) times (technician's hourly rate) times (yearly number of round trips) + (fixed charge per round trip) times (yearly number of round trips)

### **1.2.4 MAINTENANCE COST CALCULATION (YEARLY)**

(Number of maintenance) times (fixed cost per maintenance)

### **1.2.5 COST CALCULATION FOR MATERIAL (YEARLY)**

(Approximate yearly amount of material purchases) + (Approximate yearly amount of material purchases) times (% mark-up)

Solicitation No. - N° de l'invitation

W3380-11S708/A

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

W3380-11-S708

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-1-34336

Buyer ID - Id de l'acheteur

mta739

CCC No./N° CCC - FMS No/ N° VME

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**SAMPLE FINANCIAL EVALUATION:**

**LABOUR COST CALCULATION (YEARLY)**

Estimate of 240 hours X \$40 (technician's hourly rate)  
**= \$9,600 per year for labour**

**TRANSPORTATION COST CALCULATION (YEARLY) FOR ST-JEAN**

2 hours (round trip) X \$40 (technician's hourly rate) X 42 round trips (St-Jean)  
**= \$3,360**

+

\$60 (fixed round-trip cost for fuel, vehicle wear and tear, etc) X 42 round trips (St-Jean)  
**= \$2,520**

Total: \$3,360 + \$2,520 = **\$5,880 per year for transportation**

**TRANSPORTATION COST CALCULATION (YEARLY) FOR FARNHAM**

2 hours (round trip) X \$40 (technician's hourly rate) X 20 round trips (Farnham)  
**= \$1,600**

+

\$60 (fixed round trip rate for fuel, vehicle wear and tear, etc) X 20 round trips (Farnham)  
**= \$1,200**

Total: \$1,600 + \$1,200 = **\$2,800 per year for transportation**

**MAINTENANCE COST CALCULATION (TWICE YEARLY)**

4 maintenance per year (2 in St-Jean and 2 in Farnham) X \$300 (fixed cost per maintenance)  
**= \$1,200**

**COST CALCULATION FOR MATERIAL (YEARLY)**

\$30,000 for material per year + (30,000 X 5% mark-up)  
**= \$31,500 per year for material**

**TOTAL FINANCIAL EVALUATION: \$9,600 + \$5,880 + \$2,800 + \$1,200 + \$31,500 = \$50,980**

**The same evaluation method will be applied in the second and third year.**

### 1.3 Price Evaluation

SACC Clauses M0220T

Evaluation of price

(25/05/2007)

## 2. Basis of Selection - Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price 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. Code of Conduct Certifications - Consent to a Criminal Record Verification

#### 1.1 Offerors must submit as part of their offer, by Request for Standing Offers closing date:

- (a) a complete list of names of all individuals who are currently directors of the Offeror;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

### 2. Certifications Precedent to Issuance of a Standing Offer

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

#### 2.1 Federal Contractors Program - 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 a 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.

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

The Offeror or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of 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.

## 2.2 Status and Availability of Resources

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

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

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

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

#### **3. Term of Standing Offer**

##### **3.1 Period of the Standing Offer**

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

#### **4. Authorities**

##### **4.1 Standing Offer Authority**

The Standing Offer Authority is:

Patricia Carpentier  
Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch

Telephone: 514-496-3505  
Facsimile: 514-496-3822  
E-mail address: [patricia.carpentier@tpsgc-pwgsc.gc.ca](mailto:patricia.carpentier@tpsgc-pwgsc.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.

Solicitation No. - N° de l'invitation

W3380-11S708/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta739

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

W3380-11-S708

File No. - N° du dossier

MTA-1-34336

CCC No./N° CCC - FMS No/ N° VME

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## 4.2 Project Authority

The Project Authority for the Standing Offer is:

(to be completed at the issuance of the standing offer)

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

## 4.3 Offeror's Representative

Name: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer are: St-Jean Garrison and Farnham Training Centre.

## 6. 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.

## 7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed 15 000\$ (Goods and Services Tax or Harmonized Sales Tax included).

## 8. Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

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## 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) the general conditions 2005 (16-07-2012), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (16-07-2012), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of work;
- f) Annex B, Basis of Payment;
- g) Annex C, Inventory;
- h) Annex D, Preventive maintenance table;
- i) Annex E, Form PWGSC-TPSGC 229;
- j) the Offeror's offer \_\_\_\_\_ .

