

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

**Réception des soumissions - TPSGC / Bid  
Receiving - PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7**

## 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**  
TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<b>Title - Sujet</b> Fabrication mécanique de précision	
<b>Solicitation No. - N° de l'invitation</b> W7701-135388/B	<b>Date</b> 2012-11-19
<b>Client Reference No. - N° de référence du client</b> W7701-135388	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$QCL-018-15003
<b>File No. - N° de dossier</b> QCL-2-35255 (018)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-12-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Piras, Gabriel	<b>Buyer Id - Id de l'acheteur</b> qcl018
<b>Telephone No. - N° de téléphone</b> (418)649-2870 ( )	<b>FAX No. - N° de FAX</b> (418)648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> R&D pour la DEFENSE NATIONALE Canada-Valcartier Bâtiment 64 2459 BLVD PIE XI NORD Québec Québec G3J1X5 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**

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

This bid solicitation cancels and supersedes previous bid solicitation number W7701-135388/A dated October 3rd, 2012, with a closing of October 24th,, 2012, at 14:00.

## **TITLE : PRECISION MECHANICAL MANUFACTURING SERVICES**

### **Notice to department not party to the current Standing Offers**

After considering this standing offers (S/O), please indicate your interest in joining users who have requirements similar to those described herein. You may do so by contacting the Public Work and Government Services Canada (PWGSC) supply officer indicated on the first page of this standing offer by telephone, fax or e-mail. We will review your request and provide you with confirmation of our recommendations. If we do give our approval, a new request may be published specifying that it is a Regional Master Standing Offer (RMSO) or National Master Standing Offer (NMSO).

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

- |        |  |
|--------|--|
| Part 1 | General Information: provides a general description of the requirement;  |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;  |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;  |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;  |
| Part 6 | Financial Requirements: includes specific requirements that must be addressed by offerors; and   |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:  |
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include :

- |           |                   |
|-----------|-------------------|
| Annex A - | Statement of Work |
| Annex B - | Basis of Payment  |
| Annex C - | Periodic reports  |

### 2. Summary

Provision of services to Defence Research and Development Canada Valcartier (DRDC Valcartier) involving specialist technicians and the fabrication of precision mechanical items on an as-ordered basis. This is needed to meet urgent requirements for scientific testing or to accelerate production of lots of individual items or assemblies.

**Note :** The provision of materials needed for fabricating items is not included in this standing offer. For call-ups, materials will be provided by the client department or the Contractor, to be approved by the project manager. Items must be invoiced separately where applicable.

Following this Request for Standing Offer, **Canada plans to issue two (2) Regional Individual Standing Offers (RISOs)**. These RISOs shall be issued according to the proportional basis approach

(i.e. 60% of the total value of the RISOs to the offeror with the highest score and 40% to the offeror with the second highest score).

The organization for which the services are to be rendered is Defence Research and Development Canada - Valcartier (DRDC - Valcartier).

Period of the Standing Offer : The period for making call-ups against the Standing Offer is from January 1st, 2013, to December 31st, 2014, inclusive. The period of the Standing Offer may be extended for two (2) additional one-year periods. under the same conditions.

Available funding for two Standing Offers : \$450,000.00 (GST or HST excluded) for the period from January 1st, 2013, to December 31st, 2014, and \$225,000.00 (GST or HST excluded) for each of the two (2) additional one-year periods.

The work will be performed at the offeror workshop. The offeror will be responsible of picking-up the materials for the manufacture of parts at Defence Research and Development Canada - Valcartier, located at 2459 Pie-XI Blvd North, Quebec City, Quebec, as well as delivering the completed workpieces at Defence Research and Development Canada - Valcartier.

Pursuant to section 01 of Standard Instructions 2006, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is limited to Canadian goods and/or services.

### **3. Debriefings**

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

"Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list 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 provide such a list within the required time frame will render the offer non-responsive. Offerors must always submit the list of directors before issuance of a standing offer.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive."

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

"The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the Offer, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any standing offer arising from this Request for Standing Offers (RFSO) and any call-ups made against the Standing Offer."

### 2. Submission of Offers

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

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

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority, preferably via email at [gabriel.piras@tpsgc-pwgsc.gc.ca](mailto:gabriel.piras@tpsgc-pwgsc.gc.ca), **no later than five (5) 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 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 (4 hard copies)  
 Section II: Financial Offer (2 hard copies)  
 Section III: Certifications (1 hard copie)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

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

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

#### Section I: Technical Offer

**In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements listed in sections 1.1.1 and 1.1.2 of PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.**

The technical offer should clearly address and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### Section II: Financial Offer



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**Offerors must submit their financial offer in accordance with Annex 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.

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.

#### 1.1.1 Mandatory Technical Criteria

The Offeror must indicate unambiguously whether it is compliant or non-compliant with each mandatory criterion (e.g. : by checking the appropriate box in the table below).