## 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.

### 10.2 SACC Manual Clauses

M3020C      Status and Availability of Resources      2010-01-11

## 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 \_\_\_\_\_.

## 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. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

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

Section 13 Interest on Overdue Accounts, of 2010C (16-07-2012) - General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### 3. Term of Contract

#### 3.1 Period of the Contract

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

### 4. Payment

#### 4.1 Basis of Payment

The contractor will be paid accordingly to the Basis of Payment at Annex B.

C6000C	(16/05/2011)	Limitation of Price
H1000C	(12/05/2008)	Single Payment

#### 4.2 SACC Manual Clauses

A2001	(16/06/06)	Foreign National (Foreign Contractor)
A2000C	(16/06/06)	Foreign National (Canadian Contractor)
C2000C	(30/11/07)	Taxes - Foreign-based Contractor

#### 4.3 Payment by Credit Card

The following credit card is accepted: \_\_\_\_\_.

**OR**

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

Solicitation No. - N° de l'invitation

W3380-11S708/A

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-1-34336

Buyer ID - Id de l'acheteur

mta739

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

W3380-11-S708

CCC No./N° CCC - FMS No/ N° VME

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## 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 address shown on page 1 of the Contract for certification and payment.

## 6. Insurance

SACC Manual clause G1005C (12-05-2008) Insurance

## 7. SACC Manual Clauses

<b>SACC Référence</b>	<b>Section</b>	<b>Date</b>
B1000T	Condition of Material	30/11/07
M3020C	Status and Availability of Resources	11/01/07

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**ANNEX "A"**  
**STATEMENT OF WORK**

Preventive maintenance and repair of kitchen equipment  
Engineering Service, St-Jean  
St-Jean Garrison and Farnham Training Centre

**PART 1 - GENERAL INSTRUCTIONS**

**1.1 General**

The purpose of this document is to specify the goods and services to be provided for performance of preventive maintenance and repair of kitchen equipment on behalf of the Department of National Defence (DND), Engineering Service, 5 Area Support Group (5ASG).

**1.2 Relevant documents**

Annex C: Inventories of equipment to be serviced and repaired as needed.  
Annex D: Preventive maintenance schedule for equipment: electrical or low-pressure steam & natural gas or propane.

**1.3 Work site**

The services in question will be rendered on demand at the following locations:

St-Jean Garrison  
(Grand-Bernier, Richelain, Qc, J0J 1R0)

Farnham Training Centre  
(1111 Principale Ouest, Farnham Qc, J2N 2X9)

**1.4 Tasks**

The tasks required under this statement of work include provision of all labour, tools, equipment, spare parts, maintenance products and anything else needed for the complete and adequate performance of the work. The work covered by this contract includes, but is not limited to the following:

- 
- T.1 Twice-yearly preventive maintenance of the kitchen equipment listed in the inventories in Annex C (the inventory listings may be subject to change depending on the buildings where kitchen equipment is installed).
- T.2 Submission of preventive maintenance reports.
- T.3 Repair, on demand, of the equipment covered by this document.

## **PART 2 - PERFORMANCE**

### **2.1 General**

The work to which these specifications apply must be carried out by specialized technicians, each being qualified in all of the following areas: electrical appliances, natural gas or propane appliances and low-pressure steam appliances. The preventive maintenance and repairs will be carried out in accordance with manufacturers' recommendations and the latest editions of standard NFPA 96: <Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations>.

### **2.2 Preventive maintenance**

#### **. 1 Frequency**

Preventive maintenance must be carried out twice a year, in August and in February.

#### **. 2 Preventive maintenance operations**

Preventive maintenance operations will consist in checking all the kitchen equipment listed in the inventories in Annex C and completion of all the checks listed in the preventive maintenance tables in Annex D. Choose the appropriate table for the type of equipment to be checked (electrical, low-pressure steam, natural gas or propane). Also make any minor adjustments\* needed for safe and optimal functioning of the equipment being inspected.

\* A minor adjustment is one that requires no replacement of parts and that can be made in a few minutes in the course of the preventive maintenance.

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Any anomaly detected during the preventive maintenance must be described in the preventive maintenance reports submitted by the contractor. However, if, for safety reasons, corrective measures need to be taken immediately, the contractor must contact the DND representative without delay and report the situation.

. 3 **Manufacturer's recommendations**

The verification measures listed in the preventive maintenance tables will be carried out as recommended by the manufacturers of the respective appliances. Any other verification recommended by the manufacturer must be added to the appropriate preventive maintenance table and put into practice at no additional cost.

**2.3 Production of preventive maintenance reports**

- . 1 After finishing each preventive maintenance servicing, submit a duly completed preventive maintenance report to the DND representative (one report per appliance) within five working days of each servicing.
- . 2 Reports must be typed and must show the name of the contractor's representative legibly written in block letters.
- . 3 Describe minor adjustments made and any repairs needed, together with an estimate to within 15% of the anticipated actual cost (parts and labour) in accordance with the rates submitted in Annex "B". Include also operating recommendations for the safe and optimal functioning of the appliances and the maximum durability of their components.
- . 4 Payment of invoices is conditional on receipt of all reports due.

**2.4 Service calls for repairs**

- . 1 Response to service calls for repairs from the DND representative must meet the deadline specified in section 3.5.
- . 2 Before carrying out any repair, the contractor must provide a free estimate (written or verbal, depending on urgency) to within 15% of the total cost of the repairs needed and obtain the DND representative's approval before proceeding.
- . 3 Any repairs caused by deemed flaws in preventive maintenance or resulting from contractor's negligence must be effected by the contractor at no additional cost to DND.

- 
- . 4 The DND representative may ask for any defective part to be presented to him for inspection. After inspection, the contractor must dispose of it off DND property.
  - . 5 All repairs and alterations will be coordinated by the DND representative, who will act as intermediary between the contractor and appliance users.
  - . 6 For all repairs made, labour must be guaranteed for three months.

### **PART 3 - LIMITATIONS AND RESTRICTIONS**

#### **3.1 Availability (service calls)**

##### **. 1 Routine service**

Routine repair service will be available at each location from Monday to Friday (except statutory holidays) between 7:30 am and 4:00 pm within 48 hours of the DND representative's call.

##### **. 2 Emergency service**

Emergency repair service will be available on site at any time throughout the term of the contract within four hours of the DND representative's call or in accordance with any agreement made to adapt to specific situations. The DND representative has sole discretion to determine what is an emergency.

#### **3.2 Time sheets**

Unless otherwise indicated, when the contractor reports to a DND site, he will be required on arrival to contact the DND representative who placed the service call or, if he prefers, report in person to the representative's office to signify his presence.

On completion of each call or day's work, the contractor will have his time sheet signed by the DND representative who made the call. The time sheet will identify the firm and will be clearly written (work order number, description of the work, number of hours worked and any other relevant details). Both parties will keep a copy for the purposes of billing.

The time sheets duly signed by the DND representative must be attached to the contractor's invoice. In the absence of these time sheets, the DND representative reserves the right to withhold part or all of the payment invoiced.

## **PART 4 - MATERIALS/PARTS/PRODUCTS**

### **4.1 General**

- . 1 All materials, spare parts and maintenance and repair products used by the contractor must be new and of prime quality.
- . 2 If the contractor does not obtain the spare parts needed for DND's requirements within a time deemed reasonable, the DND representative reserves the right to have the repairs performed by another supplier able to carry out the work more promptly. In the repair cost estimate, specify the time needed to obtain the parts required.
- . 3 The materials, parts and products used must meet the manufacturer's recommendations for each appliance. The quality of parts must match or surpass that of the part replaced. All replacement parts must be guaranteed for a minimum of three months, including labour, and the guarantee will be extended, where applicable, to correspond to the manufacturer's warranty.
- .4 At the DND representative's request, the contractor must provide all technical data relating to the materials, spare parts and products he expects to use, as well as the recommendations of the manufacturer of the equipment in question.

Solicitation No. - N° de l'invitation

W3380-11S708/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta739

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

W3380-11-S708

File No. - N° du dossier

MTA-1-34336

CCC No./N° CCC - FMS No/ N° VME

**ANNEX "B"**

**BASIS OF PAYMENT**

**REPAIRS ON DEMAND**

DND guarantees no minimum number of straight hours.