	COMPLIANT X	
	YES	NO
<b>MANDATORY REQUIREMENTS</b>		
.1 The Offeror must own maintenance workshop facilities suitably equipped for performing machining work of a general nature and producing parts to highly stringent tolerance specifications. The workshop must include, at minimum, the following equipment: manual lathe, manual milling machine, drill press, grinder, tapping machine, band saw and sander.		
.2 The Offeror must own a metrology laboratory equipped with, at minimum, the following measuring instrumentation: inside and outside micrometers, Vernier calipers, Vernier height gauges, gauge blocks, optical comparators, machinist squares, pin gauges and marble surfaces.		
.3 The Offeror must own <u>cylindrical and/or surface grinding machines</u> for machining workpieces to tolerances of plus or minus 0.0001"		
.4 The Offeror must own a computed numerically controlled (CNC) turret lathe capable of machining workpieces with minimum dimensions of 12" in diameter and 24" in length.		
.5 The Offeror must own a CNC milling machine capable of machining workpieces with minimum dimensions of 16" in width, 12" in height and 30" in length.		

**Note:** Representatives of Canada will verify that the two (2) Offerors having the best technical quality to price ratio are compliant with the mandatory requirements by inspecting their facilities after the request for standing offers is closed, but before standing offers are awarded.

### 1.1.2 Point Rated Technical Criteria

Each technical bid that meets all of the mandatory requirements specified above shall be evaluated and rated in accordance with the following evaluation criteria. For each criterion, Canada reserves the right to verify the information provided by the Offeror.

	Score max.																																													
<b>1.1.2.1 CNC PRODUCTION CAPACITY</b>	<b>20</b>																																													
<p>Offerors' production capacity will be calculated by determining the number of CNC production hours per week. This is done by adding up the number of hours per week worked by each person working on CNC machinery units. It is the Offeror's responsibility to provide a cumulative table of the hours worked by each person each day of the week (Monday through Sunday). The total hours available per week will be the Offeror's production capacity.</p>																																														
<p>EXAMPLE OF TABLE :</p>																																														
<table><tr><th></th><th>Total Hours Mon</th><th>Total Hours Tue</th><th>Total Hours Wed</th><th>Total Hours Thu</th><th>Total Hours Fri</th><th>Total Hours Sat</th><th>Total Hours Sun</th><th>Total</th></tr><tr><td>Person 1</td><td>9</td><td>9</td><td>9</td><td>9</td><td>4</td><td></td><td></td><td>40</td></tr><tr><td>Person 2</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td></td><td></td><td>40</td></tr><tr><td>Person 3</td><td></td><td></td><td></td><td></td><td></td><td>12</td><td>12</td><td>24</td></tr><tr><td>Total</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>104</td></tr></table>			Total Hours Mon	Total Hours Tue	Total Hours Wed	Total Hours Thu	Total Hours Fri	Total Hours Sat	Total Hours Sun	Total	Person 1	9	9	9	9	4			40	Person 2	8	8	8	8	8			40	Person 3						12	12	24	Total								104
	Total Hours Mon	Total Hours Tue	Total Hours Wed	Total Hours Thu	Total Hours Fri	Total Hours Sat	Total Hours Sun	Total																																						
Person 1	9	9	9	9	4			40																																						
Person 2	8	8	8	8	8			40																																						
Person 3						12	12	24																																						
Total								104																																						
<p>The rating will be established as follows :</p>																																														
<table><tr><th>Production capacity of company [hours/week]</th><th>Points</th></tr><tr><td>0-150</td><td>4</td></tr><tr><td>151-300</td><td>8</td></tr><tr><td>301-500</td><td>12</td></tr><tr><td>501-750</td><td>16</td></tr><tr><td>751 et +</td><td>20</td></tr></table>		Production capacity of company [hours/week]	Points	0-150	4	151-300	8	301-500	12	501-750	16	751 et +	20																																	
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0-150	4																																													
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301-500	12																																													
501-750	16																																													
751 et +	20																																													

<b>1.1.2.2 DESIRED EQUIPMENT (Bonus)</b>	<b>15</b>
<p>5 points per piece of desired equipment will be awarded if the Offeror owns the following machines:</p>	
<p>.1 4-axis CNC milling machine capable of machining workpieces with minimum dimensions of 20" x 20" x 16" in height</p>	<b>5</b>
<p>The Offeror owns this machine:</p>	
<p>Yes _____ No _____</p>	
<p>Please indicate:</p>	
<p>Name: _____</p>	
<p>Type: _____</p>	
<p>Year: _____</p>	
<p>Capacity: _____</p>	
<p>.2 5-axis CNC milling machine capable of machining workpieces with minimum dimensions of 203 x 203 x 163 in height</p>	<b>5</b>
<p>The Offeror owns this machine:</p>	
<p>Yes _____ No _____</p>	
<p>Please indicate:</p>	
<p>Name: _____</p>	
<p>Type: _____</p>	
<p>Year: _____</p>	
<p>Capacity: _____</p>	
<p>.3 Coordinate-measuring machine that is certified annually</p>	<b>5</b>
<p>Name: _____</p>	
<p>Type: _____</p>	
<p>Year: _____</p>	
<p>Capacity: _____</p>	
<p>The Offeror owns this machine:</p>	
<p>Yes _____ No _____</p>	
<p><b>Note:</b> Representatives of Canada will verify that desired equipment owned by the two (2) Offerors having the best technical quality to price ratio is compliant by inspecting the facilities of all Offerors after the request for standing offers is closed, but before standing offers are awarded.</p>	