**LABOUR COSTS**

Estimated number of hours per year: 240 hours per year

HOURLY RATE	DATE ISSUED TO MARCH 31 2013	APRIL 1, 2013 TO MARCH 31, 2014 (OPTION 1)	APRIL 1, 2014 TO MARCH 31, 2015 (OPTION 2)
Specialized technician	\$_____ / hour*	\$_____ / hour*	\$_____ / hour*

*\* The hourly rates submitted include all labour, materials, tools, machinery and supervision needed to carry out the work ordered. These hourly rates exclude transportation costs, which are calculated separately.*

**TRANSPORTATION COSTS**

Transportation St-Jean  
(round trip) \_\_\_\_\_ hour(s)\*

*\*Represents the time needed to get to and from the DND site (round trip), covering travel costs for the technician(s). Fuel costs and vehicle wear and tear are not included.*

Estimated number of trips per year: 42 round trips per year

FIXED RATE	DATE ISSUED TO MARCH 31 2013	APRIL 1, 2013 TO MARCH 31, 2014 (OPTION 1)	APRIL 1, 2014 TO MARCH 31, 2015 (OPTION 2)
Transportation St-Jean (round trip)	\$_____ / trip*	\$_____ / trip*	\$_____ / trip*

*\* The fixed transportation cost includes the cost of using the vehicle, wear and tear, fuel and other costs arising from the use of the vehicle only (technician's travel excluded).*

Solicitation No. - N° de l'invitation

W3380-11S708/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta739

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

W3380-11-S708

File No. - N° du dossier

MTA-1-34336

CCC No./N° CCC - FMS No/ N° VME

Transportation Farnham  
(round trip)

\_\_\_\_\_ hour(s)\*

*\*Represents the time needed to get to and from the DND site (round trip), covering travel costs for the technician(s). Fuel costs and vehicle wear and tear are not included.*

Estimated number of trips per year: 20 round trips per year

FIXED COST	DATE ISSUED TO MARCH 31 2013	APRIL 1, 2013 TO MARCH 31, 2014 (OPTION 1)	APRIL 1, 2014 TO MARCH 31, 2015 (OPTION 2)
Transportation Farnham (round trip)	\$_____ / trip*	\$_____ / trip*	\$_____ / trip*

*\* The fixed transportation cost includes the cost of using the vehicle, wear and tear, fuel and other costs arising from the use of the vehicle only (technician's travel excluded).*

**MAINTENANCE COST CALCULATION (TWICE YEARLY), ST-JEAN**

Number of maintenance per year: 2

Fixed cost per maintenance \$\_\_\_\_\_ /maintenance\*\*

**MAINTENANCE COST CALCULATION (TWICE YEARLY), FARNHAM**

Number of maintenance per year: 2

Fixed cost per maintenance \$\_\_\_\_\_ /maintenance\*\*

*\*\* The fixed maintenance cost submitted includes all labour, material, tools, machinery and supervision needed to carry out the work ordered. These fixed maintenance costs exclude transportation costs, which are calculated separately (and included in the estimated number of trips for each destination).*

**\*\*\*A PRICE MUST BE TENDERED FOR THE OPTION YEARS AND WILL BE TAKEN INTO CONSIDERATION IN THE FINANCIAL EVALUATION.\*\*\***

*See evaluation method in Part 4 - 1.2, Financial Evaluation, for more details.*

## Annex C - Inventory

### SAINT-JEAN GARRISON - Megaplex

#	EQUIPMENT	LOCATIO N	MAKE	MODEL
1	HOT PLATES & OVEN	H-144	GARLAND	M48R
2	HOT PLATES & OVEN	H-144	GARLAND	M48R
3	6-BURNER GAS RANGE	H-144	GARLAND	M43R
4	DOUBLE SALAMANDER	H-144	GARLAND	M110X
5	COMBI DOUBLE OVEN	H-144	RATIONAL	
6	COMBI DOUBLE OVEN	H-144	RATIONAL	
7	CRAFT COMBI DOUBLE OVEN	H-144	CLEVELAND	CCG227X
8	CRAFT COMBI DOUBLE OVEN	H-144	CLEVELAND	CCG227X
9	STEAMER	H-144	COULTER	60
10	COMBI OVEN	H-144	RATIONAL	
11	CRAFT COMBI SINGLE OVEN	H-144	CLEVELAND	CCG220X-ks
12	STEAMER	H-144	COULTER	60
13	40G GAS SKILLET	H-144	CLEVELAND	SGL-40TR
14	40G GAS SKILLET	H-144	CLEVELAND	SGL-40TR
15	COMBI OVEN (STEAMER)	H-144	ELECTROLUX	
16	HOT PLATES & OVEN	H-144	GARLAND	M48R
17	HOT PLATES & OVEN	H-144	GARLAND	M48R
18	120V PIZZA OVEN	H-144	IMPINGER	LINCOLN
19	BBQ GRILL	H-144	CHAR-GLO	RG-HDSA-36
20	BBQ GRILL	H-144	CHAR-GLO	RG-HDSA-36
21	FOOD STATION (FRYER)	H-144	GARLAND	010KH0004
22	40G GAS SKILLET	H-144	CLEVELAND	SGL-40TR
23	40G GAS SKILLET	H-144	CLEVELAND	SGL-40TR
24	PASTA MAKER	H-144	ELECTROLUX	CE0051
25	STEAMER	H-144		
26	STEAMER	H-144		
27	COMBI OVEN (STEAMER)	H-144		COS101S/AA
28	STEAMER	H-144	UTENSILS CO INC	LT-80 & LT-60
29	STEAMER	H-144	UTENSILS CO INC	LT-80 & LT-60
30	STEAMER	H-144	UTENSILS CO INC	LT-80 & LT-60
31	CONVECTION OVEN	H-146	GARLAND	MCO-ES-10
32	2-BURNER GAS STOVE	H-146	GARLAND	M45 (1) M12S (2)
33	STEAM KETTLE	H-146	CLEVELAND	KGL-25L
34	BAKE OVEN	H-146	GARLAND	CCG220X-ks
35	SMALL STEAMER	H-167		
36				
37	DEEP FRYER	H-167	GARLAND	M3500
38	SINGLE SALAMANDER	H-133	GARLAND	MIR-34L
39	HOT PLATES & OVEN	H-133	GARLAND	M48R
40	2-BURNER GAS STOVE	H-146	GARLAND	M45 (1) M12S (2)

Solicitation No. - N° de l'invitation

W3380-11S708/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta739

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W3380-11-S708

MTA-1-34336

**SAINT-JEAN GARRISON - Megaplex (cont'd)**

#	EQUIPMENT	LOCATIO N	MAKE	MODEL
41	2-BURNER GAS STOVE	H-146	GARLAND	M45 (1) M12S (2)
42	FOUR À CONVECTION	H-167	GARLAND	
	DISHWASHER	H-145	HOBART	UW50
	POTATO PEELER		HOBART	
	DISHWASHER (QACB)	H-167	HOBART	CPW100A
	DISHWASHER (QACB)	H-144	HOBART	FMT 82840
	HOT PLATES	H-144	GARLAND	G243CGTH
	HOT PLATES	H-127	GARLAND	G243CGTH
	HOT PLATES	H-121	GARLAND	G243CGTH
49	2-BURNER GAS STOVE	H-146	GARLAND	M45 (1) M12S (2)

Farnham training centre (Building E-201)