<p><b>1.1.2.3 EXPERIENCE OF PERSONNEL DIRECTLY INVOLVED IN PROJECT</b></p> <p><b><u>For the “CNC machinist” category, the Offeror must provide the names and résumés of five (5) proposed resources.</u></b></p> <p><b><u>For the “Design technician” category, the Offeror must provide the names and résumés of two (2) proposed resources.</u></b></p> <p>The same resource may be proposed for more than one category and will consequently be evaluated for each of these categories.</p> <p>The overall scores for each resource in a given category will be added together, then divided by the number of proposed resources to obtain an average.</p> <p>For each personnel category, the Offeror shall indicate resources' experience in months.</p>	<b>30</b>
<p><b>A. CNC machinists with extensive experience in conventional or CNC machining and who are sufficiently familiar with the operation of equipment and machinery typically found in workshops.</b></p> <p>Resource experience:</p> <p><b>0 points:</b> less than 36 months of experience  <b>7 points:</b> 36 to 60 months of experience  <b>14 points:</b> 61 to 120 months of experience  <b>21 points:</b> 121 months or more of experience</p>	<b>21</b>
<p><b>B. Design technicians with experience using 3D solid-modelling and design software.</b></p> <p>Resource experience:</p> <p><b>0 points:</b> less than 36 months of experience  <b>3 points:</b> 36 to 60 months of experience  <b>6 points:</b> 61 to 120 months of experience  <b>9 points:</b> 121 months or more of experience</p>	<b>9</b>

<b>1.1.2.4 COMPANY EXPERIENCE</b>  Company experience will be evaluated on the basis of the four (4) elements below.	<b>25</b>
<b>A. The Offeror must provide a description and history of the company.</b>  Point allocation:  <b>0 points:</b> Company with less than 12 months of experience in the fabrication of precision mechanical items <b>1 point:</b> Company with 12 to 60 months of experience in the fabrication of precision mechanical items <b>2 points:</b> Company with more than 60 to 120 months of experience in the fabrication of precision mechanical items <b>3 points:</b> Company with more than 120 months of experience in the fabrication of precision mechanical items	<b>3</b>
<b>B. The Offeror must list the services that the company offers.</b>  Point allocation:  <b>1 point will be allocated for each one of the services listed below that the Offeror provides, up to a maximum of 5 points.</b>  - 3-, 4- or 5-axis CNC machining; - Conventional machining; - Welding; - Heat treatment; - Surface treatment; - Moulding; - EDM wire machining; - EDM electrode machining; - Water jet cutting; - Designing using solid-modelling software; - Laser cutting; and - Engineering.	<b>5</b>
<b>C. The Offeror must indicate whether it has ISO certification.</b>  _____ YES _____ NO  ISO Certification NO.: _____  Point allocation:  <b>2 points will be allocated to ISO-certified Offerors.</b>	<b>2</b>

<p><b>D. The Offeror must list 3 or 4 projects or complex items that it has completed within the past five years, explaining the specific challenges and how the task was performed. Each project description should answer the following questions: What techniques were used? Describe the tools and equipment required for each step of the process. What problems were encountered and how were they solved? What alternatives were proposed for completing the project if changes were necessary? The Offeror must also indicate where the project was completed, the client's name and telephone number, and the year in which the project was completed.</b></p> <p>The overall scores for each project will be added together, then divided by the number of proposed projects to obtain an average.</p> <p>Point allocation:</p> <p><b>0 points</b> – The Offeror did not provide any examples for the evaluation.</p> <p><b>5 points</b> – Completion of <b>simple projects or items</b> with no specific challenges. The items could have been fabricated by most machine shops with no problems. (CNC or conventional machining.) Examples: certain car parts, sports and recreation.</p> <p><b>10 points</b> – Completion of <b>medium-scale projects or items</b> that required multiple fabrication steps. Each step needed to be planned carefully to guarantee the stability of the assembly, avoid altering the mechanical properties of the material, and ensure that the design requirements were met. (CNC machining, use of EDM, welding and heat treatment.) Examples: injection moulds, die punches, aviation.</p> <p><b>15 points</b> – Completion of <b>large-scale projects or items</b> that required multiple fabrication steps. Each step needed to be planned carefully to guarantee the stability of the assembly, avoid altering the mechanical properties of the material, and ensure that the design requirements were met. Fabrication alternatives were proposed in order to complete the project and meet client expectations. Examples: fabricating individual items separately and welding them together, laser welding, surface treatment for improved protection, moulding (rocket nozzle parts, airplane engine turbines, space, satellites).</p>	<b>15</b>
<b>TOTAL:</b>	<b>90</b>
<b>Minimum score required:</b>	<b>54</b>

## 1.2 Financial Evaluation

### 1.2.1 Evaluation of Price

SACC Manual Clause M0220T (2007-05-25), Evaluation of Price

### 1.2.2 Equipment (See Annex B – Basis of Payment, sections 1 to 3)

Because newer CNC (computer numerical control) machinery is more expensive, but yields higher production rates, higher hourly rates are normal. The hourly rate must therefore be weighted in relation to the machinery's year of manufacture. The following weighting will be used :

Year of manufacture	Weighting factor
Pre-2000	1.25
2000-2006	1
2007-2012	0.75

Ex: 1999 Mazak 3-axis CNC milling machine (\$50.00/h)

Weighted cost  $\$50 \times 1.25 = \$62.50/\text{h}$

2007 Okuma 5-axis CNC milling machine (\$80.00/h)

Weighted cost  $\$80 \times 0.75 = \$60/\text{h}$

In order for this calculation to be performed, the Offeror must provide a list of machines available for sections 1 to 3 of Annex B, "Basis of Payment," and set a fixed all-inclusive hourly rate for each machine. The list can include one or more machines. If more than 3 machines are available, attach a list to your bid with the extra machines lettered d), e), and so on.

*Once all the hourly rates have been weighted, the average rate of the machines listed in sections 1, 2 and 3 will be calculated.* This average hourly rate will be used for the financial evaluation based on the approximate utilization percentage.

- Example :**
1.
    - a) 10 \$
    - b) 20 \$
    - c) 30 \$
 Average hourly rate: 20 \$
  2.
    - a) 10 \$
    - b) 20 \$
    - c) 30 \$
    - d) 40 \$
 Average hourly rate: 25 \$
  3.
    - a) 10 \$
 Average hourly rate: 10 \$

**The evaluation amount for sections 1, 2 and 3 of Annex B, "Basis of Payment," will be calculated as follows:**



Approximate monetary value of utilization (approximate utilization percentage multiplied by the total value of the standing offers) **divided** by the overall average hourly rate for every offerors **multiplied** by the Offeror's average hourly rate.

### 1.2.3 Services of Technicians (See Annex B, "Basis of Payment," sections 4.1 and 4.2)

The hourly rate for each technician will be used for the financial evaluation based on the approximate utilization percentage.

**The evaluation amount for sections 4.1 and 4.2 of Annex B, "Basis of Payment," will be calculated as follows:**

Approximate monetary value of utilization (approximate utilization percentage multiplied by the total value of the standing offer) **divided** by the overall average hourly rate for every offerors **multiplied** by the Offeror's average hourly rate.

### 1.2.4 Transport of Parts and Material (see Annex B, "Basis of Payment," sections 5.1 and 5.2)

To evaluate the cost of transport, **the evaluation amount for sections 5.1 and 5.2 of Annex B, "Basis of Payment," will be calculated as follows:**

Approximate quantity **multiplied** by the firm unit price for transport.

### 1.2.5 Example of calculation :

**Note** : The approximate quantities and values in the table bellow are approximate and do not represent a commitment by Canada.

Description	Approx. value	Rates Offeror 1	Total Offeror 1	Rates Offeror 2	Total Offeror 2
Cylindrical and/or surface grinding machine	1. Approx. Utilization = 5 %  2. Standing offers value = 900,000.00\$  3. Monetary value = 25,000.00\$	1. 80.00\$ / hour Year 2006 Weighting : 0.75 <b>Weighted hourly rate :</b> 60.00\$ / hour  2. 75.00\$ / hour Year 2002 Weighting : 1 <b>Weighted hourly rate:</b> 75.00\$ / hour	1. Average weighted hourly rate: <b>67.50\$ / hour</b>  2.Total for this item = <b>47412.28\$</b>	1. 65.00 \$ / hour Year 2002 Weighting: 1 <b>Weighted hourly rate :</b> 65.00\$ / hour  2. 75.00\$ / hour Year : 2006 Weighting: 0.75 <b>Weighted hourly rate :</b> 56.25\$ / hour	1. Average weighted hourly rate: <b>60.63\$ / hour</b>  2. Total for this item = <b>42587.22\$</b>
Computed numerically controlled (CNC) turret lathe	1. Approx. Utilization= 30%  2. Standing offers value = 500,000.00\$	1. 70.00\$ / hour Year 2000 Weighting: 1 <b>Weighted hourly rate:</b> 70.00\$ / hour	1. Average weighted hourly rate: <b>65.00\$ / hour</b>	1. 65.00 \$ / hour Year 2002 Weighting: 1 <b>Weighted hourly rate:</b> 65.00\$ / hour	2. Average weighted hourly rate: <b>65.00\$ / hour</b>

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	3. Monetary value = 150,000.00\$	2. 80.00\$ / hour Year 2006 Weighting: 0.75 <b>Weighted hourly rate:</b> 60.00\$ / hour	2. Total for this item = <b>315,000.00\$</b>	2. 65.00\$ / hour Year 2002 Weighting: 1 <b>Weighted hourly rate:</b> 65.00\$ / hour	2. Total for this item= <b>315,000.00\$</b>
CNC milling machine	1. Approx. Utilization = 50%  2. Standing offers value = 500,000.00\$  3. Monetary value = 250,000.00\$	1. 80.00\$ / hour Year 2006 Weighting: 0.75 <b>Weighted hourly rate:</b> 60.00\$ / hour  2. 70.00\$ / hour Year 2000 Weighting: 1 <b>Weighted hourly rate:</b> 70.00\$ / hour	1. Average weighted hourly rate: <b>65.00\$ / hour</b>  2. Total for this item= <b>450,000.00\$</b>	1. 65.00\$ / hour Year 2002 Weighting: 1 <b>Weighted hourly rate :</b> 65.00\$ / hour  2. 65.00\$ / hour Year 2002 Weighting: 1 <b>Weighted hourly rate:</b> 65.00\$ / hour	1. Average weighted hourly rate: <b>65.00\$ / hour</b>  2. Total for this item= <b>450,000.00\$</b>
CNC machining specialist	1. Approx. Utilization = 5% 2. Standing offers value = 500,000.00\$  3. Monetary value = 25,000.00\$	50.00 \$ / hour	<b>\$56250.00</b>	30.00 \$ / hour	<b>\$33750.00</b>
Design technician	1. Approx. utilization = 5%  2. Standing offers value = 500,000.00\$  3. Monetary value = 25,000.00\$	50.00 \$ / hour	<b>\$56250.00</b>	30.00 \$ / hour	<b>\$33750.00</b>
Pickup of material from DRDC Valcartier.	200 pickups	20.00 \$ / pickup	<b>\$4,000.00</b>	10.00 \$ / pickup	<b>\$2,000.00</b>
Delivery of items to DRDC Valcartier	200 delivery	20.00 \$ / pickup	<b>\$4,000.00</b>	10.00 \$ / pickup	<b>\$2,000.00</b>
<b>Total evaluation amount:</b>			<b>\$513,166.10</b>		<b>\$476,000.00</b>

## 2. Basis of Selection

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

1. To be declared responsive, an offer must:
  - (a) comply with all the requirements of the Request for Standing Offers;
  - (b) meet all mandatory technical evaluation criteria; and
  - (c) obtain the required minimum of \_\_\_\_\_ (insert minimum number of points) points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of \_\_\_\_\_ (insert the total number of points available) points."
2. Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a standing offer.

### 2.2 Standing Offers (multiple)

**Two standing offers**, totalling **\$450,000.00** (Goods and Services Tax or Harmonized Sales Tax is extra), could be awarded under this Request for a Standing Offer. These standing offers shall be issued according to the proportional basis approach (i.e. **60%** of the total value of the standing offer to the offeror with the **best value**, and **40%** to the offeror with the **second best value**.

## 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 - Certifications Required Precedent to Contract Award

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

### 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 Former Public Servant Certification

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

#### Definitions

For the purposes of this clause,

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

Is the Offeror a FPS in receipt of a pension as defined above?

**YES ( ) NO ( )**

If so, the Offeror must provide the following information:

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

#### **Work Force Reduction Program**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

**YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;

- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

## **Certification**

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

### **2.2 Canadian Content Certification**

This procurement is limited to Canadian services.

The Offeror certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the *Supply Manual*.

#### **2.2.1 Canadian Content Definition**

SACC Manual Clause A3050T (2010-01-11) Canadian Content Definition

### **2.3 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

### **2.4 Education and Experience**

SACC Manual Clause M3021T (2007-05-25) Education and Experience

Solicitation No. - N° de l'invitation

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

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Amd. No. - N° de la modif.

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

qcl018

CCC No./N° CCC - FMS No/ N° VME

Solicitation No. - N° de l'invitation

W7701-135388/B

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-2-35255

Buyer ID - Id de l'acheteur

qcl018

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

W7701-135388

CCC No./N° CCC - FMS No/ N° VME

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## **PART 6 - FINANCIAL REQUIREMENTS**

### **1. Financial Capability**

SACC Manual Clause M9033T (2011-05-16) Financial Capability



## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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 Standard Acquisition Clauses and Conditions (<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

##### 2.1 General Conditions

2005 (2012-07-16), General Conditions - Standing Offers, Goods or Services, apply to and form part of the Standing Offer.

The text under Subsection 4 of Section 11 - Code of Conduct and Certifications of 2005 referenced above is replaced by:

"During the entire period of the Standing Offer, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms."

##### 2.2 Periodic Usage Reports - Standing Offer

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

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

The data must be submitted on a six-monthly basis to the Standing Offer Authority.

The six-month reporting periods are defined as follows:

1st six-month period : April 1 to September 30;

2nd six-month period : October 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

### 3. Term of Standing Offer

#### 3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from January 1st, 2013, to December 31st, 2014, inclusive.

#### 3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one-year periods, from January 1st, 2015, to December 31st, 2015, and from January 1st, 2016, to December 31st, 2016, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### 4. Authorities

#### 4.1 Standing Offer Authority

The Standing Offer Authority is:

Gabriel Piras  
Public Works and Government Services Canada  
601-1550 D'Estimauville  
Québec, QC.  
G1J 0C7

Telephone: 418-649-2870  
Facsimile: 418-649-2209  
E-mail address: [Gabriel.Piras@tpsgc.pwgsc.gc.ca](mailto:Gabriel.Piras@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.

#### 4.2 Project Authority *(to be completed at the time of issuance of the standing offer)*

The Project Authority for the Standing Offer is:

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

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

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

**4.4 Contact at the Client's Department** *(to be completed at the time of issuance of the standing offer)*

For all information related to invoicing and/or payments you may communicate with:

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

**5. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is : Defence Research and Development Canada (DRDC), Valcartier, Quebec.

**6. Call-up Procedures**

Call-ups will be issued on an alternating basis and in proportion to the value of the standing offers so that **offeror 001**, in first place, will receive **60%** of the work assigned and **offeror 002**, in second place, will receive **40%** of the work assigned.

**7. Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer* or electronic document.

**8. Limitation of Call-ups**

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

**9. Financial Limitation - Total**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of

\$450,000.00 (Goods and Services Tax or Harmonized Sales Tax excluded) and distributed as follows: **270,000.00\$** (Goods and Services Tax or Harmonized Sales Tax excluded) **for offeror 001** and **180,000.00\$** (GST or HST excluded) **for offeror 002**, 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.

## 10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2012-07-16), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Periodic reports
- h) the Offeror's offer \_\_\_\_\_ (*date of offer will be inserted at the time of issuance of the standing offer*).

## 11. Certifications

### 11.1 Compliance

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

### 11.2 SACC Manual Clauses

M3020C(2010-01-11), Status and Availability of Resources  
M3060C(2008-05-12), Canadian Content Certification

## 12. Applicable Laws

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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 Quebec.

### **13. SACC Manual Clauses**

M3800C(2006-08-15), Estimates

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

The text under Subsection 4 of Section 27 - "Code of Conduct and Certifications - Contract" of 2010C referenced above is replaced by:

"During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms."

#### **Interest on Overdue Accounts**

Section 13, Interest on Overdue Accounts, of 2010C, 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**

One of the following types of basis of payment will form part of the call-up against the Standing Offer. The price must be determined in accordance with the Basis of Payment at Annex B.

(a) Call-up against the Standing Offer subject to a Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, which will be established in accordance with the Basis of Payment in Annex B. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

(b) Call-up against the Standing Offer subject to a Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure, which will be specified in the call-up against the Standing Offer. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada's liability to the Contractor under the call-up against the Standing Offer must not exceed the limitation of expenditure specified in the call-up against the Standing Offer. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the call-up against the Standing Offer resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### **4.2 Single Payment**

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

#### **4.3 SACC Manual Clauses**

A2000C(2006-06-16), Foreign Nationals (Canadian Contractor)  
A9117C(2007-11-30), T1204 - Direct Request by Customer Department  
C0711C(2008-05-12), Time Verification

#### **4.4 Payment by Credit Card**

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

**OR**

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

### **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 (2008-05-12) Insurance

## **7. SACC Manual Clauses**

A9006C(2008-05-12), Defence Contract  
A9062C(2011-05-12), Canadian Forces Site Regulations

**ANNEX A****STATEMENT OF WORK****1. DESCRIPTION**

Provision of services to Defence Research and Development Canada Valcartier (DRDC Valcartier) involving specialist technicians and the fabrication of precision mechanical items on an as-ordered basis. This is needed to meet urgent requirements for scientific testing or to accelerate production of lots of individual items or assemblies.

**2. GENERAL****MATERIALS**

The provision of materials needed for fabricating items is not included in this standing offer. For call-ups, materials will be provided by the client department or the Contractor, to be approved by the project manager. Items must be invoiced separately where applicable.

**ESTIMATES**

If requested by DRDC Valcartier, the Contractor must provide, at no extra cost to the client department, a written estimate for work that it may be asked to complete. The Contractor must quote an hourly rate or per-item cost based on the requirements indicated by DRDC Valcartier. The Contractor may be asked to provide detailed estimates in hours per machining operation. Following submission of the estimate to the project manager, and following acceptance by the latter, the Contractor must fully carry out the required work at a cost not exceeding the cost quoted in the estimate.

**CONDITIONS**

1. The Contractor must carry out the work in accordance with the specifications or sketches provided by DRDC Valcartier. The Contractor must contact the planning office at DRDC Valcartier before making any changes or modifications of any nature with respect to the work to be carried out, or for the purpose of obtaining technical information.
2. At the request of the Contractor, DRDC Valcartier may make available on a loan basis specialized equipment or machinery required for the purpose of fabricating specific items ordered by DRDC Valcartier. These items may be fabricated at DRDC Valcartier or at the Contractor's shop. DRDC Valcartier remains the owner of all tools and equipment loaned.
3. All work must be commenced no later than two (2) working days following the date on which the requisition is initiated.
4. The work will be inspected by the quality-control laboratory at DRDC Valcartier for the purpose of verifying compliance with the specifications or sketches provided for the requisitioned work. Any work failing to satisfy the specifications contained in the drawings or sketches will be returned to the Contractor to be corrected or redone at the Contractor's cost.
5. The responsibility for picking up and shipping materials as well as completed or returned items rests with the Contractor.
6. The Contractor must certify the quality of its work through the issuance of a compliance report



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7. All plans, sketches and unused materials originating from the contracting authority remain the property of DRDC Valcartier and must be returned to the latter at the time of completion or delivery of the requested work.

## MANDATORY REQUIREMENTS

1. The Offeror must own maintenance workshop facilities suitably equipped for performing machining work of a general nature and producing parts to highly stringent tolerance specifications. The workshop must include, at minimum, the following equipment: manual lathe, manual milling machine, drill press, grinder, tapping machine, band saw and sander.
2. The Offeror must own a metrology laboratory equipped with, at minimum, the following measuring instrumentation: inside and outside micrometers, Vernier calipers, Vernier height gauges, gauge blocks, optical comparators, machinist squares, pin gauges and marble surfaces.
3. The Offeror must own cylindrical and/or surface grinding machines for machining workpieces to tolerances of plus or minus 0.0001".
4. The Offeror must own a computed numerically controlled (CNC) turret lathe capable of machining workpieces with minimum dimensions of 12" in diameter and 24" in length.
5. The Offeror must own a CNC milling machine capable of machining workpieces with minimum dimensions of 16" in width, 12" in height and 30" in length.

**ANNEX B****BASIS OF PAYMENT**

With this Annex, the Contractor commits to calculating the cost of individual projects on the basis of the fixed hourly rates indicated for items 1 to 5 below for the duration of the standing offer.

*Note: The hourly rates submitted for items 1 to 3 below must include labour and equipment as well as overhead, employee benefits and other anticipated and unanticipated costs. GST extra and exempt from provincial sales tax.*

**1 Cylindrical and/or surface grinding machines for machining workpieces to tolerances of plus or minus 0.0001".**

a) Name: \_\_\_\_\_ Type: \_\_\_\_\_  
Year/Model: \_\_\_\_\_ Capacity: \_\_\_\_\_

**FIRM HOURLY RATE - 2013 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2014 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2015 : \$** \_\_\_\_\_ (First option period)  
**FIRM HOURLY RATE - 2016 : \$** \_\_\_\_\_ (Second option period)

b) Name: \_\_\_\_\_ Type: \_\_\_\_\_  
Year/Model: \_\_\_\_\_ Capacity: \_\_\_\_\_

**FIRM HOURLY RATE - 2013 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2014 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2015 : \$** \_\_\_\_\_ (First option period)  
**FIRM HOURLY RATE - 2016 : \$** \_\_\_\_\_ (Second option period)

c) Name: \_\_\_\_\_ Type: \_\_\_\_\_  
Year/Model: \_\_\_\_\_ Capacity: \_\_\_\_\_

**FIRM HOURLY RATE - 2013 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2014 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2015 : \$** \_\_\_\_\_ (First option period)  
**FIRM HOURLY RATE - 2016 : \$** \_\_\_\_\_ (Second option period)

**2 Computed numerically controlled (CNC) turret lathe capable of machining workpieces with minimum dimensions of 12" in diameter and 24" in length.**

**(Approximate utilization: 30%)**

a) Name: \_\_\_\_\_ Type: \_\_\_\_\_  
Year/Model: \_\_\_\_\_ Capacity: \_\_\_\_\_

**FIRM HOURLY RATE - 2013 : \$** \_\_\_\_\_

**FIRM HOURLY RATE - 2014 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2015 : \$** \_\_\_\_\_ (First option period)  
**FIRM HOURLY RATE - 2016 : \$** \_\_\_\_\_ (Second option period)

b) Name: \_\_\_\_\_ Type: \_\_\_\_\_  
 Year/Model: \_\_\_\_\_ Capacity: \_\_\_\_\_

**FIRM HOURLY RATE - 2013 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2014 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2015 : \$** \_\_\_\_\_ (First option period)  
**FIRM HOURLY RATE - 2016 : \$** \_\_\_\_\_ (Second option period)

c) Name: \_\_\_\_\_ Type: \_\_\_\_\_  
 Year/Model: \_\_\_\_\_ Capacity: \_\_\_\_\_

**FIRM HOURLY RATE - 2013 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2014 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2015 : \$** \_\_\_\_\_ (First option period)  
**FIRM HOURLY RATE - 2016 : \$** \_\_\_\_\_ (Second option period)

**3 CNC milling machines capable of machining workpieces with minimum dimensions of 16" in width, 12" in height and 30" in length.**

a) Name: \_\_\_\_\_ Type: \_\_\_\_\_  
 Year/Model: \_\_\_\_\_ Capacity: \_\_\_\_\_

**FIRM HOURLY RATE - 2013 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2014 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2015 : \$** \_\_\_\_\_ (First option period)  
**FIRM HOURLY RATE - 2016 : \$** \_\_\_\_\_ (Second option period)

b) Name: \_\_\_\_\_ Type: \_\_\_\_\_  
 Year/Model: \_\_\_\_\_ Capacity: \_\_\_\_\_

**FIRM HOURLY RATE - 2013 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2014 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2015 : \$** \_\_\_\_\_ (First option period)  
**FIRM HOURLY RATE - 2016 : \$** \_\_\_\_\_ (Second option period)

c) Name: \_\_\_\_\_ Type: \_\_\_\_\_  
 Year/Model: \_\_\_\_\_ Capacity: \_\_\_\_\_

**FIRM HOURLY RATE - 2013 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2014 : \$** \_\_\_\_\_  
**FIRM HOURLY RATE - 2015 : \$** \_\_\_\_\_ (First option period)  
**FIRM HOURLY RATE - 2016 : \$** \_\_\_\_\_ (Second option period)

#### 4 Services of Technicians

*Firm all-inclusive hourly rates for the duration of the standing offer, excluding GST and HST. The Contractor must not submit any invoices for travel or meal costs. The technician must work according to normal shift schedules (meaning that no overtime must be included in the rates).*

- 4.1 CNC machining specialist** with extensive knowledge of conventional and CNC machining processes who is sufficiently familiar with the operation of equipment and machinery typically encountered in workshops.

**FIRM HOURLY RATE - 2013 :** \$ \_\_\_\_\_/hour

**FIRM HOURLY RATE - 2014 :** \$ \_\_\_\_\_/hour

**FIRM HOURLY RATE - 2015 :** \$ \_\_\_\_\_/hour (First option period)

**FIRM HOURLY RATE - 2016 :** \$ \_\_\_\_\_/hour (Second option period)

- 4.2 Design technician** with extensive knowledge of 3D solid-modelling and design software.

**FIRM HOURLY RATE - 2013 :** \$ \_\_\_\_\_/hour

**FIRM HOURLY RATE - 2014 :** \$ \_\_\_\_\_/hour

**FIRM HOURLY RATE - 2015 :** \$ \_\_\_\_\_/hour (First option period)

**FIRM HOURLY RATE - 2016 :** \$ \_\_\_\_\_/hour (Second option period)

#### 5. Transport of items and material

*The Contractor must pick up the material provided by the client and deliver the completed items.*

*Firm, all-inclusive rate for the duration of the standing offer, excluding GST and HST.*

Items	Description	Period	Firm Unit Cost for Transport (GST extra)
5.1	Delivery of items to DRDC Valcartier.	2013	_____ \$ / pickup
		2014	_____ \$ / pickup
		2015 (option 1)	_____ \$ / pickup
		2016 (option 2)	_____ \$ / pickup
5.2	Livraison de pièces sur le site de RDDC-Valcartier.	2013	_____ \$ / delivery
		2014	_____ \$ / delivery
		2015 (option 1)	_____ \$ / delivery
		2016 (option 2)	_____ \$ / delivery

**Note :** During an item (or a material) delivery (or pick-up) a supplier may need to pick-up (or delivered) materials (or items) at the same service drop. In such a situation, the contractor must charge only one delivery or pick-up to DRDC Valcartier.

**ANNEX C****PERIODIC REPORTS**

Please forward on a six-monthly basis, at the following email address, all the informations regarding this standing offer :

Gabriel.Piras@tpsgc-pwgsc.gc.ca

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The start date and end date for the standing offer;
- The total spend to date, by the government;
- The period for which the data has been accumulated (start date to end date);
- The Department requesting name;
- The product description;
- The units of measurement;
- The delivery date;
- The value of order.

Standing Offer :		(Insert Standing Offer #)		Start Date of SO :		(DD/MM/YYYY)		
				End Date of SO :		(DD/MM/YYYY)		
Total Value to Date :		_____ \$		Start Reporting Period:		(DD/MM/YYYY)		
Total Value for Reporting Period :		_____ \$		End Reporting Period :		(DD/MM/YYYY)		
Department Requesting	Order Number	Item Description	(Part Number, If Applicable)	Item Quantity	Unit of Measure (each, litre, etc..)	Date of Order	Date of Delivery	Value of Order (not including GST or Delivery)

(Add lines as necessary)

Note : The six-month reporting periods are defined as follows:

- 1st six-month period : April 1 to September 30;
- 2nd six-month period : October 1 to March 31.