NO.	EQUIPMENT	MAKE		MODEL
1.	SLICER	GLOBE	1	3600P
2.	MIXER	GLOBE	1	SPL-20
3.	VEGETABLE PEELER	HOBART	1	6460
4.	60L MIXER	GLOBE	1	SPC-60
5.	STEAMER (2 COMPARTMENTS)	CLEVELAND	1	24CGP10
6.	TILTING STEAM KETTLE (225 L)	CLEVELAND	2	KGL-60-TM
7.	TILTING SKILLET	CLEVELAND	1	SGL30T1
8.	TROLLEY FOR COMBI OVEN	CLEVELAND	2	CSRT-2020
9.	COMBI OVEN	CLEVELAND	2	OGB-20,20
10.	MOVABLE GRIDDLE	GARLAND	1	GTG-G48-GT48
11.	MOVABLE BROILER	GARLAND	1	GTB636-NR36
12.	MOVABLE DOUBLE DEEP FRYER	FRYMASTER	1	MJ45E-SC
13.	DEEP FRYER FILT. SYSTEM	GARLAND	1	FPP245
14.	MIXER (30 LITRES)	GLOBE	1	SPC-30
15.	BAKE OVEN	GARLAND	1	G2771
16.	4-BURNER RANGE	GARLAND	1	M44R
17.	DOUBLE TILTING STEAM KETTLE	CLEVELAND	1	36GMK1010200
18.	MOVABLE STEAMER	METRO	1	C519-CFC-L
19.	CONVECTION OVEN	GARLAND	1	SUMG-100
20.	POT AND PAN WASHER	MEIKO	1	FV130.2
21.	DISHWASHER & BOOSTER HEATER	MEIKO	1	B-US-281
22.	MOVABLE GRIDDLE	GARLAND	1	GTGG48-GT48
23.	CONVEYOR TOASTER	BELLCO	3	JT2
24.	MICROWAVE	AMANA	1	HDC1800
25.	PASS-THROUGH HOT FOOD CABINET	DELFIELD	1	SSHPT2-S
26.	CONVECTION OVEN/MICROWAVE	MERRYCHEF	1	E4-1430
27.	MOVABLE BROILER	GARLAND	1	GTGG48-GT48
28.	CONVEYOR PIZZA OVEN (SINGLE)	LINCOLN IMPINGER	1	1116-000U
29.	CONVEYOR TOASTER	BELLCO	1	JT2
30.	MILK DISPENSER (DOUBLE)	SILVER KING	2	SKMAJ2-C4
31.	MILK DISPENSER (SINGLE)	SILVER KING	1	SKMAJ1/C4

### Annex D - Preventive Maintenance Table

#### ELECTRICAL OR LOW-PRESSURE STEAM EQUIPMENT

<b>INSPECTIONS AND MAINTENANCE</b>	√
1. Perform a general inspection of the equipment	
2. Inspect and lubricate moving mechanical parts	
3. Examine safety devices and regulators	
4. Clean motors and controls	
5. Inspect levelling devices	
6. Check for rust	
7. Adjust controls	
8. Inspect temperature gauges	
9. Inspect steam glands	
10. Inspect water hoses	
11. Inspect shelves	
12. Inspect detergent dispensers	
13. Perform maintenance in accordance with manufacturer recommendations	
14. Perform maintenance in accordance with applicable NFPA standards	

Solicitation No. - N° de l'invitation

W3380-11S708/A

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

W3380-11-S708

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-1-34336

Buyer ID - Id de l'acheteur

mta739

CCC No./N° CCC - FMS No/ N° VME

NATURAL GAS OR PROPANE EQUIPMENT

<b>INSPECTIONS AND MAINTENANCE</b>	√
1. Perform a general inspection of the equipment	
2. Inspect manual controls for the main gas valve	
3. Clean and lubricate	
4. Ensure that the manual controls are functioning properly	
5. Lubricate the control valve with a silicone compound	
6. Check for gas leaks	
7. Check that ventilation is functioning properly	
8. Inspect burner stands	
9. Inspect the stove structure	
10. Inspect and readjust flames	
11. Inspect thermostats	
12. Inspect pilot lights	
13. Perform maintenance in accordance with manufacturer recommendations	
14. Perform maintenance in accordance with applicable NFPA standards	

Solicitation No. - N° de l'invitation

W3380-11S708/A

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

W3380-11-S708

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-1-34336

Buyer ID - Id de l'acheteur

mta739

CCC No./N° CCC - FMS No/ N° VME

## **ANNEXE E**

### **Form Consent to a Criminal Record Verification** **(PWGSC-TPSGC 229)**

(see attached document)



FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

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

**This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.  
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/ de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.**

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

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

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

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

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

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

<b>B</b>	<b>BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu</b>
----------	---

Family Name (Last Name) - Nom (de famille)	Family Name at Birth - Nom de famille à la naissance
--	--

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

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

Gender - Sexe <input type="checkbox"/> Male / Masculin <input type="checkbox"/> Female / Féminin	Date of Birth - Date de naissance (Y-A M D-J)
---	---

**Current Residential Information  
Information résidentielle actuelle**

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue
----------------------------------	-------------------------	-----------------------------

City - Ville	Province	Postal Code - Code postal
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<b>C</b>	<b>CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu</b>
----------	---

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

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

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

<b>D</b>	<b>ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b>
----------	---

Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante

Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat	Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